

A regular meeting of the Westmoreland County Board of Supervisors was held Monday, January 8, 2024, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia. Those members present were Darryl E. Fisher, W. W. Hynson, Jeffrey McCormack, Matthew Ingram and Timothy J. Trivett. Also present were Ben Prescott, County Administrator, Debra Whaley, Finance Director and Donna Cogswell, Executive Assistant.

CALL TO ORDER

Chairman Fisher called the meeting to order at 6:06 p.m.

1. REORGANIZATION:

A. Appointment of County Administrator as Temporary Chairman

Upon motion by Jeffrey McCormack, second by Matthew Ingram and carried unanimously, the Board appointed Ben Prescott, County Administrator, as Temporary Chairman of the Board.

B. Election of Chairman

Mr. Prescott opened the floor for nominations for the position of Chairman of the Board of Supervisors for calendar year 2024. Motion was made by Mr. McCormack to nominate Woody Hynson as Chairman; Mr. Ingram second the motion. There being no additional nominations, Mr. Prescott closed the nominations and called for a vote for the nomination of Woody Hynson as Chairman of the Board for 2024. Mr. McCormack, Mr. Ingram, Mr. Hynson and Mr. Fisher voted "aye" and Mr. Trivett voted "nay" and the motion passes 4-1, Woody Hynson is the Chairman for 2024. Mr. Prescott then turned the proceedings over to Chairman Hynson.

C. Election of Vice Chairman

Chairman Hynson opened the floor for nominations for the position of Vice Chairman of the Board of Supervisors for calendar year 2024. Mr. McCormack nominated Darryl Fisher as Vice Chairman; Matthew Ingram second motion. There being no additional nominations, Chairman Hynson closed the nominations and called for a vote on the nomination of Darryl Fisher as Vice Chairman of the Board for calendar year 2024. Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voted "aye", motion passes 5-0; Mr. Fisher is Vice Chairman of Board for 2024.

D. Term of Office of Chairman and Vice Chairman

Mr. McCormack made a motion to approve the term of office for Chairman and Vice Chairman be set at one (1) year, Mr. Fisher second the motion and, therefore, it was carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye" approving the (1) year term limit for Chairman and Vice Chairman.

E. Resolution on Days, Times, and Places of Regular/Land Use Meetings

The Board waived the reading of the Resolution for days, times and place of Regular/Land Use Meetings for 2024.

Upon motion by Mr. McCormack, second by Darryl Fisher and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye". The Board adopted the Resolution for 2024 regarding the times and places of Regular/Land Use Meetings for 2024.

**\*\* NEXT PAGE RESOLUTION & CALENDAR\*\***

**RESOLUTION**

**WHEREAS**, Section 15.2-1416 of the Code of Virginia, 1950, as amended, provides that the days, times and places of regular meetings to be held during the ensuing twelve months shall be established by the Governing Body at each annual meeting;

**WHEREAS**, it is the intent of the Board of Supervisors of Westmoreland County to conduct one regularly scheduled meeting each month during calendar year 2024; and

**NOW, THEREFORE, BE IT RESOLVED** that the regularly scheduled meetings for calendar year 2024 shall be held at the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia on the following days and times:

1. The second Monday of each month commencing at 6:00 p.m. to conduct the regular business of the Board. The Board will meet, as needed, on the Wednesday following the second Monday of each month commencing at 6:00 p.m. to conduct the land use business of the Board; and
2. As circumstances dictate, the County Administrator may change the time a Board meeting will commence to accommodate additional agenda items that may arise; and
3. If, in the judgment of the County Administrator or members of the Board of Supervisors, a special meeting is necessary, it shall be called in conformity with Section 15.2-1418 of the Code of Virginia, 1950, as amended and the Board shall be given 72 hours advance notice of such special meeting, unless circumstances dictate otherwise; and
4. In accordance with Section 15.2-1416 of the Code of Virginia, 1950, as amended, if the chairman, or vice chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for board members to attend the regular meeting, such meeting shall be continued to the Wednesday following the second Monday of each month commencing at 6:00 p.m. to conduct the regular business of the Board and commencing at 6:30 p.m. to conduct the land use business of the Board (if any), at the George D. English, Sr. Memorial Building located in Montross, Virginia.
5. If the regular meeting date coincides with a county holiday, such meeting shall be held on the Wednesday following the second Monday of each month commencing at 6:00 p.m. to conduct the regular business of the Board and commencing at 6:30 p.m. to conduct the land use business of the Board (if any), at the George D. English, Sr. Memorial Building located in Montross, Virginia.

