

**Special Called Board of Supervisors Meeting (Thursday, August 24, 2023)**  
*Northumberland County, Virginia*

**Members present:**

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

**Other Staff Present:**

Mr. Luttrell Tadlock, County Administrator  
Ms. Morgan Wilson, Executive Assistant  
Mr. Robert Headley, IT Administrator  
Mr. Eric Gregory, County Attorney (virtually)

**1. Call to Order**

**Procedural: A. Meeting Call To Order 5:30 p.m.**

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

**2. County Administrator Items**

**Action, Information: A. Discussion on Vacant Board Member Position**

Supervisor Long suggested the Board of Supervisors nominate citizens qualified for that position.

Supervisor Tomlin would like to see an application process for this position.

Supervisor Brann agreed and stated that an application process would probably be a fairer approach.

County Attorney Gregory announced that September 19<sup>th</sup>, 2023, is the deadline (45 days) for when the Board must make a decision on the position.

Chairman Haynie requested clarification on the deadline. He asked if the Board must appoint someone in that 45-day period.

County Attorney Gregory stated that the Board is not required to appoint someone in that position due to the timing of the general election and the end of Mr. Jett's term. The Code gives the Board the option of appointing a qualified voter from the district to serve out the remainder of the term or the Board can remain a four-member Board under the general election, but if the Board does appoint someone, it must be within the 45-day period.

Supervisor Brann asked what if the Board did not appoint someone.

Supervisor Tomlin stated that there would be no Board representative for District V.

Motion to move forward with an application process for appointing a qualified citizen as the District V Board member.

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

Final Resolution: Motion Carried

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

Chairman Haynie requested the applications be due by September 8, 2023.

**Action: B. Appointment of Vice Chair**

Supervisor Brann stated that he would love to serve as Vice-Chair for the rest of the year if the Board was okay with it.

Supervisor Long nominated Supervisor Tomlin as Vice-Chair.

Motion to appoint Supervisor Brann as the Vice-Chairman of the Board of Supervisors.

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

Final Resolution: Motion Carried

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

Nay: James M. Long

**Action: C. Appointment of Northern Neck Regional Jail Board**

Motion to appoint Chairman Haynie as the Northumberland representative on the Northern Neck Regional Jail Board.

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

Final Resolution: Motion Carried

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

**Action, Information: D. Sanitary District Vehicle Purchase**

County Administrator Tadlock informed the Board that this vehicle was purchased using the remaining USDA funds for the Reedville/Callao Sewer project. Mr. Tadlock explained that the County did look at state procurement, but struggled doing so to locate a vehicle. West Point Ford had an F-150 but they couldn't hold the vehicle until the meeting, so Mr. Tadlock reached out to the Board for their approval of this, so tonight he is requesting the Board retroactively approve this purchase.

Motion to retroactively approve the purchase of the Sanitary District vehicle.

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

Final Resolution: Motion Carried

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

**Action: E. Assistant Chief of Emergency Services**

County Administrator Tadlock explained that the Board was looking at creating a position for oversight of the county's regional radio system. He suggested the Board consider having an Assistant Chief of Emergency Services who would serve in this position instead of creating another position under IT Administration. He indicated that this is also how other localities are handling it. Due to increased staff in Emergency Services, this would be helpful for Chief Balderson who was looking to place the Assistant Chief position in his budget next year.

Supervisor Brann believes they have the opportunity to fill two positions utilizing one individual, and he would like to match what other counties are doing with the radio system position as well.

Supervisor Tomlin agreed with Mr. Brann and stated that the number of employees is beyond any span of control that one individual can handle.

Motion to move forward with advertising for the position of Assistant Chief of Emergency Services.

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

Final Resolution: Motion Carried

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

**Action: F. Middle Peninsula/Northern Neck Regional Radio System Policy Team Members**

Supervisor Brann suggested the Board rethink appointing Mr. Tadlock as a radio system policy member because he didn't want to overwhelm him with the workload.

Motion to amend the appointment of County Administrator Tadlock as a radio system policy member to allow that he may name a designee when needed.

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

Final Resolution: Motion Carried

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

Supervisor Brann would like the County to host a trunk-or-treat this year and asked if the Board would be interested in that.

The Board is okay with moving forward on the trunk-or-treat.

Chairman Haynie asked Mr. Tadlock where the new position would be placed due to the lack of space.

County Administrator Tadlock discussed some options of where the individual could be placed.

Supervisor Brann asked if any part of the old Sheriff's Office was salvageable.

County Administrator Tadlock stated the County would have to reevaluate it because the heating/air as well as the water was turned off in that building.

Chairman Haynie suggested he and Mr. Tadlock go look at that building and if that building is not salvageable, the Board needs to figure out what to do next with that property.

Chairman Haynie stated the new courthouse roof is starting to leak so they need to proceed with getting estimates for replacement.

**Action: G. New Courthouse Roof Replacement**

Motion to move forward on the bidding process for the New Courthouse Roof Replacement.

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

Final Resolution: Motion Carried

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

County Administrator Tadlock wanted clarification that the Board is requesting replacement of the entire roof.

Chairman Haynie confirmed the wants the entire roof replaced.

Supervisor Long asked for an update on the old EVB roof.

County Administrator Tadlock explained that the contractor submitted some information to the engineer on the roof material and some things were sent back requesting additional information/clarification, but yes that project is moving forward.

Supervisor Long then asked for an update on the old school board office in Lottsburg.

County Administrator Tadlock informed the Board that the Planning Commission finalized their review of County property and sent that to the Board.

Supervisor Long asked for an update on the maintenance of the waste sites.

County Administrator Tadlock stated that he contacted Vince Jameson with Waste Management and emailed him several pictures of the sites. Mr. Jameson reached out and now Mr. Tadlock needs to give him a call.

Supervisor Brann wanted to make staff aware that one of the classroom doors behind the old school board office was not attached anymore.

Supervisor Long asked who is responsible for removing dead deer.

Supervisor Tomlin stated VDOT would do it if it's in the right-of-way.

Chairman Haynie stated VDOT would only move it if you reported the deer as a traffic hazard in the road, but they don't remove them from ditches anymore.

### **3. 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)(1) 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.

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

Final Resolution: Motion Carried

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

#### **Action: B. Reconvene into Open Meeting**

Motion to reconvene into open session.

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

Final Resolution: Motion Carried

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

#### **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, Thomas H. Tomlin, James M. Long, James W. Brann

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

Final Resolution: Motion Carried

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

Supervisor Long asked for an update on cigarette tax.

County Administrator Tadlock stated that is being advertised for the board meeting in September.

Supervisor Long asked about the list of County properties.

County Administrator Tadlock explained that the Planning Commission just completed that list, and it was sent to the Board's emails.

Supervisor Long asked Mr. Tadlock if the County receives any calls for more Family Dollar/Dollar Tree stores because this would help greatly with job opportunities in the County.

County Administrator Tadlock stated the County hasn't received any specific calls related to that but it's something that could be passed down to the Economic Development Commission to see how they could approach that concern.

#### **4. Closing of Meeting**

##### **Action: A. Carry Over**

Motion to carry over to the special meeting on September 7, 2023 at 5:30 p.m.

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

Final Resolution: Motion Carried

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