

A regular meeting of the Westmoreland County Board of Supervisors was held Monday, June 12, 2023, 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, Dorothy Dickerson Tate, W. W. Hynson, Russ Culver, and Timothy J. Trivett. Also present were Norm Risavi, County Administrator; Karen Lewis, Assistant County Administrator; Debra Whaley, Finance Director; Garhett Adams, Budget Manager and Donna Cogswell, Executive Assistant.

CALL TO ORDER

Chairman Fisher called the meeting to order at 6:04 p.m.

1. APPROVAL OF MINUTES

None

2. APPROVAL OF ACCOUNTS PAYABLE LIST AND PAYROLL REGISTER

Chairman Fisher stated that all members had received and reviewed the accounts payable list and payroll register for May 2023 and asked if there were any questions or comments regarding these documents. If not, Chairman Fisher asked for a motion.

Upon motion by Woody Hynson, second by Tim Trivett and carried unanimously the Board approved the accounts payable list and payroll register as submitted by the Finance Department for the month of May 2023.

3. APPROVAL OF APPROPRIATION INCREASE/DECREASE REQUESTS

- A. Keri Cusick, Director of Social Services, was recognized and presented to the Board for their consideration an appropriation for funds in the amount of \$28,765.00 which was provided to Social Services by the State to cover overtime needed to complete Medicaid renewals, no local match is needed.

With no questions by the Board, upon motion by Russ Culver, second by Dorothy Dickerson Tate and carried unanimously with Woody Hynson, Russ Culver, Dorothy Dickerson Tate,

Tim Trivett and the Chairman vote "aye". The Board approved the appropriation in the amount of \$28,765.00, as requested by Social Services Director.

- B. Because there was a School Board Meeting tonight, Dr. Perry was not available to attend our meeting to discuss the appropriations and de-obligations for Westmoreland County Schools. Therefore, the County Administrator explained each one. Mr. Risavi stated that Ms. Whaley and he met with Dr. Perry and his finance staff to review all the submitted appropriations and de-obligations. Mr. Risavi noted that he and Ms. Whaley are satisfied with the explanation received and they recommend that the Board should approve these appropriations and de-obligations for FY 22-23.

Chairman Fisher asked the County Attorney if they could vote on all the appropriations and de-obligations together. The County Attorney stated they could vote on them together as long as they are listed as one agenda item, which they are. Chairman Fisher asked if there were any questions, if not, he asked for a motion.

With no questions, upon motion by Russ Culver, second by Dorothy Dickerson Tate and carried unanimously with Russ Culver, Dorothy Dickerson Tate, Tim Trivett, Woody Hynson and the Chairman vote "aye". The Board approved the Westmoreland County School appropriations and de-obligations (i. – vii.) as explained by the County Administrator.

- C. Debra Whaley, Finance Director, was recognized and requested the Board's approval to appropriate \$333,000.00 from the General Fund Balance to cover the anticipated increased costs for refuse disposal through the end of this fiscal year. The County Administrator stated, as was discussed, over the last several meetings the vast increase in the municipal waste coming through the transfer station was going to exceed the budget and the hope is that this appropriation will cover costs until the end of this fiscal year.

Chairman Fisher asked if there were any questions from the Board, if not, he asked for a motion.

With no questions, upon motion by Woody Hynson, second by Russ Culver and carried unanimously with Tim Trivett, Woody Hynson, Dorothy Dickerson Tate, Russ Culver and the Chairman vote "aye". The Board approved the Appropriation from the General Fund Balance to cover the increased refuse disposal costs, as discussed.

Debra Whaley, Finance Director was again recognized and requested the Boards approval to transfer the balance in the Committed Fund Balance/Cople Fire Substation of \$22,649.02 to the General Fund and appropriate same to Cople Fire Substation truck repairs and maintenance for repairs on Truck 6, as requested by Chief Todd Padgett.

Chairman Fisher ask if there were any comments or questions from the Board, if not, the Chairman asked for a motion.

With no questions, upon motion by Russ Culver, second by Woody Hynson and carried unanimously with Russ Culver, Dorothy Dickerson Tate, Tim Trivett, Woody Hynson and the Chairman vote "aye". The Board approved the appropriation to transfer the Committed Fund Balance/Cople Fire Substation \$22,649.02 to the General Fund and appropriate same to Cople Fire Substation truck repairs and maintenance for repairs on Truck 6.

**** NEXT PAGE – REQUEST****

June 12, 2023

The Finance Department requests the Board's approval to transfer the balance in the Committed Fund Balance/Cople Fire Substation of \$22,649.02 to the General Fund and appropriate same to Cople Fire Substation truck repairs and maintenance for repairs on Truck 6 as requested by Chief Todd Padgett.

Garhett Adams

From: Todd Padgett <padgettbuilders@gmail.com>
Sent: Friday, June 9, 2023 3:54 PM
To: Garhett Adams; Norm Risavi
Subject: Re: Reserve Funds

Caution: This message is from an external source. Please use caution clicking links or opening files if you did not expect to receive them.

Good afternoon,

Last September we purchased Truck 6 to be stationed in Coles Point at Co 6. Since that point it has been in for many repairs at Atlantic Emergency Solutions, the local Pierce dealer in Massachusetts. I would like to take the contingency money for Co 6 that was set aside a few years ago and place towards that repair bill that will be greater than 50000. Once I receive the truck back in a few weeks I can submit a copy of the bill and that portion if possible could come from the truck maintenance and repair line item that the contingency money is moved too. Any questions please call.

Todd

4. APPROVAL OF FY 2023-2024 Appropriation Resolution

Chairman Fisher asked the County Administrator, if there were any changes the Board needs to consider. Mr. Risavi noted that the only minor modification was under the insurance where they appropriate insurance. Mr. Risavi noted the Finance Director added the revenue recovery reimbursements only because it is getting harder to predict, so when we get those expenses and it exceeds the budgeted amount he would like to have the Director of Finance be able to appropriate that money.

Chairman Fisher asked if there were any questions or comments regarding the Appropriation Resolution. If not, the Chairman asked for a motion.

Russ Culver mentioned that he would like to recognize the County Administrator and Finance Department who have worked hard on this budget to ensure the citizens of Westmoreland County did not have increased taxes this fiscal year.

With no further discussion, upon motion by Tim Trivett, second by Dorothy Dickerson Tate and carried unanimously with Woody Hynson, Tim Trivett, Dorothy Dickerson Tate, Russ Culver and Chairman Fisher voting "aye". The Board approved the FY 2023-2024 Appropriation Resolution as discussed by the County Administrator.

**** NEXT PAGE – APPROPRIATION RESOLUTION ****



Westmoreland County, Virginia
Appropriation Resolution
Fiscal Year 2023-2024

A Resolution to appropriate Designated Funds and Accounts from Designated Estimated Revenues for Fiscal Year 2023-24 for the General Operating Fund, VPA Fund, School Operating Fund, School Food Service Fund, Alternative Education Fund, Placid Bay Sanitary District Fund, Placid Bay Sanitary District Dam Fund, Glebe Harbor-Cabin Point Sanitary District Fund, Federal Drug Seizure Fund, Electronic Summons Fund, Capital Projects/Industrial Park Fund, Westmoreland VRS Asset Fund and Westmoreland Water & Sewer Fund.

Whereas, the Westmoreland County Board of Supervisors has heretofore prepared a budget for information and fiscal planning purposes only; and

Whereas, it is now necessary to appropriate sufficient funds for the contemplated expenditures as are contained in the budget; therefore, be it

RESOLVED, by the Westmoreland County Board of Supervisors that the budget for fiscal year 2023-24 is approved and appropriations for aforementioned funds are made as follows, subject to terms and conditions outlined within this appropriation resolution:

FUND #100 - GENERAL OPERATING FUND

Board of Supervisors	\$ 131,762
County Administration	622,849
Legal Services	106,305
Independent Auditor	74,230
Commissioner of the Revenue	455,297
Assessor	40,000
Treasurer	433,049
Accounting/Utilities	545,031
Data Processing	430,500
Information Technology	212,127
Risk Management/Insurance	490,525
Dues for Local Government	5,345
Electoral Board & Officials	92,520
Registrar	154,579
Circuit Court	2,400
Circuit Court Judge	25,277
General District Court	2,082
Juvenile & Domestic Relations Court	1,710
Clerk of the Circuit Court	475,878

Other Court Costs	8,000
Victim Witness Assistant Grant	93,643
New Courthouse Debt Service	327,050
Commonwealth's Attorney	661,802
Sheriff-Law Enforcement	3,465,175
E-911 Operation & Maintenance	5,300
E-911 Dispatch Center	707,748
E-911 Dispatch Center-Colonial Beach	284,499
School Resource Officer Grant/COPS	85,774
School Resource Officer Grant/DCJS	106,633
ARPA LE Grant	324,996
Volunteer Fire Departments	78,900
Westmoreland Volunteer Fire Dept.	122,868
Westmoreland Volunteer Fire Substation Company No. 5	61,436
Cople Volunteer Fire Dept.	122,868
Cople Volunteer Fire Substation Company No. 6	61,436
Oak Grove Volunteer Fire Dept.	122,868
Colonial Beach Volunteer Fire Dept.	122,868
Ambulance & Rescue Services	3,874
Colonial Beach Volunteer Rescue Squad	54,075
Forestry	7,810
Rescue Recovery	50,000
Westmoreland County EMS Department	4,228,758
Office of Emergency Management	53,342
Mobile Integrated Healthcare	136,871
Juvenile & Domestic Court Service Unit	87,609
Adult Drug Court Program	6,000
VA Juvenile Comm. Crime Control Act/Rapp. Office on Youth	142,000
Inspections	353,464
Animal Control/Sheriff	337,282
Medical Examiner	300
Emergency Services	446,526
Street Lights	12,100
Refuse Collection	841,661
Refuse Disposal	2,102,829
Household Hazardous Waste	11,000
General Properties	1,420,179
County Health Department	266,126
Mental Health	84,618
Children's Services Act	2,390,780
Community College	11,476
Recreational Complex	20,265
Westmoreland Museum/Library	40,000
Rappahannock Regional Library	548,439
Planning	390,982
Community Development	63,666
Northern Neck Planning District Commission	17,000
Planning Commission	7,500
Board of Zoning Appeals	2,100
Wetlands Board	5,400
Tourism/Travel Council	7,000

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Soil & Water Conservation	16,000
VPI Extension Service	56,040
Non-departmental	233,499
Transfers	11,856,261
Contingency	531,846
Capital Projects	65,933
Industrial Development Authority	3,000
Debt Service/School Debt Service	2,775,006
TOTAL GENERAL OPERATING FUND	40,753,947

FUND #105 - VPA FUND

Welfare Administration	2,145,489
Assistances	203,673
Purchase of Services	139,024
TOTAL VPA FUND	2,489,186

FUND #205 - SCHOOL OPERATING FUND

Instruction	18,668,818
Administration, Attendance & Health	1,949,443
Pupil Transportation	2,418,497
Operation & Maintenance	2,489,337
Facilities	0
Technology	873,192
Federal Grants	1,297,013
Transfers	94,327
Contingency	279,316
TOTAL SCHOOL OPERATING FUND	28,069,943

FUND #207 - SCHOOL FOOD SERVICE FUND

School Food Service Fund	1,558,605
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FUND #214 - ALTERNATIVE EDUCATION FUND

Alternative Education Fund	417,983
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FUND #225 -- PLACID BAY SANITARY DISTRICT FUND

Placid Bay Sanitary District Fund	228,554
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FUND #226 -- PLACID BAY SANITARY DISTRICT DAM FUND

Placid Bay Sanitary District Dam Fund	105,822
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FUND #227 -- GLEBE HARBOR-CABIN POINT SANITARY DISTRICT FUND

Glebe Harbor-Cabin Point Sanitary District Fund	306,884
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FUND # 240 - FEDERAL DRUG SEIZURE FUND

Federal Drug Seizure Fund	10,958
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FUND # 250 -- ELECTRONIC SUMMONS FUND

Electronic Summons Fund	12,845
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FUND #310 – CAPITAL PROJECTS/INDUSTRIAL PARK FUND

Capital Projects/Industrial Park Fund 364,867

FUND #350 – WESTMORELAND VOL RESCUE ASSET FUND

Westmoreland VRS Asset Fund 209,786

FUND #525 – WESTMORELAND WATER & SEWER FUND

Westmoreland Water & Sewer Fund 3,789,935

- 1) All appropriations are declared to be maximum, conditional and proportionate appropriations. This makes the appropriations payable in full in the amounts named herein, if the aggregate revenues collected and other resources available during the year ending June 30, 2024, for which appropriations are made, are sufficient to pay all of the appropriations in full; otherwise, the said appropriations shall be deemed to be payable in such proportion as the sum of all realized revenue is to the total amount of revenues estimated by the Board of Supervisors to be available for appropriation in the year ending June 30, 2024.
- 2) No department, agency, or individual receiving appropriations under the provisions of this resolution shall exceed the line items approved for that department, agency, or individual by the Westmoreland County Board of Supervisors.
- 3) The Board of Supervisors reserves the right to change at any time during the fiscal year ending June 30, 2024, compensation provided to any officer or employee and to abolish any office or position, except for such office or position as it may be prohibited by law from abolishing.
- 4) The County Administrator is authorized to establish purchasing policies and procedures to assure that expenditures are made within the appropriations defined within this resolution, and shall initiate emergency spending reductions to decrease expenditures in light of decreased actual revenues.
- 5) The amount appropriated to fund contemplated expenditures for the Westmoreland County School Board is by major category total. As permitted by state statute, the School Board is authorized to transfer funds between line items within such approved categories. The School Board shall seek prior approval to transfer funds between major category totals from the Board of Supervisors; this shall be done with an Internal Budget Revision Request Form.
- 6) No expenditures shall exceed the initial appropriation established by the Westmoreland County Board of Supervisors unless a supplemental appropriation is approved in advance of the expenditure.
- 7) The County Administrator may authorize the Director of Finance to transfer any unencumbered balance or portion thereof from one classification of expenditure (line item) to another within the same department, agency or expenditure categorical group, and the contingency line item within the fund as defined by the Uniform Financial Chart of Accounts. This procedure must be initiated by the requesting department or agency on an Internal Budget Revision Request Form and signed by the authorized department or agency head. The County Administrator may approve or disapprove such requests.

Any request to increase the overall appropriation to any department, agency or organization as appropriated by this resolution must be made to the Board of Supervisors on a Supplemental Appropriation Request Form.

- 8) The County Administrator may increase appropriations for the following items of non-budgeted revenue that may occur during the fiscal year:
 - a) Insurance recoveries received for damage to County vehicles or other property for which County funds have been expended to make repairs or medical services.
 - b) Refunds or reimbursements made to the County for which the County has expended funds directly related to that refund or reimbursement.
- 9) The Director of Finance is authorized to reappropriate all outstanding encumbrances to the following fiscal year to the same department and account for which they are encumbered in the previous year. The County Administrator shall review and approve the final encumbrance list for transfer to the following fiscal year budget.

The Director Finance is further authorized to appropriate water and sewer connection fee or "tap fee" revenues to their respective funds as these fees are paid throughout the year.

- 10) All appropriations that are not encumbered, committed, or expended prior to June 30, 2023 will lapse and the balance shall become part of the General Operating Fund Balance.
- 11) The Director of Finance is authorized to make transfers to the various funds for which there are transfers budgeted. The Director shall transfer funds only as needed up to the amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.
- 12) The County Administrator may increase or reduce revenue and expenditure appropriations related to programs funded in whole or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.
- 13) The County Administrator may appropriate both revenue and expenditure for donations by citizens or citizen groups in support of County programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be reappropriated into the subsequent fiscal year. The County Administrator may appropriate the bond proceeds approved by the Board of Supervisors to fund the approved capital project expenditures.
- 14) The County Administrator may appropriate revenues and expenditures for funds received by the County from asset forfeitures for operating expenditures directly related to drug enforcement. The outstanding balance of these funds shall not lapse but be carried forward into the next fiscal year.
- 15) The adoption of this resolution hereby implements the provisions of Senate Bill 483 which was passed by the General Assembly of the Commonwealth of Virginia during the 2000 regular session, and approved by the Governor of Virginia on April 8, 2000, as well as the provisions of the Resolution and Ordinance for Establishment of a Special Tax District, adopted by the Board of Supervisors as a resolution on April 18, 2000, and adopted as an ordinance after proper advertisement and a public hearing on August 14, 2000. The Board of Supervisors hereby declares as part of this Appropriation Resolution that the following non-levy funds are designated for support of the Westmoreland County Public Schools as follows:

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Motor Vehicle Licenses
County Share of Local 1% Sales Tax
Payment in Lieu of Tax
Auto Rental Tax
Mobile Home Titling Tax
Gross Receipts Tax
State Car Tax Reimbursement
Communications Tax
Utility Tax
Tax Penalties & Interest
Interest Earnings
Business Permit Fee
Prior Year Excess Non-levy Revenues

The designation of these specific revenue sources shall in no way restrict the Board of Supervisors from utilizing additional non-levy designated funds in future appropriations. Moreover, it is expressly understood that reappropriations of prior year funds to the Westmoreland County Schools will not be considered as part of the current year appropriation. The appropriation of additional state or federal revenue is specifically excluded from the formula since they are not local revenues. School debt service funds shall be paid from the General Fund.

- 16) All departments under the supervision of the Westmoreland County Board of Supervisors must certify on or before July 1, 2023 the employees who will be employed by that department during the fiscal year and their annual salaries. No department under the jurisdiction of the Board may increase the number of employees or change the approved salary of its employees without prior authorization of the Board of Supervisors. Constitutional Officers and their respective employees who accept supplemental funding for salaries and or positions shall comply with the salary classification plan adopted by the Board of Supervisors.
- 17) Funds appropriated for capital projects will not lapse at the end of the fiscal year, but shall remain appropriated for the life of that project, until completion, or until the Board of Supervisors eliminates the appropriation.
- 18) The County Administrator or his appointed representative shall reserve the right to review the financial records of county-funded outside agencies who do not obtain annual audits. Said agencies shall provide a financial statement to the County Administrator at least annually.
- 19) Funds approved for any fire substation shall be required to be expended on the operation and maintenance for said facility. Such funds may pay for a prorated share of reasonable department costs. These expenses shall be accounted for in a separate account per the agreement with the citizen fundraising committees.

Adopted this 12th day of June 2023.

Darryl E. Fisher, Chairman
Board of Supervisors
Westmoreland County

- PUBLIC HEARING** - Proposed issuance of a bond by Westmoreland County with the estimated maximum amount of the bond \$800,000. The Proposed use of the bond proceeds is to pay for capital improvements to the County's wastewater facilities, including a sludge drying bed extension at Coles Point WWTP.

Webster Day was recognized and asked if he could defer his remarks until after the Public Hearing.

Chairman Fisher noted this is a Public Hearing and the public has the opportunity to speak on this matter. He asked if those who wish to speak would come to the podium, state their name and then direct their comment to the Board as it relates to this particular Public Hearing. The Chairman then opened the floor for public comment.

Let the record show no one from the public came before the Board to speak on this particular topic. Chairman Fisher closed the public comment portion of the meeting and came back to the Board to introduce the next topic.

The Free Lance-Star

Order Confirmation
Order# 0001424388

An Exact Proof
Date: 06/12/2023 09:42:35 AM



Westmoreland County, Virginia
Notice of Public Hearing

A public hearing will be held by the Westmoreland County Board of Supervisors regarding the proposed issuance of a bond by Westmoreland County. The proposed use of the bond proceeds is to pay for capital improvements to the County's wastewater facilities, including a sludge drying bed extension at Coles Point WWTP. The public hearing will be held on Monday, June 12, 2023, beginning at approximately 6:00 a.m. in the public meeting room at the Board Chambers of the George D. English, Sr. Memorial Building, located at 111 Park Street, Manassas, Virginia.

Written requests to comment on the proposed issuance of a bond by the County must be received by the County Board of Supervisors no later than 5:00 p.m. on Wednesday, June 7, 2023. Comments may also be submitted by fax (541) 453-6134 or by mail to: Westmoreland County, 111 Park Street, P.O. Box 1000, Manassas, VA 20108. Additionally, written comments may be placed in the Treasurer's Office drop box outside the George D. English, Sr. Memorial Building at 111 Park Street, Manassas, VA 20108. Comments submitted via the Treasurer's Office drop box should be in a sealed envelope, which is clearly marked "Public Comments for Board of Supervisors." Submissions of written comments must include the citizen's name and address. Please print your comments to avoid a hearing that they are heard in their own defense. Comments will be read at a public hearing open to the public on Monday, June 12, 2023, at 6:00 a.m. in the public meeting room at the Board Chambers of the George D. English, Sr. Memorial Building, located at 111 Park Street, Manassas, Virginia. All written comments must be received by 5:00 a.m. on Wednesday, June 7, 2023.

Individuals with a disability, as defined in the Americans with Disabilities Act of 1990 (ADA), desiring to attend this public hearing should contact the County Administrator's Office prior to the meeting so as to ensure appropriate accommodations are provided.

BY ORDER OF THE WESTMORELAND COUNTY BOARD OF SUPERVISORS
Norm Reed, County Administrator

Chairman Fisher, again recognized Mr. Day. Mr. Day stated he is an attorney with Spielman, Thomas & Battle and serves as Bond Counsel for the County with regard to this loan. He noted after the public hearing has been held that the Board can consider the Resolution that is in their Board packets. The Resolution approves the form Bond in Section 7 of the Resolution. The terms of this will be an \$800,000 loan from Virginia Resources Authority a state agency, that assists localities with this sort of financing project and the maximum interest rate will be 3%. The rate will be set at the time of closing which is anticipated to be early July. Also, the Resolution gives the Chairman, Vice Chairman and County Administrator the authority to sign the Bond and Financing Agreement with Virginia Resources Authority, as well as, take any other action needed to accomplish financing. Mr. Day explained that the Bond is a Revenue Bond, it is payable solely from the Water and Sewer Revenues that the County receives, and it does not affect real estate taxes. Mr. Day stated he would be happy to answer any questions after his brief explanation.

County Administrator noted that the Resolution authorizes up to \$800,000 the actual bids came in lower than that. Mr. Fiori will be up next to discuss the bids.

Chairman Fisher stated if there were no comments or questions from the Board members, he would like to proceed with taking action on the Resolution that Mr. Day just discussed and then would proceed to Mr. Fiori's portion. Chairman Fisher asked the Board for a motion.

With no questions, upon motion by Russ Culver, second by Woody Hynson and carried unanimously with Woody Hynson, Tim Trivett, Dorothy Dickerson Tate, Russ Culver and Chairman Fisher voting "aye". The Board approved the Resolution Authorizing the Issuance and Sale of a Water and Sewer Revenue Bond of Westmoreland County, Virginia in an Amount, Not to Exceed, \$800,000.00 and Providing for the Form, Details and Payment of the Bond and Authorizing Certain Related Actions.

**** NEXT PAGE – RESOLUTION ****

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A WATER AND SEWER REVENUE BOND OF WESTMORELAND COUNTY, VIRGINIA, IN AN AMOUNT NOT TO EXCEED \$800,000, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF THE BOND, AND AUTHORIZING CERTAIN RELATED ACTIONS

The Board of Supervisors of Westmoreland County is authorized to issue bonds, notes or other obligations payable from a pledge of the revenues from the County's water and sewer system.

The Board of Supervisors has determined it necessary and expedient to make improvements to the County's wastewater facilities including a sludge drying bed and to issue a water and sewer revenue bond of the County in the maximum principal amount of \$800,000 to finance costs of the improvements.

On June 12, 2023, the Board of Supervisors held a public hearing on the proposed issuance of the bond, in accordance with Section 15.2-2606 of the Public Finance Act.

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WESTMORELAND COUNTY, VIRGINIA:

Section 1. Definitions. Whenever used in this resolution, unless a different meaning clearly appears from the context:

"Act" means the Public Finance Act of 1991 (Chapter 26, Title 15.2, Code of Virginia of 1950, as amended).

"Authorized Officers" means the Chairman and Vice Chairman of the Board of Supervisors and the County Administrator of the County, any one of whom may act.

"Board" means the Board of Supervisors of the County.

"Bond" means the County's bond as and when issued under this resolution.

"County" means Westmoreland County, a political subdivision of the Commonwealth of Virginia.

"Financing Agreement" means the Financing Agreement between VRA and the County, as and when executed on the County's behalf in accordance with this resolution.

"Fund" means the Virginia Water Facilities Revolving Fund, its successors and assigns.

"Maximum Amount" means \$800,000.

"Maximum Rate" means 3.00% per annum.

“Project” means capital improvements to the County’s wastewater facilities including a sludge drying bed.

“System” means all plants, systems, facilities, equipment or property owned, operated or maintained by the County and used in connection with the collection, storage, treatment or distribution of water or the collection or treatment of wastewater.

“VRA” means the Virginia Resources Authority, a public body corporate and a political subdivision of the Commonwealth of Virginia, its successors and assigns, as Administrator of the Fund.

Section 2. The Project. The Board authorizes the undertaking of the Project and finds that the Project will be a part of the System.

Section 3. Authorization of Bond. Pursuant to the Act, the Board authorizes the Bond to be issued and sold, to provide funds, together with other available funds, to finance the cost of the Project and costs of issuing the Bond.

Section 4. Award of Bond. After mature consideration of the methods of sale of the Bond and current conditions of the municipal bond market, it is determined to be most advantageous for the Authority to accept the offer of VRA to purchase the Bond upon certain terms and conditions set forth in the Financing Agreement.

Section 5. Details of Bond.

(a) The Bond shall be issued as a single, fully registered bond without coupons, shall be dated the date of its delivery to VRA, shall be numbered R-1, shall bear interest, defined in the Financing Agreement as the “Cost of Funds,” and shall be in a principal amount, not to exceed the Maximum Amount, payable semi-annually in the amounts and on the dates, all as established in accordance with subsection (b) below. The Bond will provide for principal advances to be made and noted on it from time to time as funds are advanced by VRA under the Bond.

(b) The Authorized Officers are authorized and directed to determine the other details of the Bond, including but not limited to the original principal amount of the Bond, the dates on which, and the amounts in which, principal of and Cost of Funds on, the Bond will be due, as requested by VRA before the Closing Date; however, the principal amount of the Bond shall not exceed the Maximum Amount, the Cost of Funds shall not exceed the Maximum Rate, and the final maturity of the Bond shall be no greater than forty (40) years after the Closing Date. The execution of the Bond as described in Section 6 of this resolution shall conclusively evidence such details as having been so determined as authorized by this Resolution.

Section 6. Execution of Bond. The Bond shall be signed on behalf of the Authority by an Authorized Officer, or shall bear the facsimile signature of such officer, and shall bear the official

seal of the County, or a facsimile of the seal shall be impressed or imprinted on the Bond, and shall be attested to by the manual or facsimile signature of the Clerk of the Board.

Section 7. Form of Bond. The Bond shall be in substantially the following form, with such variations, insertions and omissions as shall be consistent with this resolution, the execution and delivery of the Bond constituting conclusive evidence that any variations, insertions and omissions are consistent with this resolution:

No. R-1

UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA

\$(amount)

[date]

WESTMORELAND COUNTY
WATER AND SEWER REVENUE BOND
Series 2023

Westmoreland County (the "County"), a political subdivision of the Commonwealth of Virginia, for value received, promises to pay, solely from the revenues described and pledged in the Financing Agreement, as hereafter defined, to Virginia Resources Authority, as Administrator of the Virginia Water Facilities Revolving Fund, Richmond, Virginia (the "VRA"), or its legal representative or registered assigns, the principal sum equal to the aggregate amount of principal advances made and noted on the Schedule of Principal Advances below, but not to exceed [amount] Dollars (\$(amount)), with interest (the "Cost of Funds"), including the part thereof allocable to the annual administrative fee payable as set forth in Section 6.1 of the Financing Agreement, on the unpaid principal from the date of each principal advance shown on the attached Certificate of Principal Advances until payment of the entire principal sum, at the annual rate of [rate]%.

On [date], the amount of accrued Cost of Funds on this Bond shall be due. Commencing [date] and continuing semi-annually thereafter on [month] 1 and [month] 1 in each year, principal due under this Bond shall be due and payable in equal installments of \$(amount) with a final installment of \$(amount) due and payable on [date], when if not sooner paid, all amounts due under this Bond shall be due and payable in full. If principal disbursements up to the maximum authorized amount of this Bond are not made, the principal amount due on this Bond shall not include such undisbursed amount. However, unless the County and VRA agree otherwise in writing, until all amounts due under this Bond shall have been paid in full, less than full disbursement of the maximum authorized amount of this Bond shall not postpone the due date of any semi-annual installment due hereunder or change the amount of such installment unless the principal amount due under this Bond is less than the amount of such installment.

In addition, if any installment of principal is not received by the registered owner of this Bond within ten (10) days from its due date, the County shall pay to the registered owner of this Bond a late payment charge in an amount equal to five percent (5.00%) of such overdue installment.

Principal and other sums hereunder are payable in lawful money of the United States.

No notation is required to be made on this Bond of the payment of any principal on normal installment payment dates or of any prepayments of principal. HENCE, THE FACE AMOUNT OF THIS BOND MAY EXCEED THE PRINCIPAL SUM REMAINING OUTSTANDING AND DUE HEREUNDER.

As used in this Bond, "Financing Agreement" means the Financing Agreement dated as of [date], between the Virginia Resources Authority, as Administrator of the Virginia Water Facilities Revolving Fund ("VRA"), and the County, and any amendments to it. Capitalized terms used in this Bond and not otherwise defined have the meanings given them in the Financing Agreement.

This Bond is issued pursuant to the Public Finance Act of 1991 and a resolution duly adopted by the Board of Supervisors of Westmoreland County, Virginia, on June 12, 2023, under the Constitution and the statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991, and pursuant to the Financing Agreement, to evidence a loan by the VRA to the County to finance the Project Costs. The obligations of the County under this Bond shall terminate when all amounts due and to become due pursuant to this Bond and the Financing Agreement have been paid in full.

The principal of and Cost of Funds on this Bond are payable solely from the Revenues, and nothing in this Bond, the Bond Resolution or the Financing Agreement shall be deemed to create or constitute a general obligation of or a pledge of the faith and credit of the Commonwealth of Virginia or any county, city, town or other political subdivision of the Commonwealth, including the County.

The County has pledged the Revenues to the payment of the principal of and Cost of Funds on this Bond, to the extent provided in the Financing Agreement. Such pledge is on parity with the pledge of Revenues securing the payment of the Existing Parity Bonds.

Additional bonds secured equally and ratably with this Bond may be issued from time to time under the conditions, limitations and restrictions set forth in the Financing Agreement.

Transfer of this Bond may be registered upon the registration books of the Bond Registrar. Prior to due presentment for registration of transfer of this Bond, the Bond Registrar shall treat the registered owner as the person exclusively entitled to payment of principal of and Cost of Funds on this Bond and the exercise of all other rights and powers of the owner.

This Bond is subject to optional prepayment to the extent and on the terms set forth in the Financing Agreement.

If an Event of Default (as defined in the Financing Agreement) occurs, the principal of this Bond may be declared immediately due and payable by the holder by written notice to the County.

Notwithstanding anything in this Bond to the contrary, in addition to the payments of the

principal provided for by this Bond, the County shall also pay such additional amounts, if any, which may be necessary to provide for payment in full of all amounts due under the Financing Agreement.

All acts, conditions and things required to happen, exist or be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in due time, manner and form as required.

IN WITNESS WHEREOF the County has caused this Bond to be signed by the Chairman of the Board of Supervisors of the County and its seal to be impressed on this Bond and attested by the Clerk of the Board of Supervisors of the County.

WESTMORELAND COUNTY

By: [SPECIMEN ONLY-NOT FOR SIGNATURE]
Chairman, Board of Supervisors of Westmoreland
County

(SEAL)

ATTEST:

[SPECIMEN ONLY-NOT FOR SIGNATURE]
Clerk, Board of Supervisors of Westmoreland County

SCHEDULE OF PRINCIPAL ADVANCES

The amount and date of principal advances not to exceed the face amount the foregoing Bond shall be entered on this Schedule by an authorized officer of the VRA, when the proceeds of each such principal advance are delivered to the County.

Amount	Date	Authorized Signature

(END OF FORM OF BOND)

Upon request of VRA, the County shall arrange to have prepared, executed, authenticated and delivered in exchange for the Bond as soon as practicable bonds in printed form in an aggregate principal amount equal to the unpaid principal of the Bond in typewritten form to be exchanged, in

denominations of \$5,000 and multiples thereof, except for one bond which may be issued in an odd denomination of not less than \$5,000, of the same form and maturity and registered in such names as requested by the VRA or its duly authorized attorney or legal representative. The typewritten bond surrendered in any such exchange shall be canceled.

Section 8. Registration and Exchange of Bond. Transfer of the Bond may be registered upon books maintained for that purpose by the Director of Finance of the County, who is appointed as the Bond Registrar for the Bond. Prior to due presentment for registration of transfer the Bond Registrar shall treat the registered owner as the person exclusively entitled to payment of principal of and Cost of Funds on the Bond and the exercise of all other rights and powers of the owner.

Section 9. Delivery of Bond. The Authorized Officers are authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with its terms and the Act and to deliver the Bond to VRA in accordance with the Financing Agreement.

Section 10. Authorization of Financing Documents. The following documents (the "Financing Documents") are required by VRA in connection with the financing of the Project:

- (a) the Financing Agreement, the form of which has been presented to the Board at this meeting; and
- (b) a Nonarbitrage Certificate and Tax Compliance Agreement between VRA and the County, regarding certain uses of the proceeds of the Bond and property financed with proceeds of the Bond (the "Tax Compliance Agreement").

The form of Financing Agreement will be filed with the records of the County and is approved. Each of the Authorized Officers is authorized to execute and deliver on behalf of the County the Financing Agreement in substantially the form submitted to the Board, with such changes, insertions or omissions as may be approved by an Authorized Officer, whose approval shall be evidenced conclusively by the execution and delivery of the agreement. Each of the Authorized Officers is authorized to execute and deliver on behalf of the Authority the Tax Compliance Agreement in such form as may be required by VRA and approved by an Authorized Officer, whose approval shall be evidenced conclusively by the execution and delivery of the Tax Compliance Agreement. The Authorized Officers and any other officer of the County are authorized to execute and deliver on behalf of the County such agreements and other instruments, documents or certificates, and to do and perform such things and acts, as they shall deem necessary or appropriate to carry out the transactions authorized by this resolution or contemplated by the Bond and the Financing Documents, and all of the foregoing, previously done or performed by such officers of the Authority, are in all respects approved, ratified and confirmed.

Section 11. Pledge of Revenues. To the extent provided in the Financing Agreement, the Revenues shall be pledged to the payment of the Bond. Such pledge shall be on parity with the pledge of revenues securing the payment of the Existing Parity Bonds.

Section 12. Moral Obligation. On the terms and conditions to be provided in the Financing Agreement, the Board will undertake a non-binding moral obligation to pay sums due under the Bond and Existing Parity Bonds as defined in the Financing Agreement, subject to annual appropriation by the Board. The Board, although recognizing that it is not empowered to make any binding commitment to make such appropriations in future fiscal years, states its intent to make such appropriations in future fiscal years and recommends that future Boards do likewise.

Section 13. Election of Applicable Law. To the extent permitted by Section 15.2-2601 of the Act, the Board elects that the Bond will be issued under the provisions of the Act without regard to the requirements, restrictions or provisions contained in any charter or local or special act applicable to the County.

Section 14. Limitation of Liability of Officials of County. No covenant, condition or agreement in this resolution shall be deemed to be a covenant, agreement or obligation of a present or future member, officer, employee or agent of the County in his individual capacity, and neither the members of the Board nor any officer of the County executing the Bond and the Financing Documents shall be liable personally on the Bond or be subject to any personal liability or accountability by reason of the issuance of the Bond.

Section 15. Headings. Any headings in this resolution are solely for convenience of reference and shall not constitute a part of the resolution nor shall they affect its meaning, construction or effect.

Section 16. Conditions Precedent. Upon the issuance of the Bond, all acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia or this resolution to have happened, exist and to have been performed precedent to or in the issuance of the Bond shall have happened, exist and have been performed.

Section 17. Effective Date. This resolution shall take effect immediately.

Section 18. Filing of Resolution. The Clerk is hereby authorized and directed to see to the prompt filing of a certified copy of this resolution with the Circuit Court of Westmoreland County, Virginia.

The undersigned Clerk of the Board of Supervisors of Westmoreland County, Virginia, hereby certifies that (a) the foregoing constitutes a true, complete and correct copy of a resolution adopted by the Board of Supervisors at a meeting of the Board of Supervisors held on June 12, 2023, (b) such meeting was a regularly scheduled meeting, duly held, and (c) during the consideration of the foregoing resolution, a quorum was present. I further certify that the minutes of such meeting reflect how each member of the Board of Supervisors voted with respect to the adoption of the foregoing resolution as follows:

Member	Attendance	Vote
Darryl E. Fisher		
W. W. Hynson		
Russell E. Culver		
Dorothy Dickerson Tate		
Timothy J. Trivett		

WITNESS MY HAND and the seal of the Board of Supervisors of Westmoreland County, Virginia, this __ day of _____, 2023.

(SEAL)

Clerk, Board of Supervisors of Westmoreland County

END OF DOCUMENT

Mr. Fiori with Resource International was recognized and came before the Board to discuss the bid evaluation report for the Coles Point WWTP Sludge Drying Bed Project. Mr. Fiori stated the project was advertised, designed completed and then a public bidding on the design document was conducted with bid opening on May 19, 2023. He stated they received three (3) bids – PROCON International, Sterling VA; Franklin Mechanical, Kilmarnock, VA; and WACO, Inc., Sandston, VA. After reviewing the bids, PROCON was lowest bid at \$496,053.00; followed by Franklin Mechanical \$585,000.00; and last was Waco, Inc. \$739,000.00. Mr. Fiori then noted, pursuant to the County purchasing policy, they evaluated the bids and bidders to determine the lowest and responsible bidder. After reviewing business information, it was determined that PROCON is a licensed contractor qualified to do business in Virginia. They were asked to provide three (3) references as part of the evaluation process. After speaking with their references, it was determined that a project they worked on for the US Department of State met quality standards and they noted they were responsive and diligent in their effort to complete a difficult overseas project; with regards to a second project for US Air Force, we received minimal information, and found out that PROCON was part of a joint venture, R2build; a third reference never responded which is a concern. Mr. Fiori stated they ran into resistance from PROCON regarding the lack of cooperation from their reference. Mr. Fiori stated Resource International started doing some investigation on their and determined from their web page that they were doing work at Reynolds Community College in Richmond, VA. Mr. Fiori said they contacted Reynolds and they had no idea who PROCON was, when PROCON was asked about this project they refused to provide any information. Independent inquiries revealed there were many problems with the Reynolds project and Reynolds College was not aware PROCON was working on their project.

Mr. Fiori noted, while PROCON is the lowest bidder Resource has many concerns about them. Considering these factors, it is appropriate for the County to consider the next lowest bidder which is Franklin Mechanical Contracting, Inc. They have demonstrated a long history of successful completion of water and wastewater projects in Virginia and meet the standard of lowest and responsible bidders which, in Resource's opinion, PROCON does not.

Mr. Fiori concluded his bidding report and asked if there were any further questions.

Mr. Culver noted he appreciates Resource doing their due diligence and noted that the County has used Franklin before and therefore he agrees that they should go with the second lowest bidder, Franklin Mechanical Contractors, Inc.

Mr. Hynson also noted because this is unusual circumstance and because of the information provided, he agrees with Mr. Culver that Franklin Mechanical has done work for the County and have been happy with their . He also agrees to go with the second lowest bidder, Franklin Mechanical.

Chairman Fisher noted that this is an unusual circumstance and there is a word in there that is sometimes over looked "responsible". Therefore, based on recommendation from Resource International and if there are no other comments or questions from the Board, Chairman asked for a motion to accept the recommendation.

Mr. Risavi also noted that the motion should include authority for Chairman, Vice Chairman or County Administrator to award Franklin Mechanical with the contract.

With no further discussion, upon motion Woody Hynson, second by Russ Culver and carried unanimously with Tim Trivett, Dorothy Dickerson Tate, Russ Culver, Woody Hynson and Chairman Fisher voting "aye". The Board accepts the recommendation of Resource International to go with the second lowest bidder and authorize the Chairman, Vice Chairman or County Administrator authority to award the contract to Franklin Mechanical Contractors, Inc. with a bid of \$585,000.00.



June 9, 2023

94024.118

Mr. Norm Risavi
County Administrator
Westmoreland County
P.O. Box 1000
Montross, VA 22520-1000

RE: Coles Point Sludge Drying Bed Bid Evaluation Report

Dear Mr. Risavi:

Resource International, Ltd is pleased to present this Bid Evaluation Report for the construction of the Sludge Drying Beds at the Coles Point Treatment Plan.

The County received three (3) separate bids at the Bid Opening on May 19, 2023. The Bidders were:

PROCON International, LLC.
Attn: Abdulwashi Shahab
105 Executive Drive, Suite 220
Sterling, VA 20166

Franklin Mechanical Contractors, Inc.
Attn: Lloyd "BJ" R. Carrier, III
97 FMC Drive
P. O. Box 668
Kilmarnock, VA 22482

Waco, Inc.
Attn: Jonathan R. Coon
5450 Lewis Road
P O Box 829
Sandston, VA 23150-0829

P.O. Box 6160 * 9560 Kings Charter Drive * Ashland, VA 23005
(804) 550-9200 * (804) 550-9259 FAX
www.resourceintl.com

Mr. Norm Risavi
P.N. 94024.118
June 9, 2023
Page 2

A Bid summary is presented below, but a detailed Bid Tabulation is attached to this report as a separate table:

PROCON International, LLC	\$ 498,053.00
Franklin Mechanical Contractors, Inc	\$ 585,000.00
WACO, Inc.	\$ 739,000.00

Bid Evaluation Process

Pursuant to the County purchasing policy, we evaluate the bids and the bidders to determine the low and responsible bidder.

PROCON International, Ltd. (PROCON) is a licensed contractor qualified to do business in Virginia. They have shown evidence that they have the bonding capacity for a project of this size.

As part of the evaluation process that was part of the bid documentation, we requested PROCON to provide us with three (3) project references.

A Summary of those reference checks follows:

1. US Department of State – US Embassy, Dushanbe, Turkmenistan
The reference was specific and concise regarding our reference request format and indicated their work met quality standards, and that they were professional and ethical in their business practices. They were responsive and diligent in their effort to complete a difficult overseas project influenced by COVID.
2. US Air Force – Texas – The contracting Officer provided minimal information regarding PROCON. He indicated that he would recommend PROCON but that they were part of a Joint Venture with a company called R2build. At this time, we have no information on the relative roles of the two companies and the exact nature of the project.
3. The third reference never responded to our inquiries.
4. Because of the difficulty in completing our reference checks we asked PROCON to provide additional references. We were specific in requiring a Virginia based reference to indicate their experience in working under Virginia law and with Virginia subcontractors. We utilized PROCON's website to identify a project for Reynolds Community College in Richmond, VA. We asked PROCON to provide a reference check for this project, but they refused. Independent inquiries, however, revealed that there were many problems with this project. While PROCON advertised this as one of their projects Reynolds College was not aware of them working on the project.

Mr. Norm Risavi
P.N. 94024.118
June 9, 2023
Page 3

Issues of Concern

While PROCON is the reported low bidder for this project we have the following concerns:

- a. We have had unusual difficulty in obtaining clear and positive references response for the previous projects they have provided.
- b. They refused to provide a reference for a Richmond project that they claim on their website as their project. Further review revealed that this particular project has had problems and the contracting officer was not aware of PROCON's role.
- c. We have been unable to obtain a third and positive reference from PROCON.
- d. Their less than acceptable level of cooperation and communication does not confirm that they have the ability to effectively construct and manage this project. They have also not provided references relative to a wastewater treatment plant project of this type or experience in meeting the VDEQ regulations.

Recommendation

Utilizing the County procurement standard that bases its decision criteria on the Low and Responsible Bidder it is our opinion that PROCON by their actions and responses cannot meet that standard.

Considering these factors, it is appropriate for the County to consider the next lower bidder, which is Franklin Mechanical Contracting, Inc. They have demonstrated a long history of successful completion of water and wastewater projects in Virginia and meet the standard of low and responsible, whereas in our opinion PROCON does not.

Please contact me at the above referenced number if you have any questions.

Sincerely,



Michael E. Fiore, P.E.
President

/kmp

Attachments

Coles Point WWTP Sludge Drying Beds Extension Bid Opening May 19, 2023 at 2 p.m. Detailed Bid Tabulation P.N. 94024-118					
Item No.	Description	Unit	ProCon	Waco Inc.	Franklin
			International L.L.C.		Mechanical, Inc.
			Amount of Bid	Amount of Bid	Amount of Bid
1	Mobilization	Lump Sum	\$ 42,600.00	\$ 20,000.00	\$ 50,000.00
2	Bonding and Insurance	Lump Sum	\$ 17,200.00	\$ 7,600.00	\$ 10,000.00
3	All work as described in the Contract Documents and Design Drawings for completion of the Drying Beds Extension	Lump Sum	\$ 436,353.00	\$ 711,600.00	\$ 826,000.00
Total Bid			\$ 496,153.00	\$ 739,600.00	\$ 886,000.00

6. WESTMORELAND COUNTY MUSEUM Re roofing project – bid approval

County Administrator explained we just received the reference check today on the lowest bidder.

Mr. Risavi asked if we could defer #6 until we can get the information on the three bidders.

Chairman Fisher asked to move to the next item and will come back to #6.

7. TOWN OF COLONIAL BEACH/CORRESPONDENCE

Mayor Robin Schick, was recognized and presented the following:

Mayor Schick first offered condolences to Chairman Fisher on the death of his father, Granville Fisher.

Mayor Schick then introduced the new Assistant Town Manager, Natasha Tucker, who will fill in for India Adams Jacobs who will be out on maternity leave.

Ms. Tucker will give the Town's update today.

- Central Drainage Project began June 5th, updates will be shared on the Town's website and there is a project webpage that shows a map for the project and timeline;
- Parks and Recreation Masterplan. Barry Dunn met with citizens on May 13th to provide the survey results for Eleanor Park and discussed three possibly concepts for the park and the final plan is anticipated in July;
- Storm water & Resiliency Plan. In February, Staff held initial kickoff meeting with consultants, Berkley Group and Tetri Tech, first the Towns first storm water and resiliency plan. The group has worked through this phase, including data gathering and there is currently a survey on the web page for citizens to take. There will be a Public Hearing tomorrow 6:00-7:30 at Colonial Beach Elementary School;
- Update on bike path. At the last meeting, there was an update on the bike path repaving and Installation of solar lights and was completed the end of May;
- Town's 72nd Potomac River Festival was last weekend;
- Saturday is the 2nd Annual Juneteenth event on Townhill; and
- Sunday is the Father Day Car Show.

8. TOWN OF MONTROSS/CORRESPONDENCE

Fran Taylor, Town Manager, was not present, but Dorothy Dickerson Tate spoke regarding a couple events:

- Montross First Friday event was a success which included great food and music; and

- Northern Neck Electric Cooperative, Bright Futures Fund Run was held last Friday, June 9th at the Westmoreland High School and County Recreational Park. NNEC raised over \$2,000 which is enough to provide over 2000 local children with books. A big thank you to Donna Cogswell who was running the concession stand; and other participants, including VDOT, Westmoreland County Sheriff's Office; VA State Police, and Lancaster Police who all participated.

9. VIRGINIA DEPARTMENT OF TRANSPORTATION

David Beale, Residency Engineer was present and acknowledged by the Board. He review the monthly report as set forth below.

Mr. Hynson noted that he didn't noticed who did the paving but the road between Oak Grove and Colonial Beach while it was being done he was complaining but when it was completed it was the best asphalt job he has ever seen.

Dorothy Dickerson Tate she believes it part of her and Russ's district. On Shelton Road that connects to Stratford Hall Road would request a look at that to possibly installing a four-way stop. The animal shelter is near this intersection and dump trucks run up and down these roads. This is a safety issue because you need to pull out almost into the intersection to see on coming traffic.

Ms. Tate also noted, 7654 Leedstown Road and when it rains her front yard is flooded. May just need ditch cleaned out but not sure.

Mr. Risavi stated the sign on the curve (to stop at the cross walk) here in town is misleading. Some people stop because they think they need to stop even when no one is no one in the cross walk. Not sure what to do but just mentioning it.



Westmoreland County Board of Supervisors
June 2023 VDOT Report

Maintenance Activity Highlights

Completed:

- Brush cutting (Nomini Hall Rd, Rt 202, Beales Wharf Rd, Pomona Rd, Old Yeocomico Rd)
- Pipe cleaning county wide
- Address work orders countywide
- Ditching cleaning – Pomona Rd
- Pothole patching - Ferry Landing, areas in Placid Bay
- Litter pickup countywide
- Repaired slope failures (Rt 202 & 205)
- Paved ditch replacement (Roundhill Rd & 205)

Upcoming:

- Pipe cleaning countywide
- Brush cutting countywide
- Sign maintenance (primary routes)
- Pipe replacement (Tavern Run Rd)
- Ditch cleaning countywide
- Mowing and litter pickup countywide
- Address work orders countywide

Pavement Schedule

Plant Mix

Rt 664, Bowie Rd (Rt 3 to Breezewood Dr) **Completed**
Rt 205, James Monroe Hwy (KG County line to Rt 3) **Under Construction**
Rt. 205Y, Colonial Ave (Rt 205 to End State Maintenance) **Under Construction**

Surface Treatment **Under Construction**

Rt 600 Neenah Rd	Rt 603 Mulberry Ln	Rt 616 Tavern Run Rd
Rt 617 Gardy's Mill Rd	Rt 619 Chestnut Level Ln	Rt 621 Nomini Grove Rd
Rt 623 Finchs Hill Rd	Rt 627 Pierce Ln	Rt 628 Stoney Knoll Rd
Rt 629 Round Hill Rd	Rt 640 Grants Hill Ch Rd	Rt 644 Wild Sally Rd
Rt 658 Monroe Bay Cir	Rt 668 Taylor Town Rd	Rt 670 Griffith Corner
Rt 677 Ephesus Church Rd	Rt 691 Northernmost Rd	Rt 695 Edge Hill Rd
Rt 698 Grainery Rd	Rt 699 Pratts Pl	Rt 702 Tate Town Rd
Rt 706 Worrell Ln	Rt 713 Twilight Ln	Rt 714 Waughtel Dr
Rt 716 Lynch Point Rd	Rt 720 Johnson Town Rd	Rt 729 Springfield Beach Rd

Rt 765 Whitehall Rd

Rt 1050 Beulah Ln

Construction Projects

SSYP:

Rt 735 Grannys Bar Rd; Summer 2023 Rt 652 Charles Way; Summer 2024
Rt 685 Ashbury Rd; Summer 2025

Revenue Sharing:

Egret Ct; Summer 2023 **Under Construction**
Construction

Anchor Ct; Summer 2023 **Under**

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); Summer 2023

UPC 123364 Rt. 205 over Branch of Rosier Creek; Scour Repair; 2024 Ad

UPC 121539 Rt. 658 over Monroe Creek; Summer 2024

Contacts:

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

David L. Beale, P.E

Resident Engineer

(804) 333-7941

david.beale@vdot.virginia.gov

Carter White

Assistant Residency Administrator

(804) 333-7942

carter.white@vdot.virginia.govcarter.white@vdot.virginia.gov

Vacant

Hague Area Headquarters Superintendent

(804) 695-8610

10. LAND USE CASE #2306-SE-01/PUBLIC HEARING - Barton G. Morrison and Leslye McDade-Morrison, 506 Fountain Gate Road Heathsville, VA 22473 and RIKA LLC 55 Aztec Drive, Stafford VA 22554 request a special exception for a child care center to be located at 2054 Neenah Road Montross VA Tax Map 45-55A & 45-55C, Montross Magisterial District.

Kelly V. De Jesus, Planner was recognized and presented this case to the Board. She stated that this project is at 2054 Neenah Road, Montross VA and is located in the Agriculture (A-1) District, to the south of Cople Highway. The recorded use is that of a school according to the Westmoreland County Commissioner of Revenue's Property Cards. Rev. & Dr. Morrison would like to open a new school and expand the use to include a child-care center.

Ms. De Jesus noted this property was Woodland Academy, Inc. and that was purchased in June of 1971. The applicants propose to open a new school and childcare center, and the latter being permissible only by special exception in the A-1 District. Ms. De Jesus stated that the Planning Commission voted unanimously in favor of the Special Exception, as presented. There were no public comments (written or verbal) regarding this proposed use. Should the Board consider approval of this request, staff has recommendations noted on page 3 of their report.

Rev. Bart Morrison and Dr. Leslye Morrison were present and spoke with the Board to encourage them to approve this request. Rev. Morrison stated they have been operating the Northern Neck Christian School for the past four (4) years at the Zion Church in Lottsburg. This will allow them to expand the school that currently has about 40 children K3 – 3rd grade. They are trying to get a non-CDL bus to be able to expand their school to a larger area. Dr. Morrison stated the children and parents are excited that the school will have their own building. The building will be updated for children and staff. Dr. Morrison noted currently they only need five rooms and there are ten rooms so they will have lots of extra space. Rev. Morrison extended an offer for Chairman Fisher to attend service with the children.

