

Regular Meeting (Thursday, January 13, 2022)

This meeting is held pursuant to and in compliance with the Emergency Ordinance for Continuity of Government due to the Coronavirus (COVID-19) pandemic. Members of the Board of Supervisors were present together at the New Courts Building, 220 Judicial Pl., Heathsville, VA 22473. Members of the public were present in attendance and virtually with approximately 4 call-ins noted.

Members present

Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Other Staff Present:

Mr. Luttrell Tadlock, County Administrator

Ms. Dana Wilson, Administrative Assistant

Mr. Robert Headley, IT Administrator (virtually)

Mr. Eric Gregory, County Attorney

1. Opening of Meeting at 5:30pm

Procedural: A. Invocation

The invocation was led by Supervisor Long.

Procedural: B. Pledge of Allegiance

County Administrator Luttrell Tadlock led us in the Pledge of Allegiance.

Action: C. Election of Chairman of the Board of Supervisors

Ronald L. Jett nominated Richard F. Haynie as the Chairman of the Board of Supervisors.

With no further nominations, the nominations were closed.

Motion to elect Richard F. Haynie as Chair of the Board of Supervisors

Motion by Ronald L Jett, with no second.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Thomas H. Tomlin, James W. Brann

Abstain: Richard F. Haynie

Action: D. Election of Vice-Chairman of the Board of Supervisors

James W. Brann nominated Ronald L. Jett as Vice-Chairman of the Board of Supervisors.

With no further nominations, the nominations were closed.

Motion to elect Ronald L. Jett as the Vice-Chairman of the Board of Supervisors.

Motion by James W. Brann, with no second.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Abstain: Ronald L. Jett

Action: E. Approval of the Adoption of By-Laws

Motion to approve the Adoption of By-Laws.

Motion by Richard F. Haynie, second by James M. Long.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Action: F. Schedule of Board of Supervisor Meeting Dates

Motion to approve the schedule of meeting dates for the Board of Supervisors.

February 10, 2022

March 10, 2022

April 14, 2022

May 12, 2022

June 9, 2022

July 14, 2022

August 11, 2022

September 8, 2022

October 13, 2022

November 10, 2022

December 8, 2022

January 12, 2023

Motion by Thomas H. Tomlin, second by James W. Brann.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Action: G. 2022 Holidays for County Offices

Motion to approve the Holidays for County Offices.

Monday, January 17– Martin Luther King, Jr. Day
Monday, February 21– George Washington Day
Monday, May 30 – Memorial Day
Monday, June 20 – Juneteenth (observed)
Monday, July 4 – Independence Day
Monday, September 5 – Labor Day
Monday, October 10 – Columbus Day
Tuesday, November 8 – Election 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 time off
Monday, December 26 – Christmas (observed)

Motion by Thomas H. Tomlin, second by James W. Brann.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Action: H. Approval of Agenda

VDOT was unable to attend. A full report is in Board Docs.

Motion to approve agenda for today's meeting.

Motion by James W. Brann, second by Thomas H. Tomlin.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

2. Approval of Minutes

Action, Minutes: A. Special Meeting November 23, 2021

Motion to approve the minutes from November 23, 2021.

Motion by Thomas H. Tomlin, second by Ronald L. Jett.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Action, Minutes: B. Special Meeting December 21, 2021

Motion to approve the minutes from December 21, 2021.

Motion by Thomas H. Tomlin, second by Ronald L. Jett.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

3. Presentations

Information: A. Mr. Paul Lee, Auditor – Robinson, Farmer, Cox

Mr. Paul Lee gave an updated overview on the fiscal year 2021 audit. He stated overall that we were in a good position at the end of the year. The county achieved an unqualified opinion again this year on the overall financial statement with no internal control or compliance issues.

The county's unassigned fund balance was approximately 8.97 million with 25% being total expenditures.

Regarding the local tax collection, the percentage was 101%, being the highest percentage in the last 10 years.

Mr. Paul Lee ended with a few management comments, one being that they could not find advertisement evidence from the school on a public hearing regarding the school's budget. Thomas H. Tomlin made a remark that there is a bill in the General Assembly that addresses the issue of advertising, and their action still meets legal requirements.

Discussion: B. Mrs. Ellen Kirby, Treasurer - Discussion on Twice a year tax billing

Mrs. Ellen Kirby informed the Board of Supervisors and the public that the 2021 tax collections went very smoothly.

The highlight of discussion between the Board and Mrs. Ellen Kirby was changing the tax billing to twice a year. Mrs. Ellen Kirby stated that she has contacted other localities that are currently doing this method and the more information she gathers, the more overwhelming and complicated this adjustment is.

Chairman Haynie asked how much complication this adjustment is going to make for the Treasurer's Office. Mrs. Ellen Kirby stated that this change would require a lot more work and the steps taken in advance would have to be performed much earlier than usual. If this change were to take place, the earliest date of possible occurrence is in the year of 2023.

Mrs. Kirby brought attention another possible opportunity for the County which would be to change the due date of taxes from December to November.

Action: C. Motion to Advertise the Ordinance Change on the Tax Due Date

Motion to advertise the ordinance change on the tax due date from December 5 to November 5.

Motion by Thomas H. Tomlin, second by James M. Long.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Supervisor Tomlin also asked Mrs. Kirby when the DMV select would open. Mrs. Kirby stated that they would open to the public without appointments on Tuesday the 18th of January, Monday through Thursday.

Information: D. Sheriff Beauchamp, Data conversion quote discussion

Sheriff Beauchamp discussed the data conversion quote for their new CAD system previously approved. The quote totaled to be approximately \$32,940.

Action: E. Motion to Approve the Data Conversion for the Sheriff's Office CAD System

Motion to approve the Data Conversion for the Sheriff's Office CAD system in the amount of \$32,940. This payment should be covered by ARPA funds.

Motion by Ronald L. Jett, second by James W. Brann.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Information: F. Northumberland County School Report

A complete school report is in Board Docs.

4. County Administrators Report

Information: A. Building Permit Report

Action: B. Re-Appointment, Mr. John Hendrickson - Board of Zoning Appeals (to Judge)

Motion to approve the re-appointment of Mr. John Hendrickson to the Board of Zoning Appeals as the District IV member. The recommendation will be sent to the Judge for Re-Appointment from the Board.

Motion by Thomas H. Tomlin, second by Richard F. Haynie.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Action: C. Northern Neck Planning Commission - Re-Appointment of James M. Long and Richard F. Haynie

Motion to re-appoint Mr. James M. Long and Mr. Richard F. Haynie to the Northern Neck Planning Commission.

Motion by Thomas H. Tomlin, second by James W. Brann.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, Thomas H. Tomlin, James W. Brann

Abstain: James M. Long, Richard F. Haynie

Action, Discussion: D. Ambulance Quote

The Board discussed the quote for a new ambulance for the EMS Department. Supervisor Brann questioned if it had a power load system. Chief Packett stated that the new ambulance does have a power load system.

Motion to approve the purchase of the new ambulance for the EMS Department in the amount of \$212,686. This payment will be covered under EMS billing money and/or ARPA money if needed.

Motion by Thomas H. Tomlin, second by James W. Brann.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Action: E. Supplemental Appropriation – School

This appropriation is delayed due to needing more information.

Discussion, Information: F. County Information and Updates

County Administrator Tadlock mentioned that he is collecting information about the convenient center passes and he will relay that information when he receives it.

Mr. Tadlock informed the Board that Mr. Matthew Bailey has been hired as the Assistant IT administrator.

The Redistricting Committee has requested a few modifications and Mr. Tadlock ensured that the committee would continue to meet, while aiming for a completion time of March to make these changes.

County Administrator Tadlock has been working with Economic Development Director Jim Blue in determining some local economic incentives.

Information: G. 2022 Project/Goals Listing

County Administrator Tadlock went into detail about some of the 2022 projects and plans listed in Board Docs.

5. Board of Supervisor Items

Information: A. Board of Supervisor Comments

Chairman Haynie questioned the progress of the Atlantic Broadband Franchise Agreement and Mr. Tadlock stated that he has looked up other localities and plans on meeting with the County Attorney to discuss this matter.

Supervisor Long expressed his concern for advertising Covid testing at the school and asked Mr. Wes Packett about Covid testing for the County. Mr. Packett stated that the Three Rivers Health District has taken over all Covid testing for the citizens.

Supervisor Brann referred to the 2022 projects/goals and asked about the drip irrigation system on the school's property. County Administrator Tadlock stated that he was discussing this with the Assistant County Administrator and working on getting in touch with the school to see what options they have.

Supervisor Tomlin asked for staff to contact VDOT about the barrels on route 360 where erosion occurred.

Supervisor Jett asked for staff to contact VDOT about a pothole on route 360 in front of Lilian Lumber and Union Bank at the light in Burgess.

Supervisor Long also mentioned a pothole by Galilee Church.

Action: B. Approval of Check Register

Motion to the approve the January 2022 check register.

Motion by James M. Long, second by Richard F. Haynie.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

6. Public Comment

Mr. Andrew Legare, of Chambers Ln., came to the Board asking when we might have better access to Atlantic Broadband.

During the negotiation of the Atlantic Broadband Franchise Agreement, Mr. Richard Kenski, of 105 Hideaway Ln., wants the Board to keep in mind that this agreement could help a lot of people but can also hurt a lot of people. Mr. Kenski expresses that the Board should make a decision that benefits everyone in the County.

7. Closed Meeting

Action: A. Convene into Closed Meeting

Motion to Action: A. Convene into Closed Meeting: convene into closed meeting as permitted by Virginia Code Section 2.2-3711 (A)(1), (3);

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student, and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.
3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Action: B. Reconvene into Open Meeting

The Board convened back into open session upon motion by Thomas H. Tomlin, duly seconded by James W. Brann., 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:

Aye: Ronald L. Jett, James M. Long, James W. Brann., Richard F. Haynie, Thomas H. Tomlin

Action: C. Certification of Closed Meeting

A motion was made by Ronald L. Jett., 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:

Aye: Ronald L. Jett, James M. Long, James W. Brann., Richard F. Haynie, Thomas H. Tomlin

Action: D. Action from discussions in the Closed meeting

Motion to hire Morgan K. Wilson as the Executive Assistant in the County Administrator's Office with a starting salary of \$42,500.

Motion by James M. Long, second by Thomas H. Tomlin

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

8. Closing of Meeting

Action: A. Adjournment

Motion to adjourn.

Motion by Richard F. Haynie, second by James W Brann.

Final Resolution: Motion Carried

Aye: Ronald L. Jett, James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann