

**Board of Supervisors Meeting**  
**January 7, 2016**  
**5:00 P.M.**

**NORTHUMBERLAND COUNTY, VA**

The meeting was convened for the regular monthly meeting of the Northumberland County Board of Supervisors that was held at Northumberland Courts Building, on Thursday, January 7, 2016.

Present:       Ronald L. Jett  
                  Richard F. Haynie  
                  Joseph Self, Sr.  
                  Thomas H. Tomlin  
                  James M. Long

W. Leslie Kilduff, Jr. – County Attorney  
Luttrell Tadlock – County Administrator

Acting as convener until the election of a Chairman, the County Administrator E. Luttrell Tadlock called the meeting to order.

**RE: INVOCATION**

Rev. Barbara Cain, Abiding Faith Baptist Church led the invocation.

**RE: PLEDGE OF ALLEGIANCE**

County Administrator Tadlock led in the Pledge of Allegiance.

**RE: ELECTION OF CHAIRMAN OF THE BOARD OF SUPERVISORS**

Supervisor Haynie nominated Ronald L. Jett as Chairman.

There being no further nominations, Supervisor Self made a motion to close the nominations.

Upon motion by Richard F. Haynie, seconded by A. Joseph Self, and carried by all, Ronald L. Jett was elected Chairman.

A roll call vote was then taken on the motion for Chairman and the vote was as follows:

Richard F. Haynie – AYE  
A. Joseph Self, Sr. – AYE  
Ronald L. Jett – Abstain  
Thomas H. Tomlin – AYE  
James M. Long – AYE

Supervisor Ronald L. Jett then took over as Chairman of the Board of Supervisors.

**RE: ELECTION OF VICE-CHAIRMAN OF THE BOARD OF SUPERVISORS**

Supervisor Self nominated Richard F. Haynie as Vice-Chairman.

There being no further nominations, Supervisor Self made a motion to close the nominations.

Upon motion by A. Joseph Self Sr., seconded by Ronald L. Jett, and carried by all, Richard F. Haynie was elected Vice-Chairman.

A roll call vote was then taken for Supervisor Haynie as Vice-Chairman. The vote was as follows:

Richard F. Haynie – Abstain	Ronald L. Jett – AYE
A. Joseph Self, Sr. – AYE	Thomas H. Tomlin – AYE
James M. Long – AYE	

Supervisor Richard F. Haynie was elected Vice-Chairman of the Board of Supervisors.

**RE: ADOPTION OF BY-LAWS**

The County Attorney had reviewed the proposed By-Laws.

Upon motion by Thomas H. Tomlin duly seconded by A. Joseph Self, Sr., the Board voted unanimously to adopt the By-Laws for the calendar 2016 which included 7 exceptions from Robert Rules of Order. The vote on the motion was as follows:

James M. Long – AYE	Richard F. Haynie – AYE
A. Joseph Self, Sr. – AYE	Ronald L. Jett – AYE
Thomas H. Tomlin – AYE	

**BY-LAWS AND RULES OF ORDER  
OF THE  
BOARD OF SUPERVISORS OF NORTHUMBERLAND COUNTY, VIRGINIA**

1. By Laws and Rules of Order. In order to provide for the ease and manner in which the meetings of the Board of Supervisors of Northumberland County, Virginia, are conducted, the following by-laws and rules for internal organization and procedure are adopted. Reference is made to the Constitution of Virginia (1971), the Code of Virginia, 1950, as amended, and the Opinions of the Attorney General as they may apply. In matters of procedure, the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt. The following exceptions shall apply:

- a. The Chairman may make motions and vote on all questions.

- b. On a motion from the floor there is no need for a second prior to the vote.
- c. Citizens will follow the Public Hearing Rules of Conduct when addressing the Board at Public Hearings.
- d. Members need not rise when speaking.
- e. There is no limit to the number of times a member can speak to a question.
- f. Informal discussion of a subject is permitted while no motion is pending.
- g. The Chairman may speak in discussion without rising or relinquishing the Chair.

The by-laws and rules of order of this Board may be amended by a majority vote of the Board and shall be adopted and re-adopted at the organizational meeting of the Board annually.

2. Resolutions and Ordinances. The business and powers of the Board shall be exercised through resolutions and ordinances duly adopted by the Board in compliance with the provisions of the statutes of the Commonwealth of Virginia and paragraph 7 of these By-Laws and Rules of Order.

Resolutions, or orders, shall be used for all county business that is essentially administrative, including internal or housekeeping matters and temporary concerns of the Board. Resolutions shall not be required to meet any strict standards as to their form and content, but they shall be clear enough to establish the intent of the Board. In most cases a public hearing shall not be required prior to the adoption of a resolution. Ordinances, which are more formal enactments than resolutions, shall be used for most governmental or legislative matters that control the lives, liberties or property of citizens, that have a permanent effect, or that deal with subjects of county-wide concern.

The procedure for enacting an ordinance shall require compliance with strict statutory rules. Descriptive notice of the Board's intention to propose an ordinance shall be published once a week for two successive weeks prior to passage. Emergency ordinances may be adopted without notice, but they may not be enforced for more than 60 days unless re-adopted in the manner required by law. Land use controls and certain tax ordinances shall be subject to more stringent procedural requirements than other ordinances.

3. Chairman and Duties. A chairman and vice-chairman of the Board shall be elected by the affirmative majority vote of the Board at the annual organizational meeting of the Board. Their term shall be for one year or until a successor is elected. It shall be the duty of the chairman to preside over all meetings of the Board and to discharge any other duties as become necessary and are permitted. The vice-chairman shall act in the absence or disability of the chairman. The chairman shall be authorized to administer oaths to persons concerning any matters submitted to the Board or connected with its powers and duties. The chairman and/or the vice-chairman are permitted to make motions at their discretion. The chairman may sign all orders issued by the Board, but the Board assigns this duty to the County Administrator. The chairman, or the county administrator as designated, shall sign the records of proceedings of the Board's meetings and the monthly list of salaries/invoices.

4. Meetings. The Board shall hold a regular meeting at least monthly on a day and at a time to be set at the annual organizational meeting. The regular meeting of the Board may be adjourned from day to day, from time to time and from place to place, but not beyond the date set for the next regular meeting, until all business is completed. The regular meetings and public hearings of the Board shall be held in the Northumberland Courts Building in Heathsville. If the Board finds it

necessary to hold a regular meeting at a time or public place different from the Courts Building, such new time and place may be designated by duly passed resolution posted on the door of the Courthouse, Courts Building and advertised in a newspaper having general circulation in the County once a week for two successive weeks before such meeting.

Special meetings of the Board may be called by the Chairman or requested by two or more of the members of the Board of Supervisors. The call or request shall be made to the county administrator (clerk of the Board) and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the county administrator, after consultation with the chairman of the Board, shall immediately notify each member of the Board of supervisors and the county attorney in writing delivered to his place of residence or business to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present. The notice may be waived if all members of the Board of supervisors attend the special meeting or sign a waiver (§15.2-1418). The Northumberland Echo and Rappahannock Record will also be notified of any special meetings.

5. Open Meetings. All meetings of the Board shall be held pursuant to the provisions of the Virginia Freedom of Information Act, which provides explicit directions for holding open meetings. An "open meeting" or "public meeting" means a meeting at which the public may be present to observe the operations of government.

6. Closed Meetings. A "closed meeting" means a meeting from which the public is excluded.

A closed meeting of the Board may be held only for those purposes specifically provided by law, as follows or as specifically provided for in the Code of Virginia (1950), as amended:

(1) Discussion or consideration of specific personnel cases, that is, of the employment, appointment, disciplining, performance, salary, dismissal or other related matters of particular governmental officials or employees of the public body;

(2) Discussion or consideration of the condition, acquisition, or use of real property for public purpose, or the disposition of publicly held property;

(3) The protection of the privacy of individuals and personnel matters not related to public business;

(4) Discussion concerning the prospective location of a business or industry prior to any announcement of its interest in locating in the community;

(5) Consideration of the investment of public funds when publicity might adversely affect the financial interest of the governmental unit involved;

(6) Consultation, with or without legal counsel and staff, with respect to actual or probable litigation or other legal matters in the public body's jurisdiction;

(7) Discussion or consideration of tests or examinations used by a public body to evaluate employee qualifications or aptitude for employment, retention, or promotion and evaluate qualifications for any license or certificate issued by the public body.