Chairman Fisher asked if they are actually closing the school at Zion. Dr. Morrison stated yes they will no longer be at Zion because they need additional space.

Chairman Fisher asked the Board if they had any questions. No questions by the Board members at this time. Chairman Fisher then noted this is a public hearing and the public has the opportunity to speak on this topic. He asked if those who wish to speak would come to the podium, state their name and then direct their comment to the Board as it relates to this particular public hearing. Chairman Fisher then opened the floor for public comment.

Let the record show no one from the public came before the Board to speak on this particular topic. Chairman Fisher closed the public comment portion of the meeting and come back to the Board for discussion or comment. Chairman Fisher asked the Board members if there were any additional questions or comments. If not, Chairman asked for a motion.

Woody Hynson stated this is a good thing to have this school, especially a religious school is always a good thing for a community, and therefore he is in favor of it.

County Attorney wants to clarify that the existing use is for the school, the special exemption is for the childcare center. Chairman Fisher asked to include that in the motion.

With no further discussion, upon motion by Woody Hynson, second by Russ Culver and carried unanimously with Dorothy Dickerson Tate, Russ Culver, Tim Trivett, Woody Hynson and Chairman Fisher voting "aye". The Board approved the Land Use Special Exemption Case #2305-RNC-01 with Staff recommendations for the childcare center at the school, as presented by Kelly De Jesus.

**** NEXT PAGE – CASE #2306-SE-01 INFORMATION****

CASE #2306-SE-01 Barton G. Morrison and Leslye McDade-Morrison, 506 Fountain Gate Road Heathsville VA 22473 and RKA LLC 55 Aztec Drive Stafford VA 22554 request a special exception for a child care center to be located at 2054 Neenah Road Montross Tax Map 45-55A&55C, Montross Magisterial District.



Westmoreland County, Virginia
LAND USE ADMINISTRATION
 PO Box 1000
 Montross, VA 22520
 804-493-0120

Building Official
 Zoning Official
 Planning Commission
 Board of Zoning Appeals
 Board of Building Appeals
 Wetlands Board

Board of Supervisors
Staff Report

Date: June 6th, 2023
From: Kelly V. De Jesus, *Planner*
Case #: 2306-SE-01
Site Address: 2054 Neenah Road, Montross, VA
Site Location: Approximately 3.25 miles off of Cople Highway toward the south
Magisterial District: 02 Montross (Election District #1)
Site Tax Map: 45-(55A & 55C)
Owner/Applicants: RIKA LLC/ Dr. Leslye Morrison, and Rev. Bart Morrison
Site Property Size: 237,402 sq ft/ 5.45 acres
Site Zoning District: Agriculture (A-1) District
Utilities: [Existing] Septic & Well
Authority: Sec. 2-13.3.19 Permissible Uses (by Special Exception) of the Zoning Ordinance (Child Care Centers)
Project Description: Maintain the existing use of a school, while adding Child Day Care Facilities
Meeting Date: Monday, June 12, 2023 (6:00 p.m., English Building)

FINDING OF FACTS

Project Description:

2054 Neenah Road, Montross, VA is located in the Agriculture (A-1) Zoning District, to the south of Cople Highway. The recorded use is that of a school according to the Westmoreland County Commissioner of Revenue's Property Cards. Rev. & Dr. Morrison would like to open a new school and expand the use to include a Child-Care Center.

Property History: Woodland Academy, Inc. purchased the lot in June of 1971. The construction of the 10,168 square foot edifice predates the Uniform Statewide Building Code which was enacted in 1973. The first available Certificate of Occupancy (C.O.) was issued to Woodland Academy in 2011 under the Use Classification Group E (Education). The second C.O. was issued

to the Gateway Private School and Dr. Kathleen Fitzsimmons following a renovation project in 2014. Lots 55A, 55B, & 55C were subsequently purchased by RIKA, LLC (owners of the Gateway Private School) in 2016. This school closed its doors following the 2021/2022 school year. The vested rights for various aspects of the property, such as the off-street parking and configuration, are still valid.

Need for Board Action:

The applicant proposes open a new school and add a Child Care Center, the latter being permissible only by Special Exception in the A-1 District.

Please note, while Child Care Centers are a by-right, accessory-use to religious institutions, and the proposed will be a Christian private school once it opens, the property is privately owned and not housed within or adjacent to a religious institution. They are not exempt from the Special Exception process as a result.

Surrounding Zoning and Development:

The surrounding lots are all agriculturally zoned, with the neighboring land use split between agricultural and residential use.

Water & Sanitary System:

The proposed use will access an existing well, septic tank, and drainfield.

Parking Considerations:

Continuation of use: The school maintains its right to continue with the established parking facilities. Because there has not been a discontinuation of use for a period of two years or more, the *proposed* school may continue with the existing parking arrangement, as they have a state-protected, vested-right to do so.

Expanded Use: Sec. 5-5. "Required Parking Spaces" of the Zoning Ordinance requires one (1) [parking space] per staff member or employee plus one (1) per one thousand (1,000) square feet gross floor area for Child-Care Centers.

Update: The applicants were asked to provide a projected estimate of the number of employees they would hire in the years to come, as the parking facility must meet the requirements in perpetuity. They predicted hiring eleven (11) individuals in connection with their expanded-use and submitted a plot plan delineating the previously established parking area. The facility originally established by the school (totaling 82 spaces) exceeds the required amount for both the original and expanded uses. No further action is required on the part of the applicants.

Additional information:

Lot 55B will not be purchased in conjunction with Lots 55A & 55C. The septic tank and drainfield for Lot 55B are on Lot 55A. Lot 55C is solely for the purpose of a well and serves both

Lots 55A & 55B. A utility easement should be recorded in the courthouse for Lot 55B's continued use and maintenance of the structures it utilizes.

Lot 55B does not have a driveway entrance connecting the parcel to Neenah Road (State Route #600). Because these lots will not be sold together, the subsequent purchasers of Lot 55B will be responsible for applying through the Virginia Department of Transportation for an entrance permit, unless the prospective purchasers of Lots 55A & 55C (Dr. & Rev. Morrison) grant an access easement to the future purchasers of Lot 55B.

Planning Commission Recommendation:

The Planning Commission voted unanimously in favor of the Special Exception as presented. There were no public comments (written or verbal) regarding this proposed use.

RECOMMENDATION

Should the Board consider approval of the request, staff recommends the following conditions:

1. Any expansion of this use beyond the terms provided herein shall require amendment to this Special Exception approval.
2. All doors to the outside shall have an alarm that sounds for unauthorized openings.
3. In accordance with the provision of Section 10-3.12 (11) of the Westmoreland County Zoning Ordinance, the activity shall begin within 365 days of the approval of this Special Exception by the Board of Supervisors. Prior to the start of the activity, zoning and/or building approval must be sought and granted.
4. This Special Exception and all conditions listed herein shall run with the land but may be revoked by the County of Westmoreland or its designated agent for failure by the applicant or its assigns to comply with any of the listed conditions or any provision of Federal, State or Local regulations.
5. No additional or future development will be permitted on the property except in compliance with all the applicable codes.
6. Both the School and Child Care Facility must be in compliance with all licensure requirements under the Code of Virginia.
7. The applicants must meet the minimum requirements for a parking facility for the expanded use and present to staff a parking plan in accordance with the standards of the Zoning Ordinance before the Certificate of Occupancy may be obtained.

Congratulations!
Child Care Subsidy Vendor #511053718

Effective 3/22/2023, Zion Baptist Church dba: Northern Neck Christian School is approved as a child care subsidy vendor for the Virginia Department of Social Services (VDSS). Please read this letter carefully, as it includes important instructions for the "next steps."

Please print a copy of this letter and maintain it in your business records. When a subsidy inspection is conducted, the inspector will request verification of your vendor approval date.

Child Care Rates Survey:

To improve school readiness and better support the child care industry, the Virginia Department of Education (VDOE) and Department of Social Services (VDSS) updated child care subsidy vendor reimbursement rates beginning on 10/1/2022.

The maximum reimbursement rates (MRRs) found here in Appendix F:

- Are based on the cost to provide quality child care
- Will be paid to all vendors, even if they charge private paying families less than the MRR.

All vendors are required to provide the tuition rates charged to private paying families for informational purposes only. Please provide the current rates you charge to the public by clicking the below link:

https://virginiadoe.gov1.qualtrics.com/jfe/form/SV_1A2f80p5t539ZC6

Direct Deposit banking information:

VDSS uses Conduent to process child care subsidy payments. Payments are deposited directly to your bank account. To set up banking information to receive child care subsidy payments, the following steps must be completed:

- Complete the *VA-ECC Vendor Settlement Authorization* (Direct Deposit) form attached to this email.
- Send the form directly to eccoperations@conduent.com or mail to Conduent, P.O. Box 80589, Austin, TX 78708.
- Payment cannot be made until your banking information has been received and processed by Conduent. Please allow two weeks for processing.
- **Important:** Please do not submit your forms to Conduent until you have at least one authorized child. Conduent will not set up your banking information or issue a POS device until after you have at least one subsidized child authorized to attend your facility.

Ordering and using a POS Device:

- Complete the *VA-ECC Vendor Agreement* (POS agreement).
- Send the form directly to: eccoperations@conduent.com or mail to Conduent, P.O. Box 80589 Austin, TX 78708. Do not submit your form until you have at least one subsidized child authorized to attend your facility.
- Conduent will ship the POS device to your facility the first time your program is selected by a family as a Vendor of child care services. Conduent's phone number is 877-918-2776.
- Unlicensed Vendors may request a POS device by calling Conduent at 877-918-2776 or enter attendance via the Interactive Voice Response (IVR) system.
- The POS User Manual and the Interactive Voice Response (IVR) User Manual are attached for your review. These manuals provide step-by-step instructions regarding the operation of the Point-of-Service (POS) device and entering information via the IVR system. *Note: The IVR system has been updated to allow both attendance and absence entry by the parent using any phone.*
- Parents can enter attendance by swiping their child care subsidy card using the POS device, or by calling the Interactive Voice Response (IVR) system at the phone number on the card.
- **IMPORTANT:** Vendors may not possess a VaECC child care subsidy card at any time.

Manual Attendance Submission:

- Attendance should be entered via the POS device or the IVR phone system.
- Manual attendance forms may only be used in the following situations:
 - If a parent has not been issued a swipe card or the card is not working;
 - If a vendor has not received a POS device;
 - If the POS device malfunctions (*Note: The IVR should be used if the POS device malfunctions*).
 - If authorized attendance to be recorded is outside the eight-day back swipe period.
- The VA-ECC Vendor Attendance Report for submitting manual attendance can be found here: [032-06-0548-00-eng.pdf \(virginia.gov\)](#).
- Attendance must be submitted within 30 days of the date of service.

Things to do on the VAECC Vendor Portal (vaecc.org):

- Complete Vendor Portal training
- Review and accept Purchase of Service Orders (POSO):
 - When you have been approved as a vendor of child care subsidy, the family's case manager from the local department of social services will create a POSO which will provide the family's information, number of authorized days of attendance per month and the daily rate by age group.
 - You should review the document on www.vaecc.org for accuracy and electronically sign the document.

- Monitor Attendance
- Review payments

IMPORTANT Required Training:

- *Virginia Preservice Training for Child Care Staff:* Within 90 days of approval, all staff must complete the Preservice Training course and maintain current certification in First Aid/CPR (age appropriate).
- *Annual Health and Safety Training for Child Care Staff:* A 3-hour Health and Safety Update Training course that must be completed by the vendor and all staff annually. <https://extension.psu.edu/programs/betterkidcare/early-care/ccdbg>

Contact Information:

Payments, Attendance, or General Questions	vendor.services@dss.virginia.gov	855-635-4370
Subsidy Applications, or Vendor Status Updates	vendor.manager@dss.virginia.gov	833-551-7794
Child Care Rates	vendor.ccrates@dss.virginia.gov	855-635-4370
1099 Inquiries	dssvendor1099@dss.virginia.gov	833-724-5394
POS Inquiries, Direct Deposits	Conduent Call Center	877-918-2776
IVR Assistance for Parents	Conduent Parent Help Desk	877-918-2322
Vendor Portal: Attendance & payment information	vaecc.org	855-635-4370



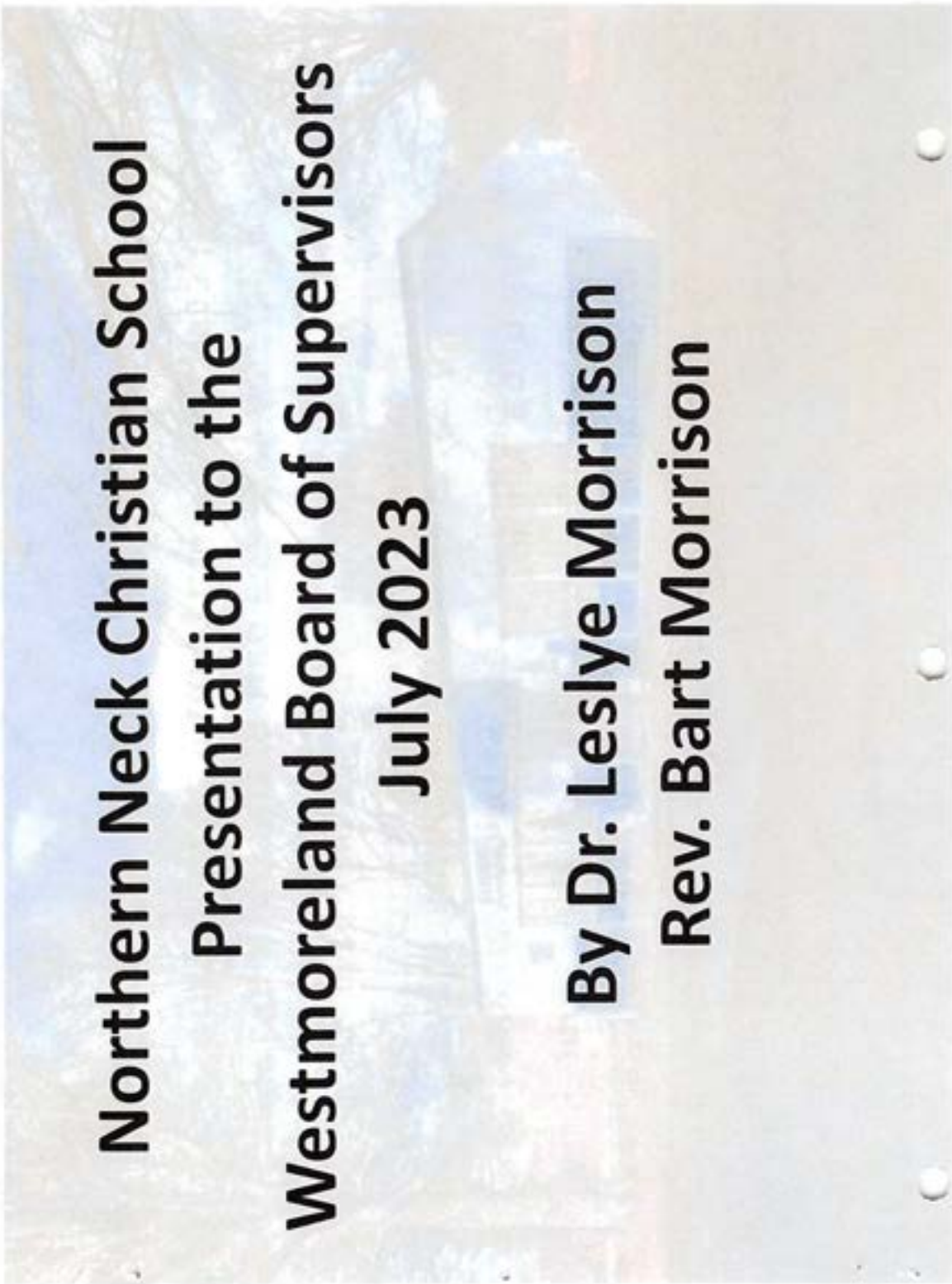
Northern Neck Christian School
Presentation to the
Westmoreland Board of Supervisors
July 2023

By Dr. Leslye Morrison
Rev. Bart Morrison

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- 2. Plat showing the school and utilities**
- 3. School floorplan**
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- 5. Bacteriological Certificate of Analysis**

