

Special Called Board of Supervisors Meeting (Friday, February 9, 2024)
Northumberland County, Virginia

Members Present:

Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Members Absent:

James M. Long

Other Staff Present:

Mr. Luttrell Tadlock, County Administrator

Mr. Robert Headley, IT Administrator

Mr. Carl Hayden, IT Technician

1. Opening of Meeting 2:00 P.M.

Information: A. Call to Order

The special meeting was convened by Chairman Haynie and held at the Northumberland Courthouse located at 220 Judicial Place, Heathsville, VA 22473.

2. Items Related to 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)(29); 29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Motion by: James W. Brann, second by: Chip Williams.

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Action, Information: B. Reconvene into Open Meeting

Motion to reconvene into open session.

Motion by: James W. Brann, second by: Chip Williams.

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Action: C. Certification of Closed Meeting

Motion that the Northumberland Board of Supervisors return to Public Meeting and certify by roll call vote that only public business matters lawfully exempted from open meeting requirements by the Virginia Freedom of Information Act, and as were identified in the motion convening the closed meeting were heard, discussed or considered during the closed meeting.

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

Aye: Richard F. Haynie, AC Fisher, Jr., James W. Brann, Charles H. Williams

Motion by: James W Brann, second by: Chip Williams.

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Action: D. Action(s) taken from Closed Meeting, Forensic Audit RFP

Motion to authorize Mr. Tadlock to enter into negotiation with UHY Advisors Mid-Atlantic, Inc. for their forensic auditing services.

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

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

3. County Administrator Items

Action, Discussion: A. Regional Radio Update

Chief Balderson provided an update to the Board on the regional radio system. He reminded the Board that this system is very robust compared to the one the County currently has. It's designed as a single cell simulcast system and includes Lancaster County (three towers in Northumberland and now five towers in Lancaster). After their kickoff meeting in September, they've been doing some design reviews and planning, and one of the major concerns of Mr. Greg Hunter, regional radio manager, is the single cell simulcast design. In that design there are two designated control points (DCP), so there will be a primary in one County and a backup in the other. Mr. Balderson explained that if severe weather came through and damaged one of those control points, it's going to revert to the other DCP in the other County. There are five channels, so both counties would have to decide which County will get two channels and which County gets three channels. While looking at other design principles, engineers from Federal came back with a couple of options for them to consider. One option was splitting the cells into two separate cells so each County would be on their own, each having their own primary and secondary DCP. The second option to consider is adding another channel/frequency to give back the capacity so if they chose the single cell system, they'd have three channels. The cost to split the cell for Northumberland would be \$79,827 and \$133,044 for Lancaster. Option two for the cost of having 6 channels is \$370,668, with Northumberland's share being \$139,000. Chief Balderson stated that the group, L3Harris, and the engineers believe that it's not really advantageous to add the sixth channel because of the costs in comparison to splitting the cell. He explained to the Board that he wanted to bring this to their attention because they are getting closer to the designated design review where L3Harris will sit down and go through the entire design package of the radio system. After that, there will be some time to look over and approve it, but once it is approved, they'll start ordering equipment.

Vice Chairman Brann suggested splitting the cell so whatever happens in Lancaster County does not affect us and vice versa.

Chief Balderson reiterated that the system they are looking at now has way more capacity than the current system, however Mr. Hunter, Chief Smith from Lancaster, and himself believe that splitting the system is probably the best option at this price today rather than waiting 5-10 years to make that decision and the price be way higher.

Supervisor Fisher asked if it's a geographical situation that calls for Lancaster to have three towers and for Northumberland to have two.

Chief Balderson stated that Northumberland has three towers and Lancaster has five towers.

Chief Balderson informed the Board that if the County chose to split the cell, the design of the microwave system would not change.

Supervisor Fisher asked if this system would give the County better coverage in the dead spot areas.

Chief Balderson stated that it is supposed to provide better coverage according to their map, but we won't know for sure until the County gets into the testing phase. In the contract it states that the coverage must meet 95% and if it does not, L3Harris has to ensure that it gets there at their own expense.

Chief Balderson continued with his update and referred to the County's towers, two of which are owned by American Tower Corporation (ATC). He stated that when he completed applications with ATC for putting the new equipment on those towers, they came back with a cost for renting. After further examination by the County Attorney and ATC's legal team, the lease agreement specifies a certain distance on the tower that there is no lease charge and unfortunately the new system is going to have equipment outside of those parameters. So, ATC provided the County with new terms and pricing for rental on each tower. Mr. Balderson stated that the Lottsburg tower would cost the County \$4,053.61 and the Heathsville tower would cost \$6,988.80. Both towers would cost a total of \$11,042.41 for one month and \$132,508.92 for a year.

Mr. Balderson stated that he wanted to bring this to the Board's attention because they need to move forward with the lease agreements for the Heathsville and Lottsburg towers. If the County does not move forward, they will no longer be able to get money from Bank of America.

County Administrator Tadlock reiterated that Bank of America is requiring copies of the lease agreements in order for them to release further payments.

Supervisor Fisher asked if those leases are subject to increase every year.

Chief Balderson stated that they are 5-year leases, renewed on a 5-year interval, up to 5 times total. He informed Mr. Fisher that he did not see anywhere on the County side where there would be an increase.

The Board agreed to enter into the lease agreement with ATC for a 5-year term with a cost to be negotiated later.

Motion to enter into the lease agreement with American Tower Corporation for a 5-year term with a cost up to \$132,508.92.

Motion by: Richard F. Haynie, second by: AC Fisher, Jr.

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Action: B. Mobile Food Vendor Policy

After some discussion, the Board agreed to move forward with the Mobile Food Vendor Policy with the following revisions:

- Applications only accepted by those who own property in Northumberland County
- Initial/Trial period effective April 1, 2024 to November 30, 2024
- All signage must be located within their assigned spot; no signage on the main road

Motion to approve the Mobile Food Vendor Policy with the changes discussed by the Board effective April 1, 2024 to November 30, 2024.

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

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Action: C. Wood Debris Bid

Previously the Board moved forward in advertising this bid, but there was some discussion as far as accountability when the equipment fails and trying to get the debris offsite. Now added to the document is, “in the event of a mechanical breakdown, the contractor shall notify the County that this will result in no shredding operations for more than one consecutive week; in the event nonperformance of shredding operations exceeds 15 days consecutively, the County will prorate payments based on the number of days of non-shredding operations until service is fully restored and there is no remaining buildup of wood debris.” Additionally, Mr. Tadlock stated this would be set up more as a contract where they would provide the full service, employees, and equipment. Right now, the County does supply the employees and they are under the County’s payroll.

Motion to move forward with the wood debris bid as presented to the Board.

Motion by: James W. Brann, second by: AC Fisher, Jr.

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Action: D. Old Courthouse Painting Bid

Mr. Tadlock provided the Board with a bid for painting the exterior of the Old Courthouse for their review.

Motion to advertise for invitation for bids (IFB) for painting the exterior of the Old Courthouse.

Motion by: Richard F. Haynie, second by: AC Fisher, Jr.

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

Mr. Tadlock informed the Board that staff has most of the budget amendment information together, but they are still separating out the costs associated with the compensation board position salary adjustments.

Additionally, Mr. Tadlock explained that he sent out an email letting the Board know that the County is migrating to ACH electronic payments instead of paper checks for vendor payments. Mr. Tadlock stated that this will save some costs on checks, resolve some issues with check washing, and allow payments to be received by the vendors on time.

4. Closing of Meeting

Chairman Haynie asked Mr. Tadlock to get with the school to discuss alternative dates for their joint meeting because two of the Board of Supervisor members will be unable to attend on February 29, 2024.

Action: A. Carry Over

Motion to carry over.

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

Final Resolution: Motion Carried

Aye: Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.