The substantive and procedural requirements established for closed meetings shall be strictly observed. Prior to each closed meeting, the Board of Supervisors shall vote in open meeting to hold a closed meeting. That vote, as well as a statement specifying precisely the statutory basis for the closed meeting, shall be recorded in the minutes of the open meeting. When in a closed meeting, the Board may consider only those specified matters. For any action agreed to in an executive session to become effective, the Board of Supervisors shall reconvene in an open meeting and take a vote of its membership on the particular action, the substance of which must be reasonably identified in the open meeting.

7. Quorum and Method of Voting. A majority of the members of the Board constitutes a quorum. Unless a greater requirement exists pursuant to the statutes of the Commonwealth, all questions submitted to the Board for decision shall be determined by a majority of the supervisors voting on a question by voice vote or by other method, which sufficiently identifies the matter upon which a vote is being taken. Individual votes of the Board members shall be recorded. A motion by a member of the Board shall not require a second. Abstention from voting shall not constitute a negative vote. The vote of a member of the Board shall become final once the decision of the question has been finally and conclusively pronounced by the chairman and cannot be changed except after adoption of a motion to reconsider the action. If one or more members of the Board are disqualified from voting under the provisions of the Virginia Conflict of Interest Act, leaving less than the number of Supervisors required for action, the remaining member or members may act by majority vote. A tie vote shall defeat the motion, resolution or issue voted upon.

8. Records. Minutes shall be taken of all actions taken during meetings of the Board of Supervisors, except during closed meetings, and shall be recorded in bound volumes. These minutes shall include a description of the issue being considered by the Board of Supervisors, any motion made regarding the issue and a record of the vote of each member of the Board of Supervisors. Incomplete volumes shall remain in the County Administrator's office; completed volumes shall be filed in the record room of the Clerk of the Circuit Court. Copies of the minutes shall be available to the public, at the normal charge for copying, after the minutes have been approved by the Board and signed by the County Administrator as the Clerk for the Board.

The books, records and accounts of the Board of Supervisors, except those excluded by the Virginia Freedom of Information Act, shall be open to the examination of all persons and at all reasonable times.

9. Order of Business and Agenda. The order of business at all regular meetings shall be as follows unless changed by Board action:

1. Call to order
2. Consideration Docket
3. Presentations
4. Board Reports
5. County Administrator Report

6. Board Comment Period
7. Closed Meetings
8. Public Hearings
9. Public Comments
10. Adjournment

A detailed agenda shall be distributed in advance of each regular meeting to the members of the Board. This shall include the minutes, check register and correspondence/reports for reading and review in advance of the meeting in an effort to conserve time during the meeting. A copy of the agenda shall be made available in the County Administrator's office for examination by the public and a copy shall be delivered to the local newspaper for publication whenever possible.

10. The Right to Require Information. The Board of Supervisors shall have the right to require monthly financial reports from any officer or office of the County or district thereof, may investigate bills and receipts thereof and may, for these purposes, require the production of books, papers and other evidence.

For the purpose of preparing and approving the County's annual budget, the Board of Supervisors may require the heads, or other responsible representatives, of all offices, departments, divisions, boards, commissions, agencies and all other recipients of County funds or appropriations to furnish financial reports and such other information as may be deemed necessary and in such form as may be required in relation to their affairs and activities.

The Board may subpoena witnesses and administer oaths for the purpose of acquiring information for making financial decisions in line with its function and duties as the governing body.

11. County Administrator. The Board of Supervisors shall appoint an executive secretary, who shall be designated County Administrator and such appointment shall be evidenced by a resolution. The County Administrator shall serve at the pleasure of the Board.

The County Administrator shall be the clerk to the Board and his/her duties shall be those as prescribed by law.

12. Legal Counsel. The Board of Supervisors may create the office of County Attorney and appoint an attorney to handle its legal affairs. The County Attorney shall serve at the pleasure of the Board and his/her salary shall be set by the Board. The County Attorney, when possible, shall attend all regular and special meetings of the Board.

His/her responsibility shall be in matters including but not limited to the following:

- (1) Advising and representing the Board of Supervisors and its boards, departments, agencies, officials and employees.
- (2) Drafting, preparing and reviewing county ordinances, contracts and agreements.
- (3) Defending or bringing actions in which the County or any of its boards, departments, agencies, officials, or employees is a party.

(4) Prosecuting violations of orders of the Board of Supervisors, resolutions or ordinances.

In addition the Board may employ separate counsel when it deems it necessary in any suit against the County, in matters concerning County property, in collection of delinquent taxes, as well as in other matters concerning the County's interests.

#### **RE: SCHEDULE OF MEETINGS**

Upon motion by James M. Long duly seconded by Richard F. Haynie the Board voted to use the Northumberland Courts Building for their meetings and adopt the following meeting dates.

February 11, 2016  
March 10, 2016  
April 14, 2016  
May 12, 2016  
June 9, 2016  
July 14, 2016  
August 11, 2016  
September 8, 2016  
October 13, 2016  
November 10, 2016  
December 8, 2016  
January 12, 2017

The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

#### **RE: 2016 HOLIDAYS FOR COUNTY OFFICES**

Upon motion by Richard F. Haynie, duly seconded by James M. Long, the Board voted to adopt the state holiday schedule approved and as amended by the Governor of Virginia. The following holidays are added into the county calendar.

Friday, January 15 – Lee-Jackson Day  
Monday, January 18 – Martin Luther King, Jr. Day  
Monday, February 15– Presidents Day  
Monday, May 30 – Memorial Day  
Monday, July 4 – Independence Day  
Monday, September 5 – Labor Day  
Monday, October 10 – Columbus Day  
Friday, November 11 – Veterans Day  
Wednesday, November 23 – Close At Noon

Thursday, November 24 – Thanksgiving  
Friday, November 25 - Day after Thanksgiving  
Friday, December 23 – Christmas Eve  
Monday, December 26 – Christmas (observed)

The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: APPROVAL OF MINUTES FOR DECEMBER 10<sup>th</sup> AND 16<sup>TH</sup>, 2015**

Upon motion by James M. Long duly seconded by Thomas H. Tomlin, the Board voted to approve the minutes from the December 10, 2015 and December 16, 2016. The vote on the motion is as follows.

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: APPROVAL OF AGENDA**

Upon motion by A. Joseph Self, Sr. duly seconded by Richard F. Haynie, the Board voted to approve the agenda for today’s meeting. The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: VIRGINIA DEPARTEMENT OF TRANSPORTATION**

Mr. Todd VanLandingham stated they are preparing for a potential snowy winter. He addressed the flooding that occurred around Christmas and what they are doing to help prevent such flooding in the future.

Supervisor Long informed him that a sign is down on Hull Neck Road.

Supervisor Self asked if anything could be done for the slick conditions on the Glebe Point Bridge.

**RE: DR. REBECCA GATES, SUPERINTENDENT OF SCHOOLS**

Dr. Gates spoke on many issues including the problems with buses on the very cold mornings as well as the update on the advisory committee that has been meeting. She stated that Mr. Tadlock had asked for updated salary information and she was getting that for him.

Supervisor Long questioned a state requirement with having an additional teacher. Dr. Gates said she wasn’t sure, at this time they may need to hire an English teacher but it is not required. She then was



asked about how the composite index would affect the County. She said it would lower the amount we receive.

**RE: MR. RICK MCCLURE, CHIEF, DEPARTMENT OF EMERGENCY SERVICES REPORT**

Mr. McClure was asked to come before the Board to give an update on what has been going on with emergency services. Mr. McClure gave an overview of what has occurred in the last few months including licensing, radio project, relocating to sheriff office, grant work, staffing, recruitment and classes that he has been teaching.

Mr. McClure also talked about the billing services that we will begin in the next few months. He noted that he hoped to pursue Public Safety Answering Point (PSAP) accreditation, public safety measures and a comprehensive business contact identification list within the County.

He also would like to be able to work with the local rescue squads more to help them recruit members. Challenge is that each squad has different membership and joining requirements, he plans to sit down with the captains of the squads to see how he could best help them with recruitment. He concluded by saying that he plans to finish the Northern Neck Emergency Operations Plan over the next several months.

Supervisor Tomlin asked about the provider number, will the County's application cover the three squads or do the three squads need to make application? Mr. McClure stated the provider will be with Northumberland County and the squads will be a part of that, the money will filter to the County to the respective agency.

Supervisor Tomlin also questioned the issues with VaV3. Mr. McClure stated the software is not collecting and transmitting the data recorded in the system properly, there has been much discussion about this with the PEMS Region, Office of EMS, and the State Department of Health.

**RE: MR. JUNIE GILLEN, RADIO COMMUNICATIONS, UPDATE ON EMERGENCY RADIO SYSTEM**

Mr. Gillen spoke about the incident on December 24, 2015 with the storm surge. He explained that the uninterruptable power supply blew out during the storm and the fire/rescue channel did go down. Mr. Gillen suggested improving a notification system. Chairman Jett asked if someone was here to work on the problem within 2 hours. He said yes and in the mean time they had personnel going over check points. Chairman Jett questioned him on if they could have monitored the problem remotely. Mr. Gillen said they could but with the symptoms they determined it had to be with the power supply. Supervisor Tomlin said this is a serious issue and the County has spent a lot of money on this system. Mr. Gillen said these storms and events can't be predicted. Supervisor Long brought up an additional issue with the new radio saying that sometimes it is "mumbled".

Mr. David Woolard Chief of Callao Volunteer Fire Department added that the coverage is just not the same as it used to be with the old system. An echo problem is also a concern of his. Mr. Gillen commented explained the coverage test that was done. Mr. Phillip Keyser, Chief of Fairfields Volunteer Fire Department also brought up concerns.

Chairman Jett asked for quotes on an alarm system. County Attorney Les Kilduff was instructed to see if this will need to be bid out.

**RE: BUILDING PERMIT REPORT**

Month of December		
Total construction cost for the month	\$ 1,700,871.12	\$ 2,457,857.00
Total Bldg. Permit Cost for Month	\$ 3,566.16	\$ 3,288.40
Total Zoning Permit Cost for the Month	\$ 1,170.00	\$ 880.00
Total Levy Fee for the Month	\$ 71.32	\$ 65.77
<b>Total Construction cost year to date</b>	<b>\$ 23,175,770.00</b>	<b>\$ 32,553,021.78</b>

**RE: PROJECTS FOR 2016**

Mr. Tadlock listed the following anticipated projects for the year 2016:

- Changes to Radio System for Emergency Services.
- Comprehensive Plan Updates.
- Storm-water Ordinance and Implementation.
- Emergency Medical Services Organization and Implementation.
- Old Sheriff’s Office.
- Bank Building
- Capital Improvements Fund.
- Computer Software Upgrades and Website Improvements.
- Broadband Service.

**RE: MR. DANDRIDGE CRABBE, BOARD OF ZONING APPEALS RE-APPOINTMENT**

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted to send suggested re-appointment to Judge Taliaferro for Dandgridge C. Crabbe for Board of Zoning Appeals.

The vote on the motion is as follows:

- |                           |                         |
|---------------------------|-------------------------|
| Ronald L. Jett – AYE      | Thomas H. Tomlin – AYE  |
| A. Joseph Self, Sr. – AYE | Richard F. Haynie – AYE |
| James M. Long – AYE       |                         |

**RE: HUNTING DOG RESOLUTION**

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted to pass the following resolution:

## **Resolution Hunting with Dogs**

**Whereas**, Northumberland County has a tradition of hunting with dogs and specifically with hounds; and

**Whereas**, the Northumberland County tradition of hunting with dogs provides significant economic benefit to the county and the people; and

**Whereas**, the Northumberland County tradition of hunting with dogs significantly contributes to the public safety by controlling excess wildlife populations that would otherwise increase automotive collisions, crop and other property damage, and disease control; and