Presentation Slides for July 2023



**Northern Neck Christian School
Presentation to the
Westmoreland Board of Supervisors
July 2023**

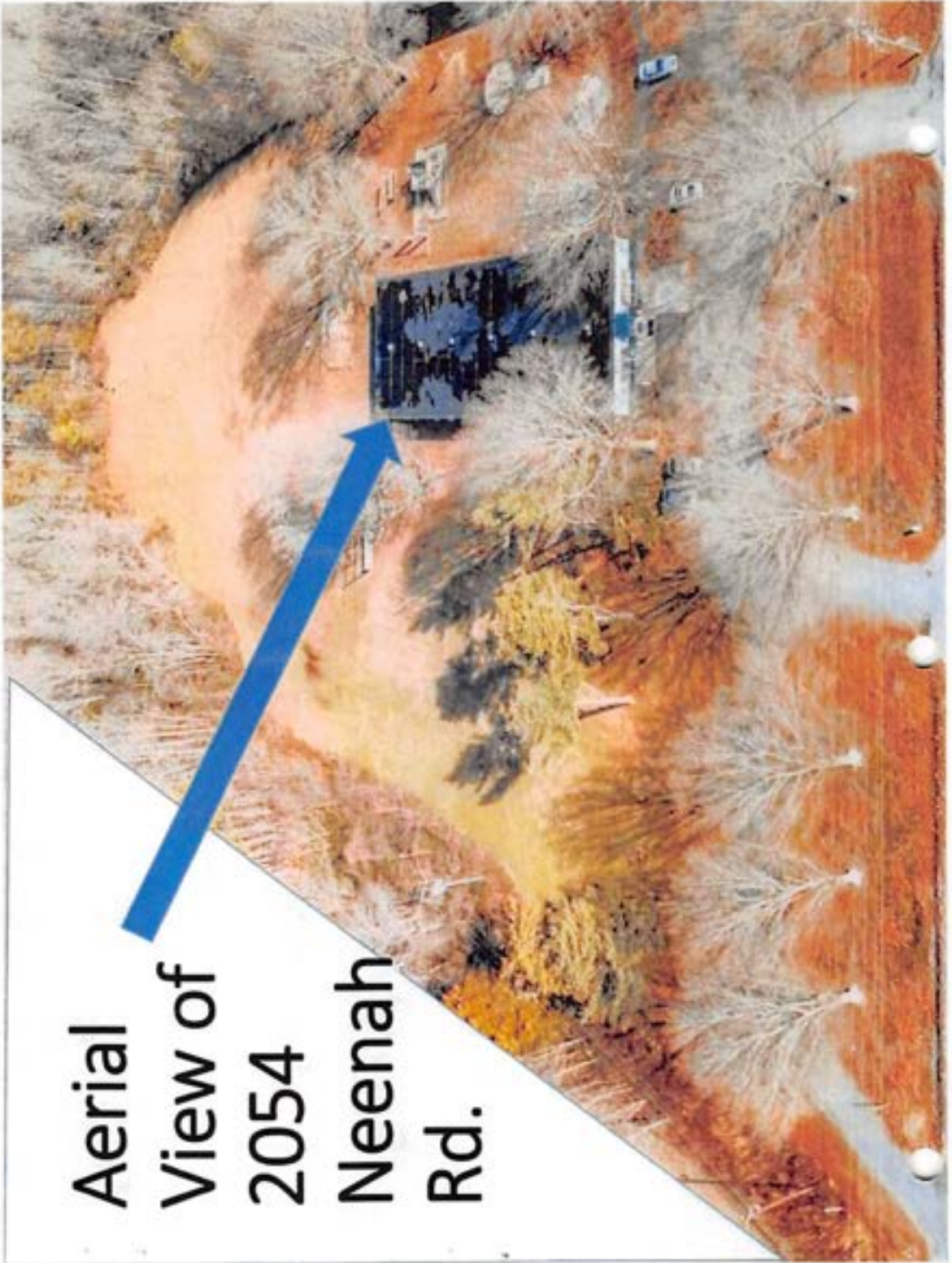
**By Dr. Leslye Morrison
Rev. Bart Morrison**

Purpose:

- A Special Exemption to offer an infant to toddler day care as a part of the Northern Neck Christian School at 2054 Neenah Rd, Montross
- On March 23, 2023 we were approved by Virginia to be a Child Care Subsidy Vendor

Dr. Leslye Morrison
Leslye@northernneckchristian.org
703.725.2997

Rev. Bart Morrison
Barton@northernneckchristian.org
804.402.3353

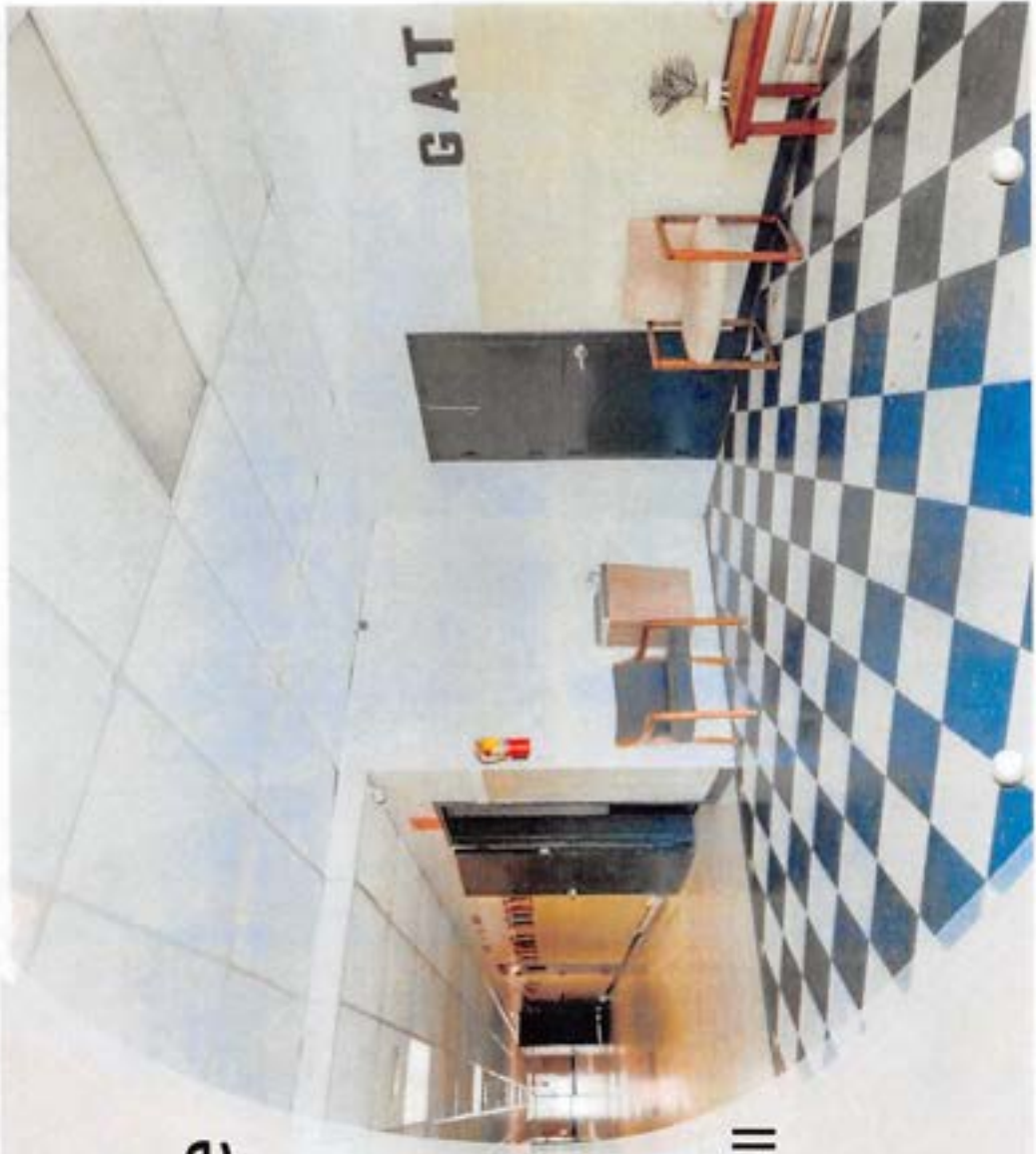


**Aerial
View of
2054
Neenah
Rd.**

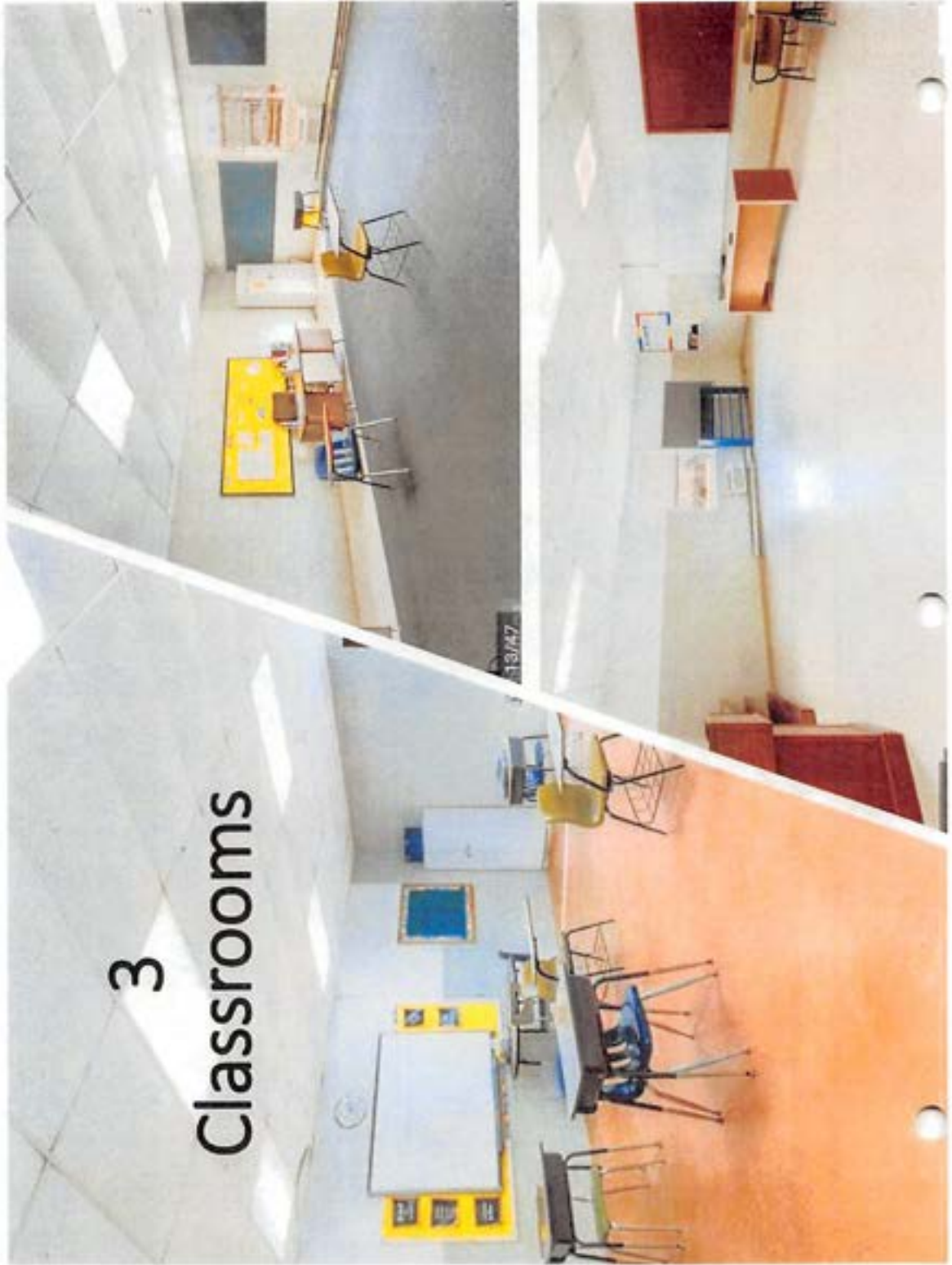
Front Entrance



Inside
Front
Entrance



Looking
down the hall



3 Classrooms

Multi- purpose Room

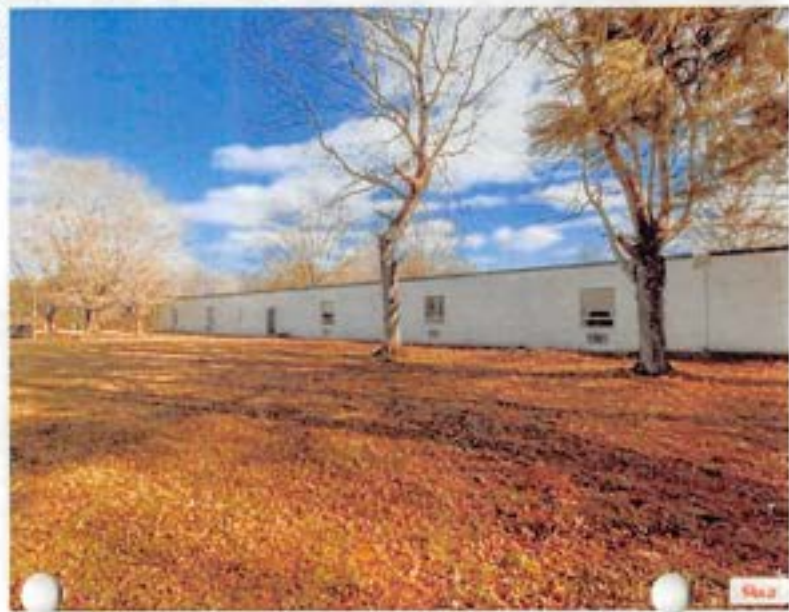



Faculty Work Room



Back of Building

Side of Building



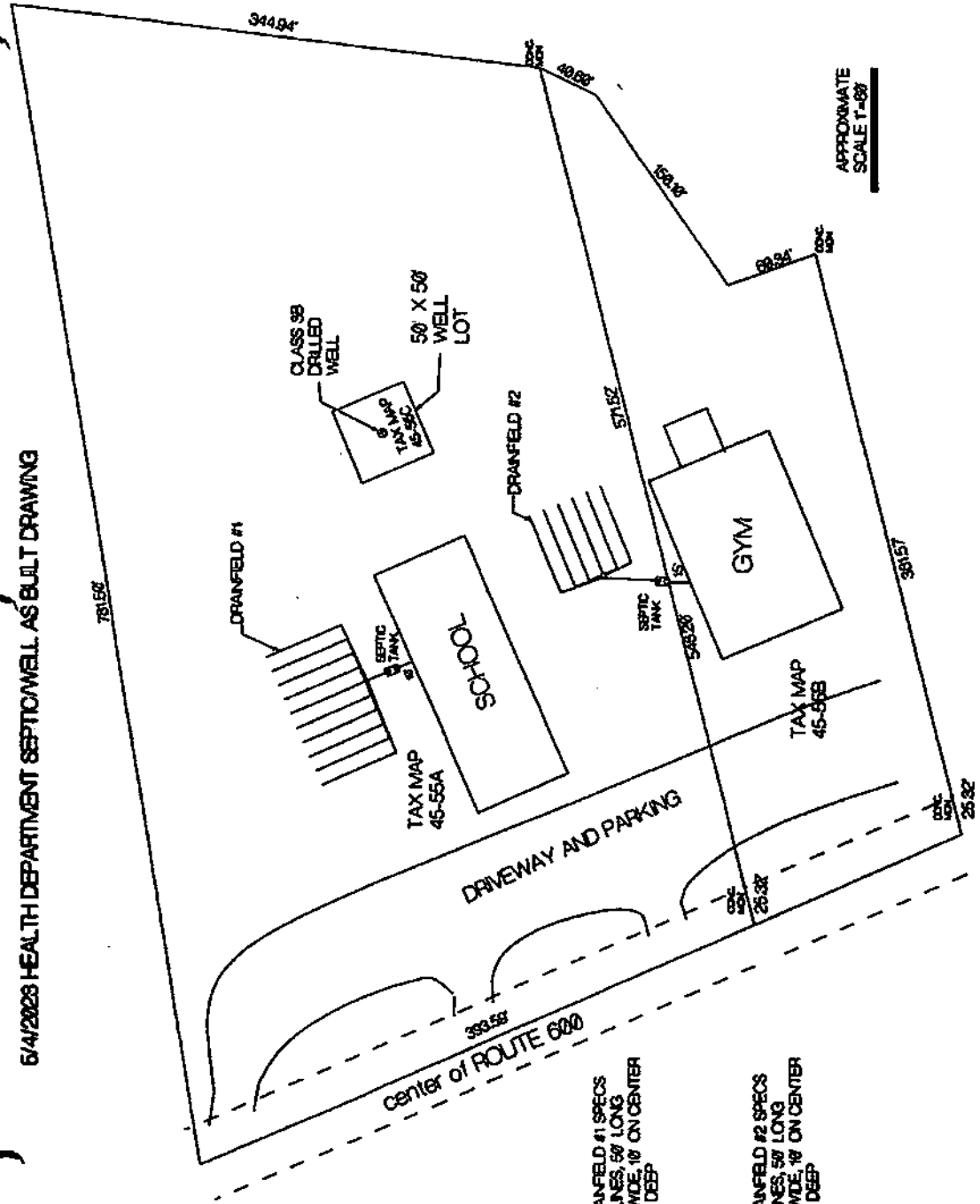


Thank you for your time

**Dr. Leslye Morrison
Rev. Bart Morrison**

Plat showing the school and utilities

6/4/2023 HEALTH DEPARTMENT SEPTICWELL AS BUILT DRAWING



APPROXIMATE SCALE 1"=50'

DRAINFIELD #1 SPECS
 10 LINES, 50' LONG
 3' WIDE, 10' ON CENTER
 48" DEEP

DRAINFIELD #2 SPECS
 8 LINES, 50' LONG
 3' WIDE, 10' ON CENTER
 42" DEEP

**** County Administrator asked if we could return to item #6 -- WESTMORELAND COUNTY MUSEUM Re-roofing project – bid approval.**

County Administrator again explained we just received the reference check today on the low bidder for the re-roofing project at the museum. David Liebal with HDH Associates did the review of the low bidder and found their references to indicate that Old Dominion Roofing & Construction is a responsible contractor so HDH would recommend awarding the contract to Old Dominion for this project.

Chairman Fisher noted the Board heard the explanation and recommendation coming from the County Administrator and asked the Board if there are any questions, if no, the Chairman ask for a motion.

With no further discussion, upon motion by Dorothy Dickerson Tate, second Tim Trivett and carried unanimously with Russ Culver, Dorothy Dickerson Tate, Tim Trivett, Woody Hynson and Chairman Fisher voting "aye". The Board authorized the County Administrator to award the contract for the Museum re-roofing to the low bidder of \$129,600.00 to Old Dominion Roofing & Construction, Inc.

Donna Cogswell

From: Norm Risavi
Sent: Monday, June 12, 2023 12:41 PM
To: Donna Cogswell
Subject: FW: Westmoreland County Museum Roof Project
Attachments: Old Dominion Roofing Review.docx

From: David Liebal [mailto:dliebal@hdhassociates.com]
Sent: Monday, June 12, 2023 12:39 PM
To: Norm Risavi <nrisavi@westmoreland-county.org>
Cc: Jeffery Frazier <frazierconsulting@gmail.com>
Subject: RE: Westmoreland County Museum Roof Project

Caution: This message is from an external source. Please use caution clicking links or opening files if you did not expect to receive them.