Adopted this 8<sup>th</sup> day of January, 2024

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Chairman, Board of Supervisors  
Westmoreland County, VA

*Westmoreland County  
Board of Zoning Appeals~ Wetlands~ Planning Commission & Board of Supervisors  
2024-2025 Meeting Schedule*

<i>Wetlands Board 1:30 p.m.</i>	<i>App Deadline</i>	<i>Board of Zoning Appeals 9:00 a.m.</i>	<i>B.Z.A App. Deadline</i>	<i>Planning Comm. 1:30 p.m.</i>	<i>App. Deadline</i>	<i>Work session 3:00 p.m.</i>	<i>Board of Supervisors 6:00 p.m.</i>	<i>Wednesday (as needed)</i>
Jan 22, 2024	Dec. 7, 2023	Jan. 22, 2024	Nov 21, 2023	<b>Jan. 3, 2024</b>	Nov. 22, 2023	Dec. 18, 2023	Jan. 8, 2024	Jan. 10, 2024
Feb 26, 2024	Jan. 17, 2024	Feb. 26, 2024	Dec. 17, 2023	Feb. 5, 2024	Dec. 29, 2023	Jan 22, 2024	Feb. 12, 2024	<b>Feb. 14, 2024</b>
Mar 18, 2024	Feb. 1, 2024	Mar. 25, 2024	Jan. 11, 2024	Mar. 4, 2024	Jan. 17, 2024	Feb. 26, 2024	Mar. 11, 2024	<b>Mar. 13, 2024</b>
Apr 15, 2024	Feb. 14, 2024	Apr. 22, 2024	Feb. 2, 2024	Apr. 1, 2024	Feb. 19, 2024	Mar. 25, 2024	Apr. 8, 2024	<b>Apr. 10, 2024</b>
May 20, 2024	Mar. 13, 2024	May 20, 2024	Mar. 21, 2024	May 6, 2024	Mar. 13, 2024	Apr. 22, 2024	May 13, 2024	<b>May 15, 2024</b>
Jun 17, 2024	Apr. 24, 2024	Jun. 24, 2024	Apr. 17, 2024	June 3, 2024	Apr. 3, 2024	May 20, 2024	June 10, 2024	<b>June 12, 2024</b>
July 15, 2024	May 23, 2024	July 22, 2024	May. 10, 2024	Jul. 1, 2024	May 6, 2024	June 24, 2024	July 8, 2024	<b>July 10, 2024</b>
Aug 19, 2024	Jun 27, 2024	Aug. 26, 2024	Jun. 12, 2024	Aug. 5, 2024	Jun 19, 2024	July 22, 2024	Aug 12, 2024	<b>Aug. 14, 2024</b>
Sep 16, 2024	Jul. 25, 2024	Sept. 23, 2024	Jul. 17, 2024	<b>Sep. 4, 2024</b>	July 22, 2024	Aug. 26, 2024	Sept. 9, 2024	<b>Sept. 11, 2024</b>
Oct 21, 2024	Aug 28, 2024	Oct. 28, 2024	Aug. 14, 2024	Oct. 7, 2024	Aug. 7, 2024	Sept. 23, 2024	<b>Oct. 16, 2024</b>	<b>Oct. 16, 2024</b>
Nov 18, 2024	Sep. 26, 2024	Nov. 25, 2024	Sep. 18, 2024	Nov. 4, 2024	Sept. 12, 2024	Oct. 28, 2024	<b>Nov. 13, 2024</b>	<b>Nov. 13, 2024</b>
Dec 16, 2024	Oct. 24, 2024	Dec. 23, 2024	Oct. 24, 2024	Dec. 2, 2024	Oct. 10, 2024	Nov. 25, 2024	Dec. 9, 2024	<b>Dec. 11, 2024</b>
Jan 27, 2025	Nov. 14, 2024	Jan. 27, 2025	Nov. 14, 2024	Jan. 6, 2025	Nov. 7, 2024	Dec. 23, 2024	Jan. 13, 2025	<b>Jan. 15, 2025</b>

*George D. English, Sr. Memorial Building, Montross, VA 22520*

*\*Meeting dates indicated in blue will be held on a Wednesday.*

1. No Public Hearing shall be scheduled when an uncompleted application or plans have been submitted.
2. It is suggested that all applicants schedule a pre-application conference. Should you choose not to do so, staff reports will reflect the data submitted.
3. In order for a public hearing to be held at the regular meeting, the application with original signature, fee, and any and all necessary materials, along with the required number of copies shall be received by the Land Use Administration Office in the George D. English, Sr. Memorial Building, 111 Polk Street, Montross, VA, before 4:30 p.m. by the application deadline date as indicated above.
4. This schedule is provided as a guide only

Westmoreland County shall not be responsible for any cost or damages resulting from a change in the schedule.

F. Resolution on Holidays for Calendar Year 2024

Prior to vote, Mr. Fisher discussed holidays that fall on a Thursday or Tuesday, for example the Christmas Holiday, what would it cost to give employees and additional holiday. Need to stay uniform but could address it at a later time. Chairman suggested to table this issue and come back at a later time. County Attorney noted the current

Resolution has a motion and second. This can pass and then come back at another time. The Board agreed to approve the Resolution today and at a later time the Board could revisit additional holidays, once information is received.

Upon motion by Mr. McCormack, second by Mr. Fisher and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting “aye”. The Board adopted the Resolution on the Holidays for Calendar Year 2024, as presented.