**Whereas**, the tradition of hunting with dogs, especially hounds, is practiced on the vast majority of land in Northumberland County and is a source of revenue and a major resource management tool; and

**Whereas**, the tradition of hunting with dogs is a wholesome family oriented heritage that teaches self-reliance, individual responsibility, and the values of community and stewardship of our God given natural resources; therefore

**Be It Resolved That**, the Northumberland County Board of Supervisors supports our Heritage of Hunting with Dogs, especially hounds, and opposes any studies or actions on the part of Virginia Department of Game and Inland Fisheries and Virginia Tech as detrimental to that tradition.

**Be It Further Resolved That**, the Northumberland County Board of Supervisors in support of our Heritage of Hunting with Dogs, especially hounds, hereby calls on the Virginia Department of Game and Inland Fisheries to work to increase communication with hunters and the hunting organizations and to increase law enforcement of the existing laws.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

### **RE: RESOLUTION HONORING AND MEMORING MR. RUDOLPH PROSSER CROWTHER**

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted to pass the following resolution:

### **RESOLUTION IN HONOR AND MEMORY OF RUDOLPH PROSSER CROWTHER, SR.**

**WHEREAS**; Rudolph Prosser Crowther, Sr. served his Country in the United States Army from 1950 to 1952 during the Korean Conflict , and

**WHEREAS;** Rudolph Prosser Crowther, Sr. was an instrumental part in the continued success of the Lilian Lumber Company, Inc., a major employer within Northumberland County, for over 50 years serving as president and continuing as its Chairman, and

**WHEREAS;** Rudolph Prosser Crowther, Sr. served on the Rappahannock Community College local board, and

**WHEREAS;** the same Rudolph Prosser Crowther, Sr. was appointed by governors to several commissions, and

**WHEREAS;** the same Rudolph Prosser Crowther, Sr. loved being in the outdoors amongst the natural resources offered in Northumberland County,

**NOW, THEREFORE, BE IT RESOLVED, THAT THE** Northumberland County Board of Supervisors hereby expresses its deepest sadness at the passing of Rudolph Prosser Crowther and hopes that his family and friends will always remember his accomplishments and dedication.

**BE IT FURTHER RESOLVED,** that this resolution is hereby adopted on this day, January 7, 2016.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

*\*The board requested to have the Crowther family present at the February Board meeting.*

**RE: MR. P.D. O’KEEFE REQUEST FOR PERMANENT PUMP AND HAUL**

Mr. O’Keefe wasn’t present for the meeting. Upon motion by A. Joseph Self Sr., duly seconded by James M. Long, the board voted to have the request carried over until February.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

**RE: BOARD COMMENT PERIOD**

Supervisor Long asked for information regarding the old EVB building and the plans for it to be presented next month.

The board asked for the Old Sheriff Office to be winterized.

Supervisor Tomlin asked for the Board of Supervisor members to have a government e-mail set up for their County business.

**RE: CHECK REGISTER**

Upon motion by James M. Long, duly seconded by Richard F. Haynie the board voted to approve the check register.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

**PUBLIC HEARINGS**

**RE: AMENDMENT TO THE ZONING ORDINANCE TO ALLOW BED AND BREAKFAST/TOURIST HOME ESTABLISHMENTS AS A PERMITTED USE IN ALL THE RESIDENTIAL ZONING DISTRICTS**

County Administrator Luttrell Tadlock described the amendment to the zoning ordinance to allow bed and breakfast/tourist home establishment as a permitted use in all districts that it is currently allowed as a Conditional Use Permit.

Public Hearing Open

Mr. Jim Michel said he agreed with the findings of the Planning Commission to allow citizens to voice opinions on the individual requests. He feels bed and breakfast/tourist home establishments should be left as a Conditional Use permit.

Public Hearing Closed

Upon motion by A. Joseph Self, Sr., duly seconded by James M. Long, the board voted not to change the ordinance.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

Supervisor Tomlin stated he does not like to have public hearings on items we constantly approve.

**RE: REQUEST BY QUANG THUAN D. NGUYEN FOR A CONDITIONAL USE TO CONSTRUCT A SECOND PIER ON HIS LOT LOCATED ON CIRCLE DRIVE IN BAY QUARTER SHORES SUBDIVISION**

Zoning Administrator Philip Marston described the request for a conditional use to construct a second pier on his lot located on Circle Drive in Bay Quarter Shores.

Mr. Nguyen was not present for the meeting. The Board decided to hold the public hearing but delay a decision.

Public Hearing Open

No comments were given

Public Hearing Closed

Upon motion by A. Joseph Self, Sr., duly seconded by Thomas H. Tomlin, the board voted to carry over this request until next month.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

#### **RE: PUBLIC COMMENT PERIOD**

Ms. Ginny Estelle questioned the fire in Lottsburg this afternoon at Rite Way Recycle. The board stated that the Department of Environmental Quality was there and was evaluating the situation.

#### **RE: CLOSED MEETING**

Upon motion by A. Joseph Self, Sr., duly seconded by, James M. Long, the Board voted unanimously to convene into closed meeting to discuss a personnel matter, candidates for employment, as permitted by Virginia Code Section 2.2-3711 (A) (1). The vote on the motion was as follows:

A. Joseph Self, Sr. – AYE  
Richard F. Haynie – AYE  
Thomas H. Tomlin – AYE

Ronald L. Jett – AYE  
James M. Long – AYE

#### **RE: OPEN MEETING**

The Board convened back into open session upon motion by Thomas H. Tomlin, duly seconded by A. Joseph Self, Sr., the Board voted unanimously that in the closed meeting just concluded, nothing was discussed except the matters lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. The vote on the motion was as follows:

A. Joseph Self, Sr. – AYE  
Richard F. Haynie – AYE  
Thomas H. Tomlin – AYE

Ronald L. Jett – AYE  
James M. Long – AYE

**RE: MOTION AND CERTIFICATION OF CLOSED MEETING**

A motion was made by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the Board voted unanimously to certify the closed meeting:

WHEREAS, The Northumberland County Board of Supervisors, herein Board, has convened a closed meeting on this date pursuant to the affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board specifically to discuss a personnel matter, use of public property and a contract matter.

The vote on the motion was passed by a roll call vote as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: HIRING OF ROBERT L. HEADLEY AS INFORMATION TECHNOLOGY ADMINISTRATOR**

Upon motion by Thomas H. Tomlin duly seconded by A. Joseph Self, Sr., the Board voted to hire Robert L. Headley as the Information Technology Administrator starting February 1, 2016 subject to all necessary background checks at an annual salary of \$50,000. The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie – AYE
Thomas H. Tomlin – AYE	

**RE: SHERIFF, JAMES R. LYONS INCREASE FOR ANIMAL CONTROL SERVICES**

Upon motion by Thomas H. Tomlin, duly seconded by A. Joseph Self, Sr., the board voted to have Sheriff James R. Lyons annual salary increased by \$7,498.81. The additional salary is to compensate the Sheriff for maintaining the animal control program and is to be effective January 1, 2016. The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie – AYE
Thomas H. Tomlin – AYE	

**RE: COUNTY ADMINISTRATOR, E. LUTTRELL TADLOCK PERSONNEL POLICY AND MILEAGE REIMBURSEMENT**

Upon motion by Thomas H. Tomlin, duly seconded by A. Joseph Self, Sr., the board voted to allow Luttrell Tadlock to remain part of the County Personnel Policy with the exception of the At Will Employee section, and to allow him to receive the same mileage reimbursement budgeted for the previous County Administrator to be effective January 1, 2016. The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie – AYE
Thomas H. Tomlin – AYE	

**RE: ADJOURNMENT**

Upon motion by A. Joseph Self, Sr., seconded by Richard F. Haynie, the Board voted to adjourn. The vote on the motion was:

Ronald L. Jett – AYE	Thomas H. Tomlin – AYE
A. Joseph Self, Sr. – AYE	Richard F. Haynie – AYE
James M. Long – AYE	

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E. Luttrell Tadlock, Clerk