Good afternoon Norm (and Jeff):
I checked references and DPOR and found nothing that would indicate Old Dominion Roofing & Construction Inc. is non-responsible.
Based on the bids and reference check – I would recommend awarding the contract to the low responsive, responsible bidder.

Sincerely
Dave

David C Liebal, PE, RRC
HDH Associates, P.C.
1305 Radford Street
Christiansburg, Virginia 24073
Telephone: 540.239.8843 (mobile)
Facsimile: 540.381.7990
Email: dliebal@hdhassociates.com

**Old Dominion Roofing & Construction, Inc.
3709 Goodell Rd, Richmond, VA 23223**

**From VA Department of Professional & Occupational Regulation (DEPOR)
Class A - 2701031448
Commercial Improvement (CIC)
Initial Certification Date 1988-03-10
Expiration Date 024-03-31
No - Disciplinary Actions**

WESTMORELAND COUNTY MUSEUM RE-ROOFING

1. Old Dominion Roofing & Construction, Inc. – Richmond, VA
Total: \$129,600.00
2. W.A. Lynch Roofing Co., Inc. – Charlottesville, VA
Total: \$167,500.00
3. Wilson Roofing & Home Improvements, Inc., Fredericksburg, VA
Total \$213,276.00

11. OLD BUSINESS

- A. Northern Neck Regional Jail Budget Amendment Request FY 22/23: Chairman Fisher asked the County Administrator to explain the next item. Mr. Risavi stated NNRJ is requesting an additional \$1.3M increase in the budget due to the increased rental beds and if you look further into the expenditure side of the report it details each of those items where the money will be appropriated. The money will go toward things like overtime, medical and dental expenses, heating and pharmaceutical supplies, housekeeping, linen supplies and vehicle power fuel. There is no local appropriation required because the revenues generated from the federal prisoners will cover the cost of the increases.

With no further discussion, upon motion by Woody Hynson, second Tim Trivett and carried unanimously with Dorothy Dickerson Tate, Russ Culver, Tim Trivett, Woody Hynson and Chairman Fisher voting "aye". The Board approved the Northern Neck Regional Jail Budget Amendment FY 22-23 for \$1.3M.

**Northern Neck Regional Jail
Budget Amendment Request
FY 22/23**

Significant Points

Total Revenue overage for "Recovered Cost - Rental Beds" line to exceed \$1,355,575
Estimated Total Expenditure Overage \$1,300,000
Budget Amendment requested \$1,300,000

Notable Revenue Increases

Increase to "Recovered Cost- Rental Beds" line Revenue by 18.75 % Year to date with Average Daily Population (ADP) of 247 exceed projection by \$1,355,575. Current Budget requires ADP of 175.

Notable Operational Expenses- (Year to Date with May and June expenditures outstanding)

All Salaries and Wages line items to include Overtime will be over about \$270,000 once June is finished out, this includes offsetting vacancy savings bringing down the impact of the significant increase in overtime this FY.

Heating Services (Propane) and vehicle fuel currently exceed budget by 40% and 20% as of year to date, respectively. Anticipate being over \$150,000 in Heating service and \$50,000 in vehicle fuel.

Foodservice - Increase by 18.4%

Overall Material and supplies - to include Laundry & Janitorial Supplies, Linen supplies, Inmate Clothing and Supplies and Computer & Software Supplies, overall increase across the board from Vendors- by 18% of budgeted amount anticipated to exceed budgeted amount by \$215,000. Experiencing Supply chain issues, still recovering and adjusting to cost increase across the board from COVID, as well as overall increases from Vendors.

Medical & Laboratory Supplies - primarily caused by Local Inmate Pharmaceutical cost currently exceeding budgeted amount by \$166,800 which equates to a 22% overage year to date. This is created by Inmate medical needs to include hospital beds, lifts, oxygen, and overall medical supplies needed to maintain Inmate Health. Projected Overage \$300,000 at year end. This line item is difficult to predict because it is determined by the over health of the Inmate population.

Medical, Dental & Hospital Services - primarily cost is Inmate Anthem coverage, budgeted \$150,000 and YTD 51% overage and anticipate higher with April, May and June invoices outstanding. Estimate approximately \$315,000 over budget. This is inmate Anthem which

covers ALL inmate Medical Services, Dental and Hospital Services provided to local inmates. This is also higher than usual amount because of an accumulated amount of previously contested outstanding invoices dating back to inmate eligibility for incarcerated Medicaid. All outstanding bills were rectified this FY.

		FY 2020	FY 2022	FY 2020
Northern Neck Regional Jail			Amount Requested to	Accorded Budget
Revenue			Amend	
Compensation Board				
23000-00	Salaries & Other Operating Expenses	\$ 2,296,170.00		
24040-10	Per Diem/Prisoner Days	\$ 600,000.00		
	SUB-TOTAL, COMPENSATION BOARD	\$ 2,896,170.00		
Local Share				
10990-14	Westmoreland County			
10990-13	Richmond County			
	Town of Warsaw			
	Northumberland County			
10020-04	Glascock County	\$ 686,000.00		
	SUB-TOTAL, LOCAL SHARE	\$ 686,000.00		
Other Income				
10020-01	Partial Beds	\$ 4,151,875.00	\$ 1,300,000.00	\$ 5,451,875.00
10020-05	Drug Court-Essex County	\$ 6,000.00		
10020-06	Drug Court-Lancaster County	\$ 6,000.00		
10020-07	Drug Court-Northumberland County	\$ 6,000.00		
10020-08	Drug Court-Richmond County	\$ 6,000.00		
10020-09	Drug Court-Westmoreland County	\$ 6,000.00		
10990-16	Inmate Phones	\$ 600,000.00		
10990-17	Electronic Monitoring	\$ 6,000.00		
10990-18	Miscellaneous	\$ 1,000.00		
10990-19	Inmate Commissary	\$ 400,000.00		
10990-20	SBA - Reimbursement	\$ 10,000.00		
10990-21	Video Visitation			
24040-19	COCA Grant	\$ 318,883.00		
24040-20	PAPIS Grant	\$ 62,333.00		
33301-16	Drug Court Grant	\$ 100,277.00		
24040-21	COCA Supervision Fees	\$ 9,000.00		
24040-25	Drug Court Fee	\$ 3,500.00		
24040-26	GESF Grant	\$ 25,000.00		
24040-27	Programs Grant	\$ 50,000.00		
10030-01	Work Release	\$ 5,000.00		
10010-01	Interest	\$ 200.00		
10010-02	Investment Acct.	\$ 25,000.00		
10010-04	Gain on Sale of Investments			
10010-07	Market Value Change			
33011-02	U.S. Marshal - Jail Addition			
33011-03	Transport Reimbursement	\$ 400,000.00		
33011-23	Guard Hire Reimbursement	\$ 60,000.00		
10030-06	Expenditure Refunds	\$ 100,000.00		
10010-05	Inmate Medical Fees	\$ 3,000.00		
10010-08	Federal Medical Reimbursement	\$ 10,000.00		
10000-01	Fund Balance Appropriation			
	SUB-TOTAL OTHER INCOME	\$ 6,397,943.00	\$ 1,300,000.00	\$ 7,697,943.00
	TOTAL REVENUE	\$ 10,177,218.00	\$ 1,300,000.00	\$ 11,477,218.00

BUDGET

Expenditures	Budget FY 22/23	FY 23/23 Requested Amount to Amend	FY 23/23 Amended Budget
1000 Personnel Services			
1100 Salaries & Wages - Reg	\$ 6,204,210.00		
1111 Board Members Comp.	\$ 15,500.00		
1112 Adm. Salaries	\$ 153,489.00		
1200 Salaries & Wages - O.T.	\$ 250,000.00	\$ 270,000.00	\$ 520,000.00
1300 Salaries & Wages Part-Time	\$ 45,000.00		
1701 Holiday Pay	\$ 113,203.00		
TOTAL PERSONNEL SERVICES	\$ 6,671,510.00	\$ 270,000.00	\$ 6,941,510.00
2000 Employee Benefits			
2100 FICA	\$ 393,110.00		
2210 VRS Retirement	\$ 420,213.00		
2300 Hospital/Medical - Local Choice	\$ 576,296.00		
2400 Group Life Insurance	\$ 70,792.00		
2600 Unemployment Insurance	\$ 10,000.00		
2700 Workers Comp. Insurance	\$ 67,117.00		
2800 LODA	\$ 19,781.00		
EMPLOYEE BENEFITS TOTAL	\$1,568,309.00	\$0.00	\$ 1,568,309.00
3000 Purchased Services			
3110 Medical Doctor (In-House)	\$ 82,000.00		
3111 Medical, Dental, Hospital/Psych	\$ 150,000.00	\$ 315,000.00	\$ 465,000.00
3120 Accounting/Auditing Services	\$ 25,000.00		
3150 Legal Services	\$ 32,500.00		
3160 Management fees	\$ 25,000.00		
3161 Trusty Work Crew	\$ 22,000.00		
3310 Repair & Maint. Services	\$ 100,000.00		
3320 Maintenance Contracts	\$ 110,000.00		
3500 Printing & Binding	\$ 3,500.00		
3600 Advertising/Branding	\$ 6,000.00		
3810 Tuition Paid - RRCJT Acad.	\$ 29,000.00		
3812 CSB Contract Services			
3822 Payroll Services	\$ 10,000.00		
PURCHASED SERVICES TOTAL	\$905,000.00	\$315,000.00	\$ 1,220,000.00

BUDGET-Expenditures	Budget	FY 22/23	FY 22/23
	FY 22/23	Requested Amount to Amend	Amended Budget
0000 Other Charges			
0110 Electrical Services	\$ 148,000.00		\$ 148,000.00
0120 Heating Services (Natural Gas)	\$ 85,000.00	\$ 180,000.00	\$ 235,000.00
0150 Water	\$ 65,000.00		
0131 Sewer	\$ 218,000.00		\$ 218,000.00
0140 Refuse Collection	\$ 12,000.00		
OTHER CHARGES TOTAL	\$ 512,000.00	\$ 180,000.00	\$ 692,000.00
0200 Communications			
0210 Postal Services	\$ 6,100.00		
0220 Messenger Services			
0230 Telecommunications	\$ 40,000.00		
0231 Telecommunications- Debt Calling			
COMMUNICATIONS TOTAL	\$46,100.00	\$0.00	\$ 46,100.00
0300 Insurance			
0301 Boiler Insurance	\$ 973.00		
0302 Fire Insurance	\$ 9,601.00		
0305 Motor Vehicle Insurance	\$ 5,708.00		
0307 Liability Insurance	\$ 6,696.00		
TOTAL INSURANCE	\$ 22,978.00	\$ -	\$ 22,978.00
0400 Lease & Rentals			
0410 Lease/Rent of Equipment	\$ 14,000.00		
TOTAL LEASE & RENTALS	\$ 14,000.00	\$ -	\$ 14,000.00
0500 Travel			
0510 Mileage - Private Vehicle	\$4,000.00		
0530 Subsistence & Lodging	\$17,000.00		
0540 Convention & Education	\$17,000.00		
TOTAL TRAVEL	\$38,000.00	\$0.00	\$ 38,000.00

Budget-Expenditures	Budget FY 2223	Amend FY 2223	Amended Budget FY 2223
7000 Payment to Joint Operators			
7001 Fiscal Agent			
TOTAL PAYMENT TO JOINT OP	\$0.00	\$0.00	\$0.00
8000 Capital Outlay			
8201 Machinery & Equipment	\$ 8,000.00		
8202 Furniture & Fixtures	\$ 10,000.00		
8203 Communications Equipment	\$ 5,000.00		
8206 Motor Vehicle & Equipment	\$ 65,000.00		
8207 EDP Equipment	\$ 10,000.00		
8213 Capital Improvements	\$ 300,000.00		
TOTAL CAPITAL OUTLAY	\$ 388,500.00	\$ -	\$ 388,500.00
OPERATIONAL BUDGET	\$10,277,193.00	\$1,300,000.00	\$11,577,193.00
8000 Other Uses of Funds			
8100 Contribution to Fund Balance	\$ -		
8212 Emergency Preparedness	\$ 28,000.00		
8300 Contingency	\$ 50,000.00	\$ -	
TOTAL OTHER	\$76,000.00	\$0.00	\$76,000.00
3300 Drug Court Grant			
3301 Drug Court Grant	\$57,643.00		
3500 Printing & Binding	\$1,390.00		
3512 Drug Court Fee	\$3,500.00		
5014 Other Operating Supplies	\$12,500.00		
TOTAL DRUG COURT GRANT	\$75,033.00	\$0.00	\$75,033.00
TOTAL OPERATIONAL BUDGET	\$10,177,219.00	\$1,300,000.00	\$11,477,219.00

B. Land Use Case #204-R2-01 Longfield Road, Colonial Beach – Jeff Howeth was present to provide an update on this case. Darrin Lee asked to provide a recap regarding changes made to this case. The applicant is asking to rezone this property from Agriculture (A1) to Rural Residential (RR) so they can sub-divide the property. RR changes the minimum lot size larger, close to 1 acre; the front set back reduces 40 feet; they are asking for 30 lots with 3 lots set aside; they are dropping height allowance from 45 ft to 30 ft. The Planning Commission approved 4-1 with notarized proffers. The last Board meeting the Board asked to look at noise levels and buffers. Mr. Lee stated that the applicant has agreed to extend the buffer to help with the noise. He also noted there is an easement through the lot for another property own to use as a road to get to his property. Mr. Lee noted the owner and agent are both present to answer any questions.

Chairman Fisher asked if there are any questions from the Board. He then stated that last time the Board asked for specific information prior to taking a vote.

Russ stated an original question regarding ingress and egress on the property and asked if that has change. Chairman Fisher noted Mr. Howeth is shaking his head.

Dorothy was asking where the main entrance is to the development. Chairman Fisher noted there is one entrance to the development on Longfield Road. Mr. Lee stated there will be two entrances, the new one and the existing easement.

Mr. Risavi asked if the existing entrance would be vacated. Mr. Lee asked if he is referring to the easement, if so, he is not sure because that would be a conversation between the property owners. Mr. Hynson stated since there is an easement to the other property the applicant would have to live with.

Chairman Fisher noted if there are no further comments or questions so they would go to Mr. Howeth for additional information or to answer questions that the Board had prior to today.

Mr. Howeth began by passing out additional information. He stated he has the General Development Plan (GDP) if anyone needs it. Mr. Howeth was not at the microphone but was talking during that time.

Mr. Howeth stated that that "yellow line" on the screen is an easement going back to someone else property. He noted they could go to the resident and try to negotiate but if this resident does not want to negotiate there is nothing they can do. Therefore, they have worked the design around this easement.

Mr. Howeth noted, to Senator Stuart's question, they did go back and complete the wetlands delineation. The poorly maintained culvert backs up water so therefore the wetlands are a little wider going back into the property, until you get back to Longfield Road and it narrows again. Mr. Howeth stated this is not an issue for them because in their design based on his DEQ calculations, they have already set aside 18.4 acres and will be used as storm water management space and a buffer for the noise that the Board is concerned about. Mr. Howeth stated they used a sound meter and took it to different spots on the property to measure the decibels. He noted human conversation is in the 60-65 decibels range. On June 3rd Mr. Vaughn and his associate went out and surveyed several areas on the property, including video taping what they were doing. Mr. Farhat also bought a ticket and went into the race track, mid-track and measured a110 decibels. If you go up to Longfield Road with traffic you can get around 80 decibels. Mr. Howeth asked if there were any questions.

Senator Stuart noted he reviewed the Statement of Proffers which is self-explanatory, but his question is about the 18 acres that will be close to the track and where is that mentioned. Mr. Howeth said it is on the GDP. Senator Stuart confirmed that it is not in the Proffers; Mr. Howeth said it is not in the Proffers but they could make the GDP the base document for the Proffers. Mr. Howeth stated whatever language the County Attorney requests they would agree too.

Senator Stuart asked what specific purpose is the 18 acres set aside for. Mr. Howeth stated it is set aside for buffer and utilized it for storm water under the concept of open space storm water or leave it wooded.

Chairman Fisher asked if the Board is satisfied with the changes.

Mr. Hynson noted he is still concerned about the noise and is wondering about the berm. Mr. Howeth said the berm depending on which textbook you use depends on how berms are best used. Mr. Howeth stated they took the berm out of the new plan because they could not model it. With the numbers they got after testing for noise on June 3rd, they should be fine. The problem is to build a berm they would have to rip out the trees, build the berm and then put the trees back in. The trees are better for the storm water than a berm. Mr. Howeth again noted based on the tests he would recommend the trees.

Ms. Tate asked if they tested the noise from the PA system and if so what numbers did they get from that. Mr. Howeth stated they did not test the PA noise because there was no actual event. They have some small video clips of the cars and the hand held noise tracker. Ms. Tate stated she just wanted to make sure they tested everything.

Chairman Fisher came back to the Board for a decision on this project. If the Board feels we have received sufficient information, we can vote on this at this time.

Woody Hynson asked for the County Attorneys help in creating a motion for this project. He also noted that he would agree with the Planning Commission recommendations but would want the County Attorney to assist the Board with a motion.

Mr. Lee wanted to remind the Board the buffer has increased from 100 to 300.

Senator Stuart asked Mr. Lee if any of the other conditions conflict because he does not have the Planning Commission recommendations. Mr. Lee stated the berm is no longer part of the

study. Mr. Hynson asked about the stream that someone wanted to protect. Mr. Howeth noted it was talked about and they delineated all the wetlands and the stream is protected. The culvert has some trash in it and sometimes backs up into the stream. He noted again that the stream is protected. Senator Stuart stated the stream is protected because they cannot build on a stream and there are regulations regarding this.