**\*\* RESOLUTION – NEXT PAGE \*\***

Agenda Item 1F

BE IT RESOLVED that the Westmoreland County Board of Supervisors designate the following holidays for Westmoreland County offices for calendar year 2024:

New Year's Day	Monday, January 1 <sup>st</sup>
Martin Luther King, Jr. Day	Monday, January 15 <sup>th</sup>
President's Day	Monday, February 19 <sup>th</sup>
Memorial Day	Monday, May 27 <sup>th</sup>
Juneteenth	Wednesday, June 19 <sup>th</sup>
Independence Day	Thursday, July 4 <sup>th</sup>
Labor Day	Monday, September 2 <sup>nd</sup>
Columbus Day & Yorktown Victory Day	Monday, October 14 <sup>th</sup>
Election Day	Tuesday, November 5 <sup>th</sup>
Veterans Day	Monday, November 11 <sup>th</sup>
Day Before Thanksgiving	Wednesday, November 27 <sup>th</sup> Offices close @ noon
Thanksgiving Day	Thursday, November 28 <sup>th</sup>
Day After Thanksgiving	Friday, November 29 <sup>th</sup>
Christmas Eve	Tuesday, December 24 <sup>th</sup>
Christmas Day	Wednesday, December 25 <sup>th</sup>
New Year's Day	Wednesday, January 1, 2025

BE IT FURTHER RESOLVED that, in accordance with the provisions of the employee personnel policy, Westmoreland County will observe any additional holidays granted by the Governor of Virginia or the President of the United States.

Adopted this 8<sup>th</sup> day of January, 2024

\_\_\_\_\_  
Chairman, Board of Supervisors  
Westmoreland County

G. Rules of Procedure for 2024

Motion was made to waive the reading of the Rules of Procedure for 2024 and the Board agreed. With no further discussion, Mr. Fisher made a motion to approve but pointed out paragraph 2.6, especially for new Board members, any Board member can offer an item to add to the agenda.

Mr. Trivett asked for discussion prior to vote, County Attorney noted amendments could be offered now or make suggestions now and it can be discussed at another time, Mr. Trivett ask the County Attorney if this is when he could ask for language to be added regarding censorship, if members misbehave or do things they shouldn't be doing, or would this be under something else? County Attorney stated there could be an amendment to the current Rules of Procedure to add a provision dealing with censorship if that is what the Board would like to do. Mr. Trivett then asked how would that process happen? County Attorney stated he would move to amend the Rules of Procedure, as such, to include a provision that a member be censored for certain activities and it would require a second and an affirmative vote of the Board. Mr. Trivett stated he would like to make a motion based on what the County Attorney just stated. County Attorney then noted that the criteria would need to be determined prior to the motion, what would you be censored for, the Board would need to come up with parameters of the censorship or County Attorney stated the Board could adopt the Rules of Procedure as presented and there could always be a work session to develop criteria regarding the censorship provision and then the Board would instruct the County Attorney to draft the language for review. Mr. Trivett agreed there should have parameters and therefore withdraws his motion to amend. Chairman Hynson asked the County Attorney if they should proceed to approve the Rules of Procedure or would it be tabled? County Attorney states, since Mr. Trivett withdrew his motion to amend, the Board can adopt the Rules of Procedure as presented and if a work session is held to discuss the Rules of

Procedure, he suggested also discussing electronic meetings, which this Board does not do a lot of, but that law is evolving.

Upon motion by Mr. Fisher, second by Mr. McCormack and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye". The Board adopted the Board of Supervisor's Rules of Procedure for 2024, as presented.

**\*\* RULES OF PROCEDURE – NEXT PAGE \*\***





BOARD OF SUPERVISORS

of the

County of Westmoreland, Virginia

**RULES OF PROCEDURE**

The following Rules of Procedure are adopted by the Westmoreland County Board of Supervisors to enable the Board to discharge its duties and responsibilities effectively and efficiently and to facilitate the exercise of its authority and powers in the Code of Virginia.

**Article 1. ORGANIZATIONAL MEETING**

- 1.1 **Annual Meeting.** The Board shall elect a chairman and vice-chairman at the annual meeting in the month of January for a one (1) year term at the beginning of the new terms of office. (§ 15.2-1422 Code of Virginia 1950)
- 1.2 **Chairman.** The Chairman shall preside at all meetings and hearings of the Board; he or she shall decide all points of order or procedure, and the full Board shall appoint any committees that may be necessary.
- 1.3 **Vice-Chairman.** The Vice-Chairman shall assume the duties of the Chairman in his or her absence or disability.
- 1.4 **Clerk.** The Clerk to the Board shall conduct all official correspondence subject to these rules at the direction of the Board; shall send out all notices required by these rules of procedure; keep all minutes of the Board's proceedings; and keep files on all matters which come before the Board.
- 1.5 **Parliamentarian.** The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, Robert's Rules of Order, VFOIA and the Code of Virginia (1950), as amended, as may be directed by the Chair, or as required as a result of a point of order raised by any one or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.
- 1.6.1 **Preservation of Order.** At meetings of the Board, the presiding officer shall preserve order and decorum.

