

A Special Meeting of the Westmoreland County Board of Supervisors was held Tuesday, July 2, 2024, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia. Those members present were Darryl E. Fisher, W. W. Hynson, Matthew Ingram, Jeffrey McCormack and Timothy J. Trivett. Also present were Richard Stuart, County Attorney and Donna Cogswell, Assistant County Administrator.

1. CALL TO ORDER:

Chairman Hynson reconvened the meeting at 10:02 a.m.

2. CONSENT AGENDA:

Chairman Hynson stated that everyone should have received the Agenda and asked if anyone had any changes or comments.

County Attorney noted that whomever the Board chooses as the interim county administrator also needs to be named clerk of the Board of Supervisors as well. This is not shown on the agenda therefore someone would need to amend the agenda.

Mr. Fisher stated under recommendation of County Attorney he asks to amend the agenda and add under 5f. Appointment of Clerk to the Board of Supervisors. With no further discussion, upon Motion by Mr. Fisher, Second by Mr. McCormack and carried unanimously the Board approved the amendment to the agenda.

Mr. Fisher then made a Motion to approve the agenda with addition of 5f as discussed, Second by Mr. McCormack and carried unanimously the Board approved today's agenda with approved amendment.

3. CLOSED SESSION:

Chairman Hynson stated the Board would move into closed session regarding Virginia Code Section 2.2-3711(A)(1).

Mr. Fisher offered a Motion to move into closed session under Section 2.2-3711.A1 for discussion of the County Administrator position, the Interim County Administrator position and employee matters; Second by Mr. McCormack and carried unanimously the Board agrees to go into closed session.

Mr. Fisher then asks to amend his motion that the County Attorney and the Assistant County Administrator join the Board in closed session. Therefore, Mr. Fisher amends the Motion, second by Mr. McCormack and carried unanimously the Board agrees to go into closed session with the County Attorney and Assistant County Administrator joining.

BOARD MOVED INTO CLOSED SESSION

Chairman Hynson asked for a motion to return to regular session from closed session; Motion by Mr. McCormack, Second Mr. Fisher and carried unanimously the Board returns from closed session to regular session.

Chairman Hynson asked for a Motion to confirm that nothing other than what was listed under Section 2.2-3711.A1 was discussed during closed session and no action was taken; Motion by Mr. McCormack, Second Mr. Fisher with Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman voting "aye".

4. DISCUSSION ITEM

a) Discussion of extended holiday to include Friday, July 5, 2024:

Chairman Hynson stated he was not sure if there still needed to be discussion and so he asked for a Motion to authorize an additional day off for employees on Friday, July 5, 2024; Motion by Mr. McCormack; Second Mr. Ingram, with no further

discussion, Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman vote “aye”, the Board approves the motion that Friday, July 5, 2024 is an additional paid holiday for County employees.

5. ACTION ITEMS

- a) Consideration of Motion to Appoint Interim County Administrator: Mr. McCormack made a motion to appoint, Donna Cogswell, as the Interim County Administrator. In addition, no personnel will be hired or fired without Board consensus and no funds shall be expended in excess of \$10,000 without prior consent from Board majority. County Attorney clarified that the motion would be outside the previously approved budget and include the same salary as that of Mr. Prescott and Ms. Whaley; Second by Mr. Fisher, with no further discussion, Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman vote “aye”, the Board appoints Donna Cogswell as the Interim County Administrator, with parameters discussed.

NEXT PAGE - RESOLUTION

DARRYL E. FISHER
ELECTION DISTRICT NO. 1
MAGUE, VIRGINIA 22409

JEFFREY A. MCCORMACK
ELECTION DISTRICT NO. 2
MONTROSS, VIRGINIA 22520

MATTHEW D. INGRAM
ELECTION DISTRICT NO. 3
MONTROSS, VIRGINIA 22520

W. W. HYNSON
ELECTION DISTRICT NO. 4
COLONIAL BEACH, VIRGINIA 22443

TIMOTHY J. TRIVETT
ELECTION DISTRICT NO. 5
COLONIAL BEACH, VIRGINIA 22443



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WESTMORELAND COUNTY, VIRGINIA

Board of Supervisors

MONTROSS, VIRGINIA 22520-1000

RESOLUTION
INTERIM COUNTY ADMINISTRATOR
EFFECTIVE JULY 2, 2024

BE IT RESOLVED, the Westmoreland County Board of Supervisors, pursuant to Section 15.2-406 of the Code of Virginia, 1950, as amended, effective July 2, 2024, appoint **Donna L. Cogswell**, as **Interim County Administrator** until such time a new County Administrator is hired by the Board of Supervisors.

BE IT RESOLVED, Donna L. Cogswell will receive the same salary as the previous County Administrator and Interim County Administrator until such time she returns to her role as Assistant County Administrator, at which time she will receive her current salary; and

BE IT RESOLVED, Interim County Administrator must obtain consensus from the Board of Supervisor's prior to hiring or firing of employees; and

BE IT RESOLVED, the Interim County Administrator can approve expenses up to \$10,000.00 without Board approval. Any amount above \$10,000.00 must be approved by the majority of the Board of Supervisors.

Motion was made by Mr. McCormack; Second by Mr. Fisher. Roll call vote was taken with Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman voting "aye". The Board appoints Donna L. Cogswell as the Interim County Administrator, which is outside the previously approved budget.