Senator Stuart asked if Darrin could show him a copy of the Planning Commission conditions so he can help with a motion. Mr. Lee stated the Planning Commission just recommended to approve but whenever we rezone properties they don't carry conditions other than what is in the applicant's Statement of Proffers. Senator Stuart stated he is just trying to ensure there are no competing Proffers with the new set of Proffers. He then asked Mr. Howeth if there are any competing Proffers. Mr. Howeth stated none that he remembers, Darrin touched on one, the berm, and that is being withdrawn and no longer on the plan.

Senator Stuart noted if the Board plans to support this and approve the rezoning his recommendation would be that the motion would go something like this:

move to approve the rezoning, contingent upon a properly executed Statement of Proffers including 1-6 Proffers, as set forth in this exhibit and on the GDP, including the 18 acre set aside for the buffer, as shown on the GDP, which could be utilized for storm water but shall remain wooded. Also, the other Proffers (1-5) which state the following - a disclosure statement with the sale of each lot to let people know there is currently a race track next door; a minimum of 40,000 square foot lots; all lots will have single family residential houses containing at least 1600 square feet of living space; all lots will be served by private wells and private septic systems, unless the sewer system is extended; and each of those 30 lots should be allowed to use 8100 square feet of impervious area

Senator Stuart stated if the Board understands that these are the Proffers the applicant has submitted, six (6) in total. That is the motion that the Board member should reference. Mr. Hynson thanked Senator Stuart for his help. Chairman Fisher stated that this is the motion that Mr. Hynson will use.

Upon motion by Woody Hynson, second by Tim Trivett and Chairman Fisher asked if there was any further discussion regarding this motion. Chairman let the public know that there is much discussion surrounding this project because this would be a residential housing development that will be built adjacent to the existing race track at Colonial Beach. The concern has been for residents that come here and do not know there is an existing racetrack in operation already. They would buy a lot and then hear the noise from the racetrack may not be happy. The Board is trying to do its due diligence so that the builder is informed, as well as, the homeowners are informed and if we advance this forward, we want to make sure we have done the best we can to look out for everyone.

With no further discussion, Russ Culver - nay, Dorothy Dickerson Tate – nay , Tim Trivett – aye, Woody Hynson - aye and Chairman Fisher - aye. The Board, by a vote of 3-2, approves the rezoning of Parcel TM 5-49H from Agriculture (A1) to Rural Residential (RR), CONTINGENT UPON a properly executed Statement of Proffers including 1-6 Proffers, as set forth in this exhibit and on the GDP, including the 18 acre set aside for the buffer, as shown on the GDP, which could be utilized for storm water but shall remain wooded. Also, the other Proffers (1-5) which state the following - a disclosure statement with the sale of each lot to let people know there is currently a race track next door; a minimum of 40,000 square foot lots; all lots will have single family residential houses containing at least 1600 square feet of living space; all lots will be served by private wells and private septic systems, unless the sewer system is extended; and each of those 30 lots should be allowed to use the 8100 square feet of impervious area.

Hawthorne Street Real Estate, LLC
 1433 New Monrovia Road,
 Colonial Beach, Virginia 22443

THE STATEMENT OF PROFFERS

To: The County of Westmoreland, Virginia

Re: Rezoning of Parcel(s) TM 5-49H
 (Tax Map Numbers – Attach Additional Pages If Needed)

Pursuant to Section 15.2-2296 of the Code of Virginia and Article 10 of the Westmoreland County Zoning Ordinance, Hawthorne Street Real Estate LLC (the "Applicant") does hereby voluntarily proffer, as the owner of record of the parcel identified on the Westmoreland County Tax Identification Maps as Tax Map 5, Parcel 49H which is subject to this rezoning request (the "Property"), that the development of the Property shall be in accordance with the following conditions:

Proffer 1: SEE ATTACHED

Proffer 2:

Proffer 3:

I hereby acknowledge that the Rezoning of the Subject Property gives rise to the need for these conditions.

(Attach additional pages if needed)

Property Owner(s), Agent(s), Contract Purchaser(s) *Signed under penalty of perjury pursuant to Va Code 58.01-4.3*

1. <u>[Signature]</u>	<u>Robert L. Williams Jr.</u>	<u>Member</u>	<u>6/12/23</u>
Signature	Name	Position	Date
2. _____	_____	_____	_____
Signature	Name	Position	Date

* If the Applicant is not the Property Owner, the Applicant must also submit a "Special Limited Power of Attorney" form (attached), which authorizes the Applicant to act on behalf of the Property Owner.

STATE OF VIRGINIA
 COUNTY OF WESTMORELAND, TO WIT:

This day _____ personally appeared before me, _____, a Notary Public in and for the County and State aforesaid, swore or affirmed that the matters stated in the foregoing Statement of Proffers are true to the best of his (her) acknowledgement and belief.

Given under my hand this _____ day of _____, 200__.

 Notary Public

My Commission expires: _____

Proffers

1. All real estate sales will contain a disclosure statement notifying purchasers that they will be purchasing property next to a current raceway currently known as the Colonial Beach Dragway.
2. All lots shall be a minimum of 40,000 sf in area and have a 100 foot lot width at the building restriction line in accordance with the RR Zoning category of Westmoreland County.
3. All lots shall be constructed with a single family residential structure containing a minimum of 1600 square feet of living area within the structure, excluding attached garages as the primary structure.
4. All lots shall be served by private wells and private sewage disposal systems unless public sewer becomes available in the future. A Special Exception granted by the Westmoreland County Board of Supervisors shall be required to utilize a public water supply for this project.
5. Each of the individual 30 lots shall be allowed to utilize 8100 sf of impervious area and 10150 sf of grass and turf area without requiring additional stormwater management practices to be located on their respective lot. Should an owner wish to exceed these values on their property, an approved individual stormwater management plan shall be required for their improvements.



GENERAL DEVELOPMENT PLAN
RODFIELD FARMS
 MISSISSAUGA MUNICIPAL DISTRICT
 WATKINSVILLE CONVEY, SIMONS
 1000 SHEPPARD AVENUE EAST, SUITE 101
 MISSISSAUGA, ONTARIO L4X 1L7

APPROVED:

J. I. HOWARTH, P.C.
 CONSULTING ENGINEERING & LAND SURVEYING
 5, 8, 9, 10A, 10B, 10C, 10D, 10E, 10F, 10G, 10H, 10I, 10J, 10K, 10L, 10M, 10N, 10O, 10P, 10Q, 10R, 10S, 10T, 10U, 10V, 10W, 10X, 10Y, 10Z
 1000 SHEPPARD AVENUE EAST, SUITE 101
 MISSISSAUGA, ONTARIO L4X 1L7
 TEL: (905) 276-1111
 FAX: (905) 276-1112
 WWW.JIHOWARTH.COM

JOB NO. 1000 SHEPPARD AVENUE EAST, SUITE 101
SHEET 1 OF 1

MISSISSAUGA - R11

APPROVED:

SCALE: 1" = 100'

NOTE: THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES.

GENERAL NOTES:

1. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES.

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GENERAL NOTES:

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10. THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES.

SOIL TABLE

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****Chairman Fisher asked to amend the Agenda to move the Closed Session after New Business due to a meeting conflict of the County Attorney. Chairman Fisher asked the Board if there were any objection and everyone was agreeable to amend the Agenda.****

12. NEW BUSINESS

- A. Anti-Littering Program – Arthur Carver: Mr. Carver was recognized by the Board and presented information regarding the Northumberland County Anti-Litter Program. He asked the Board to think about implementing this type of program in Westmoreland County.

**** NEXT PAGE – ANIT LITTERING CAMPAIGN INFORMATION****

1

A VOLUNTEER organization for community service:

**Resolution Chartering
Northumberland County Anti-Litter Committee**

WHEREAS, the Board of Supervisors recognizes that Northumberland County (hereafter "the County") has a need to promote litter control and recycling; and

WHEREAS, the Board of Supervisors wishes the citizens of the County to be aware of and involved in the development of litter control and recycling education within the county; and

NOW THEREFORE, the Board of Supervisors charters the Northumberland County Anti-Litter Committee.

Charter

The Committee shall be known as the "Northumberland County Anti-Litter Committee" (hereafter the "Committee").

Purpose The Committee's purpose is to promote the cause of a cleaner, more attractive community through litter control and recycling.

Public Body The Committee is a public body for the purposes of the Virginia Freedom of Information Act.

Membership Each District Supervisor shall appoint one member to the Committee. In addition, the Board of Supervisors shall appoint two at-large members.

Each district member and each at-large member shall serve four years in staggered terms. Vacancies shall be filled by the Board of Supervisors for the unexpired term only. Members shall serve without compensation, but may be reimbursed for expenses necessarily incurred in the performance of Committee business.


Staff Sponsorship and Liaison The County Administrator and his/her designee shall serve as the liaison to the Committee.

Duties of the Committee The Committee has a duty to the citizens of the County to promote the cause of a cleaner, more attractive community. The Committee also has the duty to:

- Develop litter control programs for which state litter control grants can be expended.
- Conduct publicity campaigns and educational programs on litter control.

Powers of the Committee The Committee may engage in the following activities in order to fulfill its duties:

- Promote law enforcement as it relates to litter, programs for the removal of litter, placement of anti-litter signs, litter containers, and programs including recycling.

- 
- Promote the preservation of trees and the encouragement and support of beautification projects undertaken by various organizations.
 - Spend grant and/or donated funds for the promotion of a cleaner, more attractive County.
 - The Committee may create its own internal rules and regulations.

Officers The Committee shall have three (3) officers: A Chairperson, a Vice Chairperson, and a Secretary. The Committee shall elect the Chairperson and Vice Chairperson and elect or appoint the Secretary at the first meeting of each calendar year. Each officer shall serve a one (1) year term.

Duties and Powers of Officers The Chairperson shall preside at all meetings, make committee appointments, work closely with or serve as the local coordinator for committee-sponsored litter and recycling programs within the County. The Chairperson shall also carry out other duties as may be assigned by the Committee. The Vice Chairperson shall perform any of these duties in the Chairperson's absence or incapacitation. The Secretary shall keep records of the Committee.

Meetings Regular meetings of the Committee shall be held January through November on the day TBD of the month at time TBD pm in the TBD Room beginning with the Annual Meeting of the Committee which shall be the first meeting of the calendar year. The Committee shall have the power to postpone or reschedule a regular meeting as needed. The Chairperson shall have the power to call a special meeting. The Chairperson shall give ten (10) days' notice before calling a special meeting unless a two-thirds (2/3) majority of the members present at such a special meeting agree to bypass the notice requirement.

Quorum A majority of the members of the Committee shall constitute a quorum.

Voting A decision on new business shall be made by a majority of all members. All other decision shall be made by a majority of members present and voting. All votes shall be made by voice with the Chairperson casting the last vote.

Procedure Except as otherwise specified, proceedings of the Committee shall be governed by the most recent Robert's Rules of Order. An appeal from a ruling of the Chairperson may be taken by any member and shall be determined by a majority of those present. The Chairperson shall be permitted to make motions and vote on all questions. Meetings of the Committee shall proceed in the following order: Call to order, Approval of Minutes, Unfinished Business, New Business, and Adjournment.

Fiscal Year The Fiscal Year of the Committee shall run from July 1 through June 30.

Required Reports The Committee shall present an annual report of the Committee's activities to the Board of Supervisors at a regular monthly meeting.

Amendments Any amendments of the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date This Charter is effective upon passage

Adopted this 18th day of February, 2020

2



Northumberland County Anti-Litter Committee

What We're Doing

Action 1: Promoting the cause of a clean county culture

Action 2: Piloting a tire disposal amnesty event

Action 3: Recruiting for the *Adopt-a-Highway Program*

Action 4: Implementing a *Cover Your Load Initiative*

Get Involved

Adopt a County Road: Contact stacy.messenger@vdot.virginia.gov

Share Your Solutions: Attend an anti-litter meeting

Spread the Word: Tell your friends, neighbors, church, employer, civic organization

Anti-Litter Committee Meetings
4th Wednesday of the Month
4:30-6:00pm
Heathsville Library



For more information: Stuart McKenzie Planning Commission
smckenzie@co.northumberland.va.us (804) 580-8910

Northumberland County Anti-Litter Committee begins enacting action plan

HEATHSVILLE—The Northumberland board of supervisors in February approved an anti-litter plan proposed by the county's anti-litter committee.

The committee members include chairman Mary Martha Stewart of Wicomoco Church, Arthur Carver, Clarence Dameron, Glenda Lowery, Barbara Rountrey, George Beckett, Gail Kenma and board liaison Stuart McKenzie.

Throughout 2021, the committee met monthly and heard from speakers whose work and interests relate to recycling, litter, education, laws and environment, reported Kenma. The persons who shared information and insights represented the Northern Neck Soil and Water Conservation District, Northumberland Association for Progressive Stewardship, Northumberland Public Schools, Keep America Beautiful, Northumberland County Sheriff's Office, Commonwealth's Attorney, Virginia Department of Transportation and Waste Management of Virginia.

Stewart and the committee are grateful to those who gave a Wednesday evening of their time to convey information and ideas in person or through Zoom, said Kenma. Several were invaluable in helping the committee determine its goals and articulate a four-part plan, including Ben Lewis, Kathleen Watson, Mike Abart, Shauna McCranie, Becky Crowther, Roger Birlman, Johnny Beauchamp, Jane Wrightson and Stephany Holquin.

"We learned from our guest speakers that so many good

Earth Day celebration

The Northumberland County Anti-Litter Committee will host an informational table at the Heathsville Farmers Market Earth Day observance on April 16 at Rice's Hotel/Hughlett's Tavern, 7203 Monument Place, Heathsville. Committee members invite visitors to share ideas on combating litter.

Information also will be available on the Virginia Department of Transportation's "Adopt a Highway" program.

The Earth Day celebration is sponsored by the Northumberland Association for Progressive Stewardship.

things are already happening. Just one example is that students in our schools learn the 3 R's— to reduce, reuse and recycle," said Stewart.

"If you love nature and beauty, seeing trash and litter is painful," she said.

Stewart described how after she moved here and kept hearing complaints about litter, she decided to try and do something about it. For over a year, Stewart did research, made calls in Virginia and elsewhere, spoke to residents and gathered data. Only then did she address the board of supervisors and propose a committee to address the problem. Describing herself as a problem solver, Stewart says she

believes in action, not anger, and sees civic engagement as essential to a cleaner Northern Neck.

Approving the plan, the board urged Stewart and the committee to move ahead with all four actions. The first is to promote a cleaner county through education and publicity. In the plan are two issues that address discounted tires and uncovered loads, with specific ways to resolve these problems in actions two and four.

Action number three involves increasing the adoption of roads under the "Adopt a Highway" program. The committee's goal is to see blue signs throughout Northumberland and the Northern Neck, said Kenma.

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For Immediate Release
December 22, 2022

Contact: DC Press Office
(202) 225-4261

Wittman, Warner, Kaine Applaud Passage of Bipartisan Legislation to Protect The Northern Neck, Generate Economic Activity

National Heritage Area designation will bring tourism dollars to King George, Lancaster, Northumberland, Richmond, and Westmoreland counties

WASHINGTON – Today, Rep. Rob Wittman (R-VA) and U.S. Sens. Mark R. Warner and Tim Kaine (both D-VA) applauded passage of their [legislation](#) to preserve invaluable local resources and help generate economic activity in the Northern Neck. By officially designating the region as a National Heritage Area (NHA), the [Northern Neck National Heritage Area Act](#) will deliver critical federal dollars, encourage public-private partnerships, and assign a specific entity – the Northern Neck Tourism Commission – to help protect the Northern Neck’s natural, cultural, scenic, and recreational resources. After unanimously passing the Senate, the House voted today to approve the bill, which now heads to President Biden for his signature.

NPS [defines](#) National Heritage Areas as congressionally designated places where “natural, cultural, and historic resources combine to form a cohesive, nationally important landscape.” Through their resources, NHAs communicate “nationally important stories” that celebrate the nation’s diverse heritage. Under this legislation, the NHA designation would apply to the land between the Potomac River and Rappahannock River, spanning King George, Lancaster, Northumberland, Richmond, and Westmoreland counties.

“The Northern Neck is a national treasure, and a source of immense pride, history and economic development for the Commonwealth,” said Rep. Wittman and Sens. Warner and Kaine. “We’re proud to have worked together on this successful bipartisan effort to highlight the natural beauty of the Northern Neck and leverage federal dollars to spur long-lasting economic opportunity in the region.”

The legislation follows the completion of the [Northern Neck National Heritage Area Feasibility Study](#), which [concluded](#) that the Northern Neck’s themes, local

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traditions, and natural and historic resources retain "sufficient integrity and opportunities for public engagement" to be eligible for an NHA designation.

This legislation would also make federal funding available to the region and empower the Northern Neck Tourism Commission to carry out an area management plan by:

1. Protecting and restoring relevant historic sites and buildings;
2. Carrying out programs and projects that recognize, protect, and enhance important resources;
3. Developing recreational and educational opportunities in the area;
4. Establishing and maintaining interpretive exhibits and programs;
5. Promoting a wide range of partnerships among the federal government, state, tribal and local governments, organizations, and individuals;
6. Increasing public awareness and appreciation for natural, historical, scenic, and cultural resources in the area; and
7. Ensuring that clear, consistent, and appropriate signs identifying points of public access and sites of interest are posted throughout the area.

"The Northern Neck has been working together for over 20 years in pursuit of the National Heritage Area Designation. With designation, the Northern Neck Region will have a greater voice in sharing its stories which contribute to understanding the early origins of our nation. The National Heritage Area Designation recognizes the region for the special place it is, historically, culturally, and for its natural resources. It aligns with the region's tourism strategy as an important economic development driver in this rural area," said Jerry W. Davis, AICP, Executive Director of the Northern Neck Planning District Commission.

Rep. Wittman, Sen. Warner, and Sen. Kaine have long advocated for the designation of the Northern Neck as a National Heritage Area. The lawmakers previously [penned a letter](#) pressing for an update from the National Park Service on the area's feasibility study following apparent delays in its release.



CLOSED SESSION

Chairman Fisher stated the Board will enter into Closed Session under 2.2-3711.A1 – Discussion Concerning Public Employees of Social Services Department & EMS. 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.

Upon Motion by Woody Hynson, second by Tim Trivett and carried unanimously, the Board agrees to enter into closed session. The Board of Supervisors, County Attorney, County Administrator, Assistant County Administrator, and Executive Assistant entered into a closed session at approximately 7:50 pm.

**** CLOSED SESSION****

Chairman Fisher asked for motion to return to regular session from closed session. Upon motion by Woody Hynson, second by Tim Trivett, and carried unanimously, the Board meeting returned to regular session from closed session.

Chairman Fisher asked the Board for a certification motion stating that during closed session nothing was discussed other than what was outlined in Section 2.2-3711.A1 and no action was taken during the closed session.

Upon motion by Woody Hynson, second by Dorothy Dickerson Tate, and carried unanimously, with Woody Hynson, Tim Trivett, Dorothy Dickerson Tate, Russ Culver and Chairman Fisher vote “aye”. The Board concurs that nothing was discussed other than what is listed under section 2.2-3711.A1 and no action was taken during this closed session.

13. COUNTY ADMINISTRATOR'S COMMENTS

- A. Chandlers Mill Pond Update – Mr Rivsavi stated that he received an update via email from John Kirk Manager, VCCO regarding this project. He stated you can see earth work being done for footer preparation. Unfortunately, no completion date has been provided.

**** NEXT PAGE – EMAIL FROM VIRGINIA DWR****

Norm Risavi

From: Kirk, John (DWR) <John.Kirk@dwr.virginia.gov>
Sent: Thursday, June 1, 2023 2:15 PM
To: ldgcpa@verizon.net (ldgcpa@verizon.net); Patricia Jones (jonespj6162@gmail.com); paul@nnbs1.com (paul@nnbs1.com); Norm Risavi; Ransone, Margaret B; Stuart, Richard H.; Danielle Gunlock (daniellegunlock@gmail.com)
Cc: Compton, Jacob (DWR); Brown, Ryan (DWR); Gwynn, Becky (DWR)
Subject: RE: Chandlers Mill Pond

Caution: This message is from an external source. Please use caution clicking links or opening files if you did not expect to receive them.

All,

The work on Chandlers Mill Pond dam is continuing to progress. The next couple of weeks will continue to consist of earth work in preparation for the footer for the concrete spillway. The alterations to the fish passageway are complete and most of the unsuitable soils, debris, and storm damaged components have been hauled off. Progress has been slowed by recent weather but this was anticipated and the project remains on track. If you would like more information or have any questions about this project please don't hesitate to contact me.

Sincerely,

John



John Kirk

Capital Programs Manager, FY23

804.754.6895

Virginia Department of Wildlife Resources

CONSERVE. CONNECT. PROTECT.

7870 Villa Park Dr., P.O. Box 90778, Henrico, VA 23228-0778

www.dwr.virginia.gov

From: Kirk, John (DWR)
Sent: Wednesday, May 3, 2023 11:50 AM
To: "ldgcpa@verizon.net" <ldgcpa@verizon.net>; "Patricia Jones" <jonespj6162@gmail.com>; "paul@nnbs1.com" <paul@nnbs1.com>; nrisavi@westmoreland-county.org (nrisavi@westmoreland-county.org) <nrisavi@westmoreland-county.org>; Ransone, Margaret B <delmransone@house.virginia.gov>; "district28@senate.virginia.gov" <district28@senate.virginia.gov>; "Danielle Gunlock" <daniellegunlock@gmail.com>
Cc: Brown, Ryan (DWR) <Ryan.Brown@dwr.virginia.gov>; Gwynn, Becky (DWR) <Becky.Gwynn@dwr.virginia.gov>; Compton, Jacob (DWR) <Jacob.Compton@dwr.virginia.gov>
Subject: RE: Chandlers Mill Pond

All,

I am reaching out today to provide an update on the status of our repair work to the dam at the Chandlers Mill Pond. Currently the contractor is on site working. At this stage, the site is being cleaned up and prepared for work on the additional spillway. Over the next couple of weeks, the grading and creation of the form for the concrete work of the new spillway will take place. Additionally, as materials become available, the culvert and road work will progress on the

upper portion of the project. At this time, we still anticipate project completion and initiation of pond filling in the early 2024 timeframe. Please feel free to reach out to me with any questions as this project progresses.

Sincerely,

John



John Kirk

Capital Programs Manager, FCCO

M 804.754.6895

Virginia Department of Wildlife Resources

CONSERVE. CONNECT. PROTECT.

A 7870 Villa Park Dr., P.O. Box 90778, Henrico, VA 23228-0778

www.dwr.virginia.gov

From: Kirk, John (DWR)

Sent: Thursday, March 16, 2023 7:40 AM

To: ldgcpa@verizon.net; Patricia Jones <jonespj6162@gmail.com>; paul@nnbs1.com; nrisavi@westmoreland-county.org (nrisavi@westmoreland-county.org) <nrisavi@westmoreland-county.org>; Ransone, Margaret B <delmransone@house.virginia.gov>; district28@senate.virginia.gov; Danielle Gunlock <daniellegunlock@gmail.com>

Cc: Brown, Ryan (DWR) <Ryan.Brown@dwr.virginia.gov>; Gwynn, Becky (DWR) <Becky.Gwynn@dwr.virginia.gov>

Subject: Chandlers Mill Pond

All,

Chandlers Mill Dam emergency repairs are anticipated to start in the next couple of weeks. I appreciate your patience as we worked through the state budget and procurements processes.

I will continue to serve as the DWR Project Manager for this project. I can be reached on my cell at 804-754-6895 or email at john.kirk@dwr.virginia.com. Please contact me directly if you have any questions or concerns about this project. I am happy to go over the plans and discuss things in more detail at any time. I will be assisted by our Dam Safety Project Manager Jacob Compton, so you may see him from time to time in my place. Buchart Horn is the project engineering firm and Docks of the Bay is the project contractor for the repairs. They were previously onsite so you may have already met them.

Equipment will start moving in during early to mid-April. For the first couple months it will be primarily site work in preparation for the spillway. By summer we anticipate the new spillway to be in progress. The final part of the project will be the road turn around, culverts, fencing, and finish grading, which we anticipate occurring in the fall to winter timeframe. Once the dam is repaired and stabilized, we will start the process of refilling the pond. The current anticipated finish date is March 1, 2024, but is subject to change due to weather conditions and the availability of materials.

Sincerely,

John Kirk



John Kirk

Capital Programs Manager, FCCO

M 804.754.6895

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B. Lyells Street Property – Mr. Risavi noted that Jenifer Helms approached him several months ago regarding a small 1.5 acres that is part of the Montross Rescue Squad Building and she is interested in buying it. He stated when you have a private sale you must have an appraisal and public hearing. If the Board would like to ask Ms. Helms questions, she is in attendance today. Ms. Helms stated her purpose in purchasing this small lot is to expand her property to provide parking for her shop and that she has no intention of building on it. Dorothy asked for clarification as to where the property is located. Chairman Fisher just wants to make sure this will not upset the town but otherwise he is fine with the purchase.

County Administrator stated if the Board would like to move forward with the sale of this property the first thing he needs to do is get an appraisal and then we would hold a public hearing for a public sale on a private property.

Chairman Fisher asked if they had any further questions, if not, he asked for a vote to direct the County Administrator to proceed with the appraisal and public hearing on the sale of this property.

Upon motion by Dorothy Dickerson Tate, second by Tim Trivett, and carried unanimously, with Russ Culver, Dorothy Dickerson Tate, Tim Trivett, Woody Hynson and Chairman Fisher vote “aye”. The Board authorized the County Administrator to move forward with an appraisal and then public hearing on the sale of this property.

Donna Cogswell

From: Norm Risavi
Sent: Tuesday, May 23, 2023 10:41 AM
To: Donna Cogswell
Subject: FW: Lyells Street Property
Attachments: Lyells St Property.png

From: Darrin Lee <dlee@westmoreland-county.org>
Sent: Wednesday, February 15, 2023 9:41 AM
To: Norm Risavi <nrisavi@westmoreland-county.org>
Subject: Lyells Street Property

Hey Norm,

The square footage of the triangle is approximately 6,537 square feet (0.15 acres). See attached image.

- Darrin



- C. District 15 Little League Tournament – Mr. Risavi asked Donna Cogswell to discuss upcoming events at the County Recreational Park. She stated that the week of June 16th – June 23rd there will be a District 15, U8-U10 Girls Softball Tournament, there will be 19 games during that time so it will be the largest event at the park to date. The tournament include many Counties from Stafford to Matthews. The concession stand will be open and Little League and the Concession Stand can use volunteers.

Also, Donna mentioned that Northern Neck Electric Cooperative had the Bright Fund Run on June 9th and it was a great event at the High School and Park. They raised enough money to provide 2000 children books.

- D. Classification pay plans and job description – Mr. Risavi asked the Board to authorize him to put out an RFP to Update Job Descriptions, Compensation Pay, and Classifications Plans for Westmoreland County. He stated over the last few years he has come before the Board to adjust the pay scales for the Sheriff's Office, EMS, Social Workers, Plant Operators, etc. The last update for all employees was done about 20 years ago. He would like to put out the RFP to see what kind of response he gets because he just does not have the time to do something of this magnitude. Mr. Risavi stated It is becoming more difficult to find and keep personnel.

Upon motion by Woody Hynson, second by Tim Trivett, and carried unanimously "aye", the Board authorized the County Administrator to put out an RFP to Update Job Descriptions, Compensation Pay, and Classifications Plans for Westmoreland County.

- E. Notification of Retirement: Mr. Risavi stated that he has let the Board know verbally but his contract requires that he give them six (6) month notice in writing; therefore, in the Board books is an official letter of resignation, stating his last day of employment will be December 31, 2023. He also stated if the Board desires his assistance with any phase of the recruitment process, he is available. Ms. Tate asked the Chairman to read the letter aloud. Chairman Fisher read the attached letter. Chairman Fisher stated it is a notice that he sorrowfully accepts and has been

anticipating but nothing like the reality when you see it and reflect on the end of an error.
Chairman Fisher stated that the Board will accept the letter and it should be made part of the record.

Upon motion by Woody Hynson, second by Russ Culver, and carried unanimously, the Board accepts the County Administrator's Letter of Intent to Retire with his last day of employment being December 31, 2023.

**** NEXT PAGE – LETTER OF INTENT ****

DARRYL E. FISHER, CHAIRMAN
ELECTION DISTRICT NO. 1
HADLE, VIRGINIA 22149

W. W. HYNSON, VICE CHAIRMAN
ELECTION DISTRICT NO. 4
COLONIAL BEACH, VIRGINIA 22142

RUSS CLIVER
ELECTION DISTRICT NO. 2
MONTROSS, VIRGINIA 22520

DOROTHY DICKERSON TATE
ELECTION DISTRICT NO. 3
MONTROSS, VIRGINIA 22520

TIMOTHY J. TRIVETT
ELECTION DISTRICT NO. 5
COLONIAL BEACH, VIRGINIA 22142



NORM RISAVI
County Administrator
P. O. BOX 1000
MONTROSS, VIRGINIA 22520-1000
PHONE: 804/493-0130
FAX: 804/493-0134
E-mail: nrisavi@westmoreland-county.org
Web Page: www.westmoreland-county.org

WESTMORELAND COUNTY, VIRGINIA

Board of Supervisors

MONTROSS, VIRGINIA 22520-1000

June 12, 2023

Mr. Darryl Fisher, Chairman
Westmoreland County Board of Supervisors
111 Polk Street
Montross, VA 22520

Dear Chairman Fisher:

I am providing you official notice, per my employment contract, I intend to retire in December with my last day of employment being the 31st of that month. As also required in my contract, I will assist the Board in the recruitment process for my successor, if desired.

I have enjoyed working with the Board of Supervisors, as well as the various other local and regional boards that Westmoreland County interacts with and the dedicated employees of this County, during my thirty years of employment as your Administrator. I believe the decisions made over the years by the Board of Supervisors have positioned the County for a very positive future.

Sincerely,

A handwritten signature in blue ink that reads "Norm Risavi".

Norm Risavi
County Administrator

NR:dlc

F. Personnel Changes: Mr. Risavi stated that there are some personnel changes in EMS as of July 1, 2023. Discussions were had with both Chief Cease and Assistant Chief Byrd, Chief Cease is nearing retirement and therefore will revert back to his IT position with original title - Emergency Services Coordinator and we have an individual who has technical experience that can help Chief Cease with the radio system and other technical matters.

Mr. Risavi stated as of July 1, 2023, Assistant Chief Byrd will be promoted to Chief of Emergency Medical Services (EMS). Blake has handled the program to reduce the number of people utilizing 911 system and worked closely with Bay Rivers Telehealth regarding the Mobile Integrated Healthcare program both of which have been very successful.

Mr. Risavi stated these changes would be made without any disruption in services. He also reiterated that he believes we have some of the finest and most dedicated EMS personnel on the Northern Neck, if not the State.

G. Mr. Risavi notified the Board that the grant for the Sheriff's office equipment and vehicles has been approved. He stated at budget time money was put in contingency for this purpose. As we move forward, closing out the old fiscal year and going into a new fiscal year, after the carry forwards are completed he would like to schedule a budget meeting to re-evaluate some of the things that were excluded from the budget. Mr. Risavi stated that the County is in a fairly good fiscal position, less than 1% of revenue to connect for the general fund. At this time things look positive.

PUBLIC COMMENT PERIOD

Chairman Fisher explained the procedures for addressing the Board during the public comment period with a maximum time of 3 minutes. He stated that if you choose to frame your comment in the form of a question the Board has the right to answer now or to defer an answer. With that the Chairman opened the floor for public comment.

Richard Wilkins – Mr. Wilkins asked if there could be a forum for all candidates who are running for all offices in our County. So citizens can get to know the candidates and be informed voters. Next he stated that some time ago there was a living shoreline project, he is on the Northern Neck Board of Salt Water Conservation District in Warsaw and they fund projects like that. If the County has any future living shoreline project they should contact them because they have money to use. He then commented on Mr. Carver's comments and he believes we lost the war on litter. He stated he helped with the Hazardous Waste collect but he stated that Westmoreland County is the only County on the Northern Neck that charges people who bring over 100 lbs of waste. He again complained that there is no notification for emergencies from the County and we need to get these alerts out.

There were several people who were present to speak in support of Keri Cusick, Director of Social Services:

Sandy Ramsey – Stated they come as a united group with over 183 years of combined service with the Westmoreland Social Services and want to thank the Board for hiring Keri Cusick the new Director. In her short time as Director, she has done more for our agency to bring us together, boost morale, upgrade the environment and make Westmoreland County Social Services a place they want to be. They have approximately 4163 cases and combined programs, these are unprecedented numbers that have double in the last three. It takes a person who is dedicated and will work along side of us, someone like Keri Cusick and we look forward to working with her for many years to come.

Rekita Smith – Stated she is present to express her gratitude to the Board for hiring Keri Cusick. From the day she started she was ready and eager to learn and make us on functional unit. She has done more in a month than any other supervisor has done. They are no longer three separate units, they are working as one unit. She has an open door policy and she is like no other director and is full of ideas to make the agency better but consults the staff to get their input. She is honored to work under Mrs. Cusick and looks for to the greatness she has in the future for the agency.

Elizabeth Roberts – She also applied for the job but was excited when Keri Cusick was hired. In the last 4 years of her 26 year career with Social Services, she has had over 7 directors, if you count interim,

acting and permanent directors. This has caused much anxiety and stress, not just for her but others as well. When Keri was hired, the staff felt that they finally had someone who cared about the community, agency and employees. Someone who was in it for the long haul.

Julie Scholl – She wanted to speak to support Keri because she has worked with her many times and she is one of the best she has worked with. She is organized, fair, willing to do whatever she asks regarding cases. She has always worked hand in hand with her office and provided excellent services to the citizens.

Gary Johnson – Stated he is the husband of Belinda Johnson, who has worked with Westmoreland Social Services in different capacities over 26 years. Recent occurrences have taken a toll on her and she is not sure what she will do. She has not been treated like a 30 year employee as late. We can see at Social Services how much the unit cares for each other. Mr. Johnson stated that he hopes the Board is careful going forward on how they handle things....accusations, allegations, questioning someone's character.... you have to be careful. I hope when things like that are done we have facts. She has been hurt and would be here tonight but she is on a well-deserved vacation. He thanked all of Social Services for being at the meeting.

Chairman Fisher thank every individual who chose to speak during this period. He stated years ago there was no public comment period but they believe it is important to let people bring issues to them in an open forum. Chairman Fisher commended the speakers tonight and the manner in which they presented their positions in a respectful, supportive and in the proper fashion, in the proper setting and in the proper order. Your comments have been well received and well noted. With that we will come back to the Board for any further comments.

Chairman Fisher stated to the Board that based on some other matters discussed, if the Board would allow him to get some things behind him, he would like to propose some dates for the Board to meet.

Chairman Fisher then stated, contrary to what people may think, he appreciates everyone's words of compassion. He stated he has had a rare opportunity to spend his whole life working with his father

and then the events come along and make that change. You appreciate the wisdom and time and not take for granted any time you have going forward. He would like to take this time to thank Social Services for the assistance you rendered in affording his family the opportunity to get him the best care possible in his last days. In the midst of some storms, you get caught up in the storm and you lose sight that some storms shape you to be better people moving forward. Takes a lot of wisdom to learn from a storm, takes a lot of courage to come out of it and continue to do the task that were assigned before you.

Mr. Risavi mentioned that he did not get to his meeting with Social Services but let Keri Cusick know that Donna will reach out to reschedule.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by Woody Hynson and second by Dorothy Dickerson Tate, and carried unanimously, the Board adjourned the meeting at approximately 9:35 p.m. The Board's next regular meeting will be held on Monday, June 12, 2023 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, 