

Special Called Board of Supervisors Meeting (Tuesday, July 18, 2023)

Northumberland County, Virginia

Members present:

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

Absent:

Ronald L. Jett

Other Staff Present:

Mr. Luttrell Tadlock, County Administrator

Ms. Morgan Wilson, Executive Assistant

Mr. Robert Headley, IT Administrator

1. Opening of Meeting 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.

Action, Information: A. School Budget Transfer Discussion

Superintendent Holly Wargo reviewed the budget transfer of funds letter sent to Mr. Tadlock this afternoon. The letter can be accessed in board docs.

Dr. Wargo explained that the employees who fall under the instruction category were provided with the 5% raise plus the 1.25% step, but all other employees remain the same with their salaries because they were unable to issue the 5% raise. Additionally, the school provided another document to the Board related to the health insurance and benefits for bus drivers in the transportation category. This document can also be accessed in board docs. Lastly, the school requested the Board consider the health insurance increase in all categories for all employees who participate in the local choice health insurance policy at a cost of \$219,696.00.

Supervisor Brann asked if the \$219,696.00 health insurance increase request was a part of their original budget request.

Dr. Wargo confirmed that the health insurance increase was in their original budget proposal.

Supervisor Tomlin asked why there is a range of costs for the bus driver health insurance and benefits and not a solid figure.

Dr. Wargo stated that the cost is dependent on the health plan that they choose so the school tried to give the Board both case scenarios.

Motion to transfer monies for the school from 6100-Instruction to the following categories:

6200-Administration & Health - \$44,988.30

6400-Operation & Maintenance - \$31,065.71

6300-Transportation - \$62,259.48

6800-Technology - \$15,932.49

The school budget transfer totals \$154,245.98.

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, Information: B. Health Insurance/Benefits for Bus Drivers Motion Failed

Motion to appropriate the school additional monies to provide health insurance and benefits for seven bus drivers in the amount of \$303,696.00.

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

Final Resolution: **Motion Failed**

Aye: James M. Long, Thomas H. Tomlin

Nay: Richard F. Haynie, James W. Brann

Chairman Haynie stated he wished the health insurance and benefits for bus drivers was considered in the original motion to approve the budget.

Action: C. Health Insurance/Benefits for Bus Drivers Motion Carried

Motion to appropriate \$84,000 to the school to provide health insurance and benefits for seven bus drivers.

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

Final Resolution: Motion Carried

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

Nay: James W. Brann

Action: D. School Employee Health Insurance

Motion to appropriate \$219,696.00 for the school to provide coverage for the health insurance increase in all categories for all employees who participate (Instruction, Admin & Health, O&M, Transportation, School Nutrition, Technology).

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

Final Resolution: Motion Carried

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

Nay: James W. Brann

County Administrator Tadlock stated that he would correspond with Dr. Wargo and Mrs. Booth to get those amounts to the Board as to where those monies need to be placed within the school's budget categories.

Chairman Haynie stated that he is not satisfied, but this is a mistake he believes needs to be corrected in order to be fair to all employees to the County. He asked Dr. Wargo and Mrs. Booth to have things in better order next time so this does not occur again in the future.

The Board of Supervisors gave some potential dates to Dr. Wargo to see when the School Board would like to meet for the next joint quarterly meeting.

2. Other Items

Information: A. Building Permit Report

Action, Information: B. Re-appointment - Harry Towne, Wetlands Board District V

Motion to approve the re-appointment of Harry Towne for the Wetlands Board district V.

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. Appointment - John Kost, Planning Commission District II

Motion to approve the appointment of Mr. John Kost for the Planning Commission, District II.

Motion by: Richard F. Haynie, 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. Supplemental Appropriation - Sheriff's Department

Motion to approve a supplemental appropriation for FY 23 from account 10-1800-189917 to account 3102-5503 in the amount of \$145.23 for a conference reimbursement.

Motion by: James M. Long, second by: James W. Brann.

Final Resolution: Motion Carried

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

Action, Information: E. Supplemental Appropriation - Voter Registrar's Office

Motion to approve a supplemental appropriation to line item 1302-5203 in the amount of \$1100.00 to cover increase costs in Breezeline.

Motion by: James M. Long, second by: James W. Brann.

Final Resolution: Motion Carried

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

Action, Information: F. Cigarette Tax Update

County Administrator Tadlock reached out to Mr. Davis with the Northern Neck Planning District Commission regarding the Chesapeake Bay Region Tax Board and the County's ability to join. Joining the tax board is still available to the County and there are two ordinances that would need to be advertised for a public hearing, the first is setting the tax rate and effective date and the second ordinance is authorizing joining the regional tax board. There are currently 11 localities/towns of the Chesapeake Bay Regional Tax Board, and they indicated that the additional work with the County joining would not be a problem. County Administrator Tadlock continued by stating there are approximately 13 stores in the County that sell cigarettes and the tax rate is .40 cents per pack which is set by code.

Chairman Haynie asked if Mr. Tadlock had any idea how many cigarette packs are sold a month.

County Administrator Tadlock wasn't sure, but based on conversation with Mr. Davis, their best guesstimate is the County could receive approximately \$150,000 annually.

Motion to advertise the ordinances to set the tax rate, establish the effective date, and to authorize joining the regional tax board.

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, Information: G. Short-Term Rental Registration Update

The Board was provided a draft registry ordinance and a draft occupancy tax ordinance. County Administrator Tadlock explained that the ordinances would need to be reviewed by staff and the County Attorney to make sure they are consistent with the terms in the current zoning ordinance.

Motion to move forward in advertising the registry ordinance for short term rentals and the transient occupancy tax ordinance once reviewed by the County Attorney.

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

County Administrator Tadlock stated that the County can charge a fee based on establishing and maintaining the registry. The current fee in the draft ordinance is \$50.00, but Supervisor Tomlin asked Mr. Tadlock to research what other counties are charging.

Action, Information: H. Department Agency Update

The Board discussed having monthly updates by County departments/agencies, so Mr. Tadlock provided the Board with a draft template for each of the departments to submit monthly. County Administrator Tadlock asked the Board whether they were just requesting written information or if they want the departments to come and present to the Board.

Supervisor Long would like to have the departments come before the Board.

Supervisor Tomlin would rather have written submissions because allowing the department heads to speak at every meeting will be very time-consuming.

Supervisor Brann suggested if the department heads have a request for funds or something special to share, they should come and speak to the Board in person.

Chairman Haynie would like to add the Economic Development Commission and Jail Board to the department list for giving monthly updates.

Motion to approve adding departmental monthly updates to the agenda/board's packet.

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, Information: I. Rural Solar Development Coalition

The annual fee to join the coalition is \$5,000.00 and County Administrator Tadlock recommended running the membership fee with the fiscal year.

Motion to approve joining the rural solar development coalition with a fiscal year billing cycle effective July 1, 2023.

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

Information: J. Other County Administration Items

County Administrator Tadlock stated that a letter was received from the Department of Accounts that all requirements of the CARES Act funding have been met and all obligations and expenditures of the funds have been reported accurately. Mr. Tadlock thanked Mary Dodson, Ellen Kirby, and Gail Duncan for their hard work.

Supervisor Tomlin thanked staff for getting the reimbursements completed in a timely manner.

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),(29) 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. 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: 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 W. Brann.

Final Resolution: Motion Carried

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

Action, Information: 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 W. Brann.

Final Resolution: Motion Carried

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

Action: D. Action(s) taken from Closed Meeting

Motion to approve the low responsive and responsible bidder for the roof replacement for the old EVB building in the amount 149,400.00 to Elyon Construction, LLC.

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 Brann asked if Elyon Construction, LLC would be doing any type of presentation for the Board on the scope of work.

Mr. Tadlock stated that he could get Mr. Dave Liebal, HDH Associates, to come and speak on the project.

4. Closing of Meeting

Action: A. Forensic Audit Cost

Motion to authorize County Administrator Tadlock to consult with Robinson, Farmer, Cox Associates on costs associated with a forensic audit.

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: B. Adjournment

Motion to adjourn.

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