W.W. Hyson, Chairman
Westmoreland County Board of Supervisors

- b) Consideration of Motion removing Debra Whaley as a co-signer on all County bank accounts: Chairman asks for a Motion to remove Debra Whaley as co-signer on all Westmoreland County bank accounts; Motion by Mr. McCormack, Second by Mr. Ingram, with no further discussion, Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman vote "aye", the Board approves the removal of Ms. Whaley as co-signer on all Westmoreland County bank accounts.

DARRYL E. FISHER
ELECTION DISTRICT NO. 1
HAQUE, VIRGINIA 22409
JEFFREY A. MCCORMACK
ELECTION DISTRICT NO. 2
MONTROSS, VIRGINIA 22520
MATTHEW D. INGRAM
ELECTION DISTRICT NO. 3
MONTROSS, VIRGINIA 22520
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WESTMORELAND COUNTY, VIRGINIA

Board of Supervisors
MONTROSS, VIRGINIA 22520-1000

RESOLUTION
REMOVAL OF FORMER INTERIM COUNTY ADMINISTRATOR
FROM COUNTY BANK ACCOUNTS
EFFECTIVE JULY 2, 2024

BE IT RESOLVED, by the Westmoreland County Board of Supervisors, the former Interim County Administrator, Debra Whaley, should be removed as co-signer on Westmoreland County accounts at Atlantic Union and C&F Bank.

W.W. Hynson, Chairman
Westmoreland County Board of Supervisors

W.W. Hynson	aye
Darryl Fisher	aye
Jeffrey McCormack	aye
Matthew Ingram	aye
Timothy Trivett	aye

- c) Consideration of Motion adding Interim County Administrator and any other persons as co-signer on all Westmoreland County bank accounts: Chairman asks for a Motion to authorize the Interim County Administrator, Donna Cogswell, to be co-signer along with Treasurer, Sue Jones on all Westmoreland County bank accounts; Motion by Mr. Trivett; Second Mr. Fisher, with no further discussion, Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman voting "aye", the Board authorizes Ms. Cogswell as co-signer on Westmoreland County bank accounts, as discussed.

DARRYL E. FISHER
ELECTION DISTRICT NO. 1
HAQUEL, VIRGINIA 22429
JEFFREY A. MCCORMACK
ELECTION DISTRICT NO. 2
MONTROSS, VIRGINIA 22520
MATTHEW D. INGRAM
ELECTION DISTRICT NO. 3
MONTROSS, VIRGINIA 22520
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Board of Supervisors
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RESOLUTION
ADDITION OF INTERIM COUNTY ADMINISTRATOR
TO COUNTY BANK ACCOUNTS
EFFECTIVE JULY 2, 2024

BE IT RESOLVED, by the Westmoreland County Board of Supervisors, the new Interim County Administrator, Donna L. Cogswell, should be added as co-signer to all County accounts at Atlantic Union and C&F Bank; and

BE IT RESOLVED, that Donna L. Cogswell, has authority to review and sign all checks and review and approve all ACHs for Westmoreland County.


W.W. Hynson, Chairman
Westmoreland County Board of Supervisors

W.W. Hynson	aye
Darryl Fisher	aye
Jeffrey McCormack	aye
Matthew Ingram	aye
Timothy Trivett	aye

- d) Consideration of Motion to Appoint new Director of Emergency Management with name change to Chief of Emergency Services: County Attorney noted that upon discussion, the Board will table this until the next meeting on Monday, July 8, 2024 so that Ms. Cogswell and Mr. Stuart can pull all documentation to draft the appropriate resolution. With no further discussion, Motion by Mr. Fisher, Second by Mr. McCormack and carried unanimously the Board will table this matter until the next meeting on Monday, July 8, 2024.

DARRYL E. FISHER
ELECTION DISTRICT NO. 1
MAGUE, VIRGINIA 22669
JEFFREY A. MCCORMACK
ELECTION DISTRICT NO. 2
MONTROSS, VIRGINIA 22660
MATTHEW D. INGRAM
ELECTION DISTRICT NO. 3
MONTROSS, VIRGINIA 22660
W. W. HYNSON
ELECTION DISTRICT NO. 4
COLONIAL BEACH, VIRGINIA 22643
TIMOTHY J. TRIVETT
ELECTION DISTRICT NO. 5
COLONIAL BEACH, VIRGINIA 22643



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WESTMORELAND COUNTY, VIRGINIA
Board of Supervisors
MONTROSS, VIRGINIA 22520-1000

RESOLUTION

APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT & NAME CHANGE TO CHIEF OF EMERGENCY SERVICES EFFECTIVE JULY 10, 2024

BE IT RESOLVED, by the Westmoreland County Board of Supervisors, effective July 10, 2024, approval of the name change from Director of Emergency Management to Chief of Emergency Services, and

BE IT RESOLVED, the Westmoreland County Board of Supervisors, effective July 10, 2024, appoint Chief Blake Byrd to the role of Chief of Emergency Services.

Chairman, Board of Supervisors
Westmoreland County, VA

W.W. Hynson	"aye"
Darryl Fisher	"aye"
Jeffrey McCormack	"aye"
Matthew Ingram	"aye"
Timothy Trivett	"aye"

- e) Consideration of Motion to approve new Section 1.1 to Rules of Procedure: Motion by Mr. Fisher to remove this item for consideration today, with no further discussion, Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman voting “aye”, the Board agrees to remove this item for consideration.

- f) Consideration of Motion to Appoint Interim County Administrator, Donna Cogswell, as Clerk to the Board: Per the amended agenda to appoint a Clerk to the Board of Supervisors, Motion by Mr. McCormack, Second by Mr. Fisher, with no further discussion, Mr. McCormack, Mr. Fisher, Mr. Ingram, Mr