ARTICLE 2. MEETINGS

- 2.1 Regular Meetings. A regular meeting of the Board of Supervisors shall be held on the second (2nd) Monday of each month commencing at 6:00 p.m. to conduct the regular business of the Board. The Board will meet as needed on the Wednesday following the second (2nd) Monday of each month commencing at 6:00 p.m. to conduct the land use business of the Board. Such meetings shall be held at the George D. English, Sr. Memorial Building, located at 111 Polk Street in Montross. When the regular meeting date falls on a holiday, the meeting shall be held on the following Wednesday at the George D. English, Sr. Memorial Building, commencing at 6:00 p.m. to conduct the regular business of the Board and commencing at 6:30 p.m. to conduct the land use business of the Board. All meetings are open to the public and all business shall be conducted publicly, except certain specific exempt topics identified in Section 2.2-3711 of the Code of Virginia 1950 (as amended) may be discussed in closed meeting.
- 2.2 Special and Adjourned Meetings. Special meetings may be called in accordance with Sections 15.2-1417 and 1418 of the Code. The Board shall be given 72 hours advance notice of such special meetings, unless emergency circumstances dictate otherwise. Adjourned meetings or reconvened meetings may be held any specific time, date, and place the Board may set, without additional notice, so long as the time, date and place are publicly specified prior to adjournment at the preceding meeting.
- 2.3 Quorum. A quorum shall consist of three (3) members. If disqualifications of Board members should occur as a result of the provisions of the State and Local Government Conflict of Interests Act, the remaining members shall have authority to act for the Board by majority vote, unless an unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members (§ 2.2-3112 (c)).
- 2.4 Voting. Each supervisor shall be entitled to cast one vote on any questions before the Board. Voting shall be by voice, recorded by "aye", "nay" or "abstain".
- 2.5 Minutes of Meeting. The minutes of the Board meeting shall reflect the official acts of the Board and names of the public commenting during public hearings and citizen comment periods. Each recorded vote shall indicate how each member of the Board voted. Preparation of minutes will be done in accordance with the requirements of Section 2.2-3707 and Section 15.2-1242 of the Code of Virginia, as amended. Minutes shall be included as part of the agenda package for the subsequent regular meeting of the Board. Draft copies of the minutes will be made available to the public in hard copy form at each regular meeting of the Board.
- 2.6 Agenda. The County Administrator shall prepare an agenda for each regular or special meeting of the board on which shall appear the title of each matter to be addressed at the meeting. The agenda for each regular meeting shall be prepared at least five (5) days prior to the meeting and be distributed to appropriate officials and employees of the county government and member of the public and media requesting copies. Matters may be placed on a Board agenda only in the following manner: (1) by resolution of the Board; or (2) upon the direction of any member of the Board of Supervisors; or (3) by the County Administrator or County Attorney; or (4) when directed by Section 15.2-1243 et seq. of the Code of Virginia as a claim to be presented to the Board of Supervisors, or (5) upon referral of a land use

matter to the Board of Supervisors as provided for in Chapter 22 of Title 15.2 of the Code of Virginia. Any member of the general public or group who wishes to be placed upon the Board's agenda must submit a request in writing to the County Administrator at least ten (10) days prior to the Board meeting for which the item is scheduled to be considered. When requesting time to appear on the agenda, the requestor shall give the County Administrator a description of what the topic will be, the speaker's name, complete address and phone numbers for contact purposes. If the speaker is representing a group or organization, the request shall include the organization's name, speaker's official position and the speaker's authority to represent the organization. All items which are requested to be placed on the agenda which have not been submitted within the prescribed deadline shall be placed on the next regular agenda for consideration.

ARTICLE 3. BOARD MEETINGS AND PUBLIC HEARINGS

- 3.1 Citizens' Comments. A reasonable period of time will be allocated to individuals to give the Board an opportunity to listen to citizens. The Board is very interested in citizen input relating to concerns, problems, issues or policies. In the opening statement, the Board Chair will state the period of time each citizen will be allocated to address the Board. During the citizens' comment period, speakers wishing to address the Board shall clearly state their name and address for the record. Citizens are encouraged to work through problems at the department and/or administrative levels before coming to the Board. This is a period in which citizens are to speak to issues. Questions shall be directed to the Chairman, who will, at his/her discretion, solicit the response from the appropriate person. The Board Chair is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented.

Public participation at any special called meeting of the Board shall be determined by the Board upon recommendation of the Board Chair. Public hearings and public forums are designed to receive substantial community input and individual comment. In addition to those required by law, the Board of Supervisors may hold public hearings or forums on matters when it decides that such hearings will be in the public interest.

ARTICLE 4. BOARD PROCEDURES

- 4.1 In responding to questions, from the media or citizens, Board members should:
- 4.1-1. Remind the listener that they are not speaking for the entire Board;
  - 4.1-2. Clarify their position on a particular item;
  - 4.1-3. Make "no public comment" on closed meeting matters in reference to individuals, real estate, and other areas addressed pursuant to Section 2.2-3711 of the Code of Virginia.
- 4.2 Each Board member must remember that personnel matters are to remain confidential and that it is the obligation of the Board and its membership to protect the privacy of the individual.

Date of Adoption: January 8, 2024

Agenda Item 1G

- 4.3 The Board will focus on issues and avoid making derogatory or demeaning public comments about individuals, staff members, fellow Board members, community residents or media representatives.
- 4.4 The Board will follow the procedure of taking no action on items introduced at the table. If any item is presented for the first time during the course of business by Board members, any action will be deferred until the next meeting of the Board, provided, however, an exception will be made to this procedure by majority consent of the Board.  
  
The Board will direct administrative action in response to items introduced under business by Board members only after a specific Board vote on said item that direct administrative action.
- 4.5 The Board will review its Rules of Procedure for the current year at its January organizational meeting.
- 4.6 Pursuant to §2.2-3707.H of the Code of Virginia, any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting shall be in such a manner as to prevent interference with the proceedings and to discourage disruptive conduct. Video cameras are to be placed in a designated area adjacent to the Clerk's table and shall remain fixed on the Board activities and any recognized speaker presentations at all times.

ARTICLE 5. AMENDMENT

- 5.1 Amendments. These Rules of Procedure may be amended at any meeting of the Board of Supervisors provided that notice of said proposed amendment is given to each member in writing at least five (5) days prior to said meeting.
- 5.2 Suspension of Rules. These Rules of Procedure may be suspended in whole or in part only upon the majority vote of the members of the Board of Supervisors present and only when consistent with the Virginia Freedom of Information Act.
- 5.3 Procedural Issues. Only Board members shall have standing to raise noncompliance with these Rules of Procedure, and only at the time of the violation. Failure of the Board to comply with these rules of Procedure shall not invalidate any action taken by the Board. Procedural issues not covered by these Rules of Procedure may be guided by Robert's Rules of Order, latest edition. The failure, however, of the Board to comply with Robert's Rules of Order shall not invalidate any action taken by the Board.

Adopted: January 8, 2024

\_\_\_\_\_  
Chairman, Board of Supervisors  
Westmoreland County, VA

2. APPROVAL OF MINUTES:

Mr. Fisher made a motion to approve the December 13, 2023 minutes, as presented. Second, Mr. McCormack and Chairman asked for roll call vote.

Mr. Trivett stated he just received the minutes and cannot vote since he has not reviewed them. Therefore, Mr. Fisher withdrew his motion and the minutes will be deferred until next month when Mr. Trivett has time to review them.

3. APPROVAL OF ACCOUNTS PAYABLE LIST AND PAYROLL REGISTER:

Chairman Hynson stated that all members should have received the list of accounts payable and payroll register and were there any questions, if not, the Chairman asked for a motion.

On motion by Mr. Fisher, second by Mr. McCormack and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye". The Board approved the accounts payable list and payroll register as submitted by the Finance Department for the month of December 2023.

4. APPROVAL OF APPROPRIATION INCREASE/DECREASE REQUESTS:

- A. DSS Funds to Cover Cases, Auxiliary Grant Funds and Independent Living Funds for Foster Care Children. Keri Cusick was present and explained what the funds were for and also noted there is no local match needed.

After discussion, upon motion by Mr. Fisher, second by Mr. Trivett and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye", the Board approved the Appropriation for DSS Funds as presented by Keri Cusick in the amount of \$80,250.00.

REVISION # BS \_\_\_\_\_

WESTMORELAND COUNTY  
 APPROPRIATION INCREASE/DECREASE REQUEST  
 FY 2023-2024

I, Keri Cusick Director at Social Services, HEREBY REQUEST A  
 SUPPLEMENTAL APPROPRIATION INCREASE/DECREASE FOR THE FOLLOWING:

FUND # 105  
 DEPARTMENT OF SOCIAL SERVICES 105

EXPENDITURES				
(1) INCREASE	/DECREASE	LINE ITEM #	<u>4-105-053100-6001</u>	BY \$ <u>900.00</u>
(2) INCREASE	/DECREASE	LINE ITEM #	<u>4-105-053210-5712</u>	BY \$ <u>40,000.00</u>
(3) INCREASE	/DECREASE	LINE ITEM #	<u>4-105-053210-5717</u>	BY \$ <u>5,800.00</u>
(4) INCREASE	/DECREASE	LINE ITEM #	<u>4-105-053210-5704</u>	BY \$ <u>25,550.00</u>
(5) INCREASE	/DECREASE	LINE ITEM #	<u>4-105-053211-5762</u>	BY \$ <u>8,000.00</u>
(6) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$ _____
(7) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$ _____
(8) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$ _____
(9) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$ _____
(10) INCREASE	/DECREASE	LINE ITEM #	_____	BY \$ _____
TOTAL:				\$ <u>80,250.00</u>

REVENUE				
(1) INCREASE	/DECREASE	LINE ITEM #	<u>3-105-24010-0002</u>	<u>47,460.00</u>
(2) INCREASE	/DECREASE	LINE ITEM #	<u>3-105-33050-0001</u>	<u>27,680.00</u>
(3) INCREASE	/DECREASE	LINE ITEM #	<u>3-105-41050-0005</u>	<u>5,110.00</u>
(4) INCREASE	/DECREASE	LINE ITEM #	_____	_____
(5) INCREASE	/DECREASE	LINE ITEM #	_____	_____
TOTAL:				\$ <u>80,250.00</u>

THIS SUPPLEMENTAL APPROPRIATION IS FOR: FPM Funds, Adoption Funds to cover cases, Auxiliary Grant Funds to cover cases, and Ind. Living Funds for Foster Care Children. No new local only funds needed.

FUNDS FOR THIS SUPPLEMENTAL WILL COME FROM:

LOCAL  STATE  FEDERAL  OTHER

APPROVAL: \_\_\_\_\_ AYE/NAY \_\_\_\_\_  
 CHAIRMAN \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Keri Cusick  
 REQUESTING SIGNATURE  
12/27/2023  
 DATE REQUESTED  
 POSTED \_\_\_\_\_

DATE ACTION TAKEN: \_\_\_\_\_

**B. VDOT Revenue Sharing Project – Skipjack Rd.**

**i. Transfer Approval for Amended Funding: Finance Department: Debra Whaley, Finance Director was present to explain that there needs to be funds transferred from General Fund to Contingency to Cover the VDOT Increase for Revenue Sharing Project of Skipjack Road.**

**After discussion, upon motion by Mr. Fisher, second by Mr. Trivett and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting “aye”, the Board approved the request to Transfer money from General Fund to Contingency to cover the additional amount of \$5,234.10 for the Revenue Sharing Project on Skipjack Rd.**

**January 8, 2024**

**The Finance Department requests the Board's approval to transfer \$5,234.10 from the General Fund contingency to cover the estimated increase in the matching funds requirement for the VDOT Revenue Sharing Skipjack Road project.**

- ii. Amended Resolution: Mr. Beale explained that there was an increase in the amount needed for the Revenue Sharing Project for Skipjack Road that was



submitted for approval, in the amount of \$5,234.10 and therefore the original Resolution that was submitted with the Revenue Sharing application now needs to be amended to include this additional amount.

After discussion, upon motion by Mr. Fisher, second by Mr. Trivett and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye", the Board approved the Amended Resolution in the amount of \$5,234.10 for the Revenue Sharing Project on Skipjack Rd.

**\*\* NEXT PAGE – AMENDED RESOLUTION\*\***

**RESOLUTION  
VDOT REVENUE SHARING PROGRAM**

**WHEREAS**, at the regularly scheduled meeting of the Board of Supervisors of Westmoreland County held on January 8, 2024, on a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following Resolution was adopted by a vote of \_\_\_\_\_:

**WHEREAS**, the Board of Supervisors of Westmoreland County desire to submit an application for an allocation of funds up to \$255,234.00 through the Virginia Department of Transportation Fiscal Year 2027-2028, Revenue Sharing Program; and

**WHEREAS**, \$255,234.00 of these funds are requested to fund the Skipjack Road widening project; and

**WHEREAS**, the Board of Supervisors of Westmoreland County hereby supports this application for an allocation of \$255,234.00 through the Virginia Department of Transportation Fiscal Year 2027-2028 Revenue Sharing Program;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Westmoreland County hereby commit to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project under agreement with the Virginia Department of Transportation in accordance with the project financial document(s);

**BE IT FURTHER RESOLVED**, that the County Administrator of Westmoreland County is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

Date of Adoption: \_\_\_\_\_

\_\_\_\_\_  
Chairman  
Board of Supervisors, Westmoreland County

ATTEST: \_\_\_\_\_  
Richard Stuart, Esq., County Attorney

Date: \_\_\_\_\_

5. EMS:

Chief Byrd was present to request the Board's approval regarding a Resolution for EMS Transport. First, Chief Byrd introduced himself to the new Board members before moving to business at hand. Chief Byrd explained that he is not asking for money but trying to mitigate a reoccurring problem that was passed back to them from the local region and it needs the Board's attention. Chief provided some history and noted the EMS Department is a 24/7 agency that provides Westmoreland County Advanced Life Support Care. Their goal is to provide the entire County the highest level of treatment and transportation options with the limited number of resources. Chief Byrd explained that EMS is getting more "out of town" transports than ever before, meaning transports to special facilities in Richmond, Fairfax and DC. Their normal call takes about three (3) hours roundtrip (time alerted to time return to service, now some calls take four (4) – five (5) hours, depending on where the patient is transported. Chief Byrd stated EMS is a very resource dependent agency and falls under a regional protocol that dictates how they execute patient care. He would like to address current regional protocol guidelines and bring this issue to the County level. Therefore, EMS has prepared a Resolution to state that EMS will transport each patient to the closest appropriate facility based upon the patient presentation.

After discussion, upon motion by Mr. Trivett, second by Mr. McCormack and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye", the Board approved the EMS Transport Destination Resolution, as presented.

**\*\* NEXT PAGE – EMS RESOLUTION\*\***

**RESOLUTION  
WESTMORELAND COUNTY  
EMS TRANSPORT DESTINATION**

**WHEREAS**, the Westmoreland EMS is a 24/7 provider of Advanced Life Support Care in Westmoreland County. The department is a resource dependent agency with a limited number of personnel and equipment; and

**WHEREAS**, the desire of Westmoreland EMS is to provide the highest level of treatment and transportation options to those in their time of need.

**NOW THEREFORE BE IT RESOLVED**, due to resource dependency, it is the determination of Westmoreland EMS to transport each patient to the closest appropriate facility based upon current patient presentation. Any deviations from this resolution will be based upon patient condition and current external resource availability for transport to a specified facility.

**ADOPTED** this 8<sup>th</sup> day of January 2024.

\_\_\_\_\_  
Chairman  
Westmoreland County Board of Supervisors

6. CLOSED SESSON:

Chairman states the Board will move into Closed Session under Section 2.2-2711.A1 for discussion concerning salaries and employment contracts for specific public employees. Chairman asks for a motion to go into closed session – Upon motion by Mr. McCormack, second by Mr. Fisher and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting “aye”, the Board will now move into Closed Session.

RECORDING STOPPED UNTIL RETURN FROM CLOSED SESSION

Chairman asks for a motion to return to regular session from closed session. Upon motion by Mr. Trivett, second by Mr. McCormack and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting “aye”, the Board is now in Regular Session.

Chairman asks for a motion to confirm that nothing other than what is listed under section 2.2-3711.A1 was discussed during Closed Session and no action was taken. Upon Motion by Mr. Fisher, second by Mr. Trivett and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting “aye”.

7. OLD BUSINESS:

- A. County Administrator Contract: No action was taken regarding the County Administrator’s Moving Expenses in his Contract.
  
- B. Department of Social Services Board Resolution : County Attorney noted that there still needs to be an additional citizen appointed to the three (3) person board of Social

Services. He stated the Board member is Mr. Trivett, one citizen, Ms. Gaskins, was appointed at last meeting but there is still another member that needs to be appointed.

Mr. McCormack asked to discuss this topic and mentioned that there has been much discussion regarding what type of oversight to have at DSS. He believes that with a new County Administrator there is no need to continue with the three (3) person administrative Board. Therefore, Mr. McCormack would like to make a motion to dissolve the current DSS Board. Mr. Trivett asked the County Attorney what the law is on this motion? County Attorney stated that there are two, possibly three choices. You can have a board comprised of the County Administrator or his designee, which is what it has been for the last year or so; also, you can have a board that includes three (3) person, one being a Board member; or you can have a five (5) person board.

A couple years ago the Board rescinded the Resolution from a five (5) person board to the County Administrator or his designee. Then there was discussion regarding changing the Resolution again and last month the Board decided to rescind the Resolution from the County Administrator, or his designee to a three (3) person board, one being a Board member with Mr. Trivett as the Board member and one of the two citizens approved. County Attorney stated the Board now could vote to add the second citizen, vote to rescind or enact a new board, but he suggested doing something today because they should not just leave this in limbo.

Mr. McCormack, rescinds first motion and makes a Motion to rescind the three (3) member board and make a Motion to return to the DSS Board comprised of the County Administrator, or his designee, per the statutory language. Motion was made by Mr. McCormack and second by Mr. Ingram.

Prior to vote Mr. Trivett would like to discuss this. He stated this issue was dealt with for approximately six (6) months and he stated it was obvious why it was brought up now. He also stated if he were part of social services he would be concerned. The reason this board was created was because Chairman Hynson did not want to overwhelm the new County Administrator with having to worry about oversight of DSS and Mr. McCormack has not been present for most of the discussions, unless he was told different since he has become a Board member.

Upon original motion by Mr. McCormack and second by Mr. Ingram and after discussion. A roll call vote was asked with Mr. McCormack, Mr. Ingram and Chairman Hynson voting "aye" and Mr. Trivett and Mr. Fisher voting "nay", the Motion passes 3-2 to rescind the three (3) person board and return to the County Administrator or his designee as board of DSS.

8. NEW BUSINESS:

Increase in Sheriff's Salary: County Attorney explained that the Sheriff's salary was set during the time the County passed their budget. Since that time, the Compensation Board indicated there would be additional money for the Sheriff's salary. What the Board would like to do is adopt a motion to pass that money from the Compensation Board to the Sheriff.

After discussion, upon motion by Mr. McCormack, second by Mr. Fisher and carried unanimously with Mr. McCormack, Mr. Ingram, Mr. Trivett, Mr. Fisher and Chairman Hynson voting "aye", the Board approves to pass additional money from the Compensation Board to the Sheriff.

9. VIRGINIA DEPARTMENT OF TRANSPORTATION:

MONTHLY REPORT – David Beale, was recognized and presented VDOT’s Monthly Report. At the conclusion of his report, Mr. Beale asked if there were any questions or requests from the Board.

Mr. McCormack: Weakly Rd off of Chilton Rd asking about getting it paved and trees that need to be removed.

Mr. Ingram: Looking for additional safety measures at Rt 202 and Rt 3, possibly a flashing light. Mr. Beale stated there was a report done that he will forward to Mr. Ingram and follow up.

Mr. Fisher: Asked when the guardrail would be repaired at Rt. 202 and Rt 3? Mr. Beale stated the contract is backed up and he will find out where on the list that repair is.

Chairman Hynson: Top of Grants Hill was patched today. The guardrail from Ferry Landing to Rt 202 needs repair.

**\*\*NEXT PAGE – VDOT MONTHLY REPORT\*\***





Westmoreland County Board of Supervisors  
January 2024 VDOT Report

**Maintenance Activity Highlights**

Completed:

- Ditch cleaning (Mt Holly Rd, Kinsale Bridge Rd, Calais Rd)
- Ditch repair (Rt 202)
- Patch potholes countywide
- Grading gravel roads (lower end of county)
- Brush removal (Mt Holly Rd)

Upcoming:

- Grade gravel roads
- Ditch cleaning (Sandy Point area)
- Pothole patching countywide
- Address work orders countywide

**Construction Projects**

SSYP:

Rt 735 Grannys Bar Rd; **Under Construction** Rt 652 Charles Way; Summer 2024  
Rt 685 Ashbury Rd; Summer 2025

HSIP:

Rt 202 paved shoulder (Rt 3 to Nomini Creek Bridge); 2024 Construction  
Rt 3 paved shoulder (County line to Oak Grove); 2024 Construction

Revenue Sharing:

Deux Rue; Summer 2024	Holly Way Ph III; Summer 2024
Hickory Ln; Summer 2025	Birch Ln; Summer 2025
Woodmount Dr; Summer 2025	Pinewood Ln; Summer 2025
Lakeview Ln; Summer 2026	

Bridge:

Rt. 621 at Tidwells Marsh (replacement); **Under Construction (1/31/2024 Completion)**  
UPC 123364 Rt. 205 over Branch of Rosier Creek; Scour Repair; 2/2024 Ad  
UPC 121539 Rt. 658 over Monroe Creek; Summer 2024

**Contacts:**

VDOT Customer Service Center: 1-800-FOR-ROAD

**10. TOWN OF COLONIAL BEACH/CORRESPONDENCE:**

JC LaRiveria, Grants & Compliance Officer, was recognized and presented the following:

- Leadership change new interim Town Manager is now Natasha Tucker,
- Colonial Beach leadership would like to request a meeting with the new County Administrator regarding intergovernmental topics;
- Mayor Schick and would like to welcome the new Supervisors and new County Administrator and look forward to working with everyone. She stated the Town is looking for cooperation with the County on certain matters including, wastewater repairs, economic development and public safety.
- MLK Celebration on the Holiday;
- Strategic Action Planning meeting on Friday;
- Regular Council meetings are the first and third Wednesdays at 6pm;
- Dodson Development is on phase 3 with two new restaurants opening Drift and Muse; and
- Thank you to the Board for approving the enterprise zone expansion.

**11. TOWN OF MONTROSS/CORRESPONDENCE:**

Fran Taylor, Town Manager was recognized and presented the following:

- Congratulations to the Supervisors, especially the new Supervisors;
- Waterline project is closed to finalized;
- Awarded an additional \$1.6M for expansion for water project to include Forest Drive to Peach Grove area;
- Water meters will begin with inspections and training;
- Soft opening for Northern Neck Brewing Company and was very successful; and

- Park signage has been ordered, ordered 16 story walk pedestals and partnering with library to provide interactive experience; and
- Looking for new business and have a revolving loan program that will help with rent.

12. COUNTY ADMINISTRATOR'S COMMENTS:

- A. Chandler's Mill Pond Update: Mr. Prescott reviewed the email from John Kirk and apparently due to the Holidays and weather there have been further delays. They assure the County they are committed to completing this project as soon as possible.
- B. Assistant County Administrator Position: Mr. Prescott announced that after several interviews he has decided to offer the Assistant County Administrator position to Donna Cogswell and she has accepted.
- C. OSHA/VRSA: VOSHA made a surprise visit to the Coles Point Waste Water Treatment Plant and found multiple violations. Fortunately, there will not be any fines but an official letter is forthcoming with all violations and the County will need to make it a priority to develop an OSHA/VOSHA plan which is currently not in place within the County.
- D. Coles Point Plant Monitoring Panel: This past weekend there was a panel failure at the Coles Point WWTP and maintenance is working diligently to fix this issue quickly but there will be an upgraded needed within the next 2-3 years.

13. PUBLIC COMMENT

Chairman Hynson opened the floor for public comment and asked if anyone would like to speak to please come to the podium and state your name and begin your 3 minutes.

Dorothy Dickerson Tate: She questioned some of the actions taken by Supervisors tonight, especially from Districts 2 and 3 stating she believes there are two reasons; one because of party lines and two better not be the reason. She stated this is not Washington DC and Westmoreland County should take care of Westmoreland County.

Carolyn Fisher: She wanted to publicly thank her husband for all the sacrifices he has made for Westmoreland County. She thanked him for all the personal events you missed because of the time you spent at County meetings trying to figure out what was best for Westmoreland County. She stated through it all he stood strong. With regards to Mr. Trivett, she could see discernment all over him and she still sees it and she is praying for him that God will give him comfort during his struggles.

Ms. Johnson: She noted that Mr. Fisher was the first African American Chairman of Westmoreland County and no one will compare to him. She addressed the Board stating that now that you have what you want, the decisions you make should be for the entire county.

Richard Wilkins: He is not sure why the County should pay for extra Holiday because that is what vacation is for. He also mentioned he would like to bring back up that Westmoreland County is the only county to charge its residents for House Hazardous Waste events and would like the Board to think about getting ride of that charge.

Larry Hinson: He mentioned all the trash through the county and would like to possibly have some volunteers to help clean it up. Also, he would like someone's phone number to call regarding Chandler's Mill Pond.

Lois Johnson: Stated she is an 80 year resident of Westmoreland County, this Board has made a terrible decision removing Mr. Fisher as Chairman. She said this is wrong and the citizens deserve to know why each member voted the way they did.

Amy Richards: Stated she serves on the school board and asked what is the reason behind dissolving the three member board of DSS and would like an answer from each Board member. She asked the County Administrator, now that he has been appointed what is he going to do about the issues going on at DSS. She stated we must keep our youth first.

Lethia Johnson: She asked Pastor Fisher to keep his head up high and the community sees him as an outstanding citizen and man of God. To Mr. Hynson she hopes he is able to keep up with the trail Mr. Fisher has made.

Mr. Johnson: To Mr. Fisher don't let this steal your joy.

Chairman now closed the public comment portion of the meeting.

**ADJOURNMENT:**

There being no further business to come before the Board at this time, upon motion by Mr. McCormack, second Mr. Trivett, and carried unanimously, the Board adjourned the meeting at approximately 8:20 p.m. The Board's next regular meeting will be held on Monday, February 12, 2024 at 6:00 p.m. The meeting will be held in the public meeting room at the front entrance of the George D. English, Sr. Memorial Building.

Chairman,  \_\_\_\_\_

Handwritten signature or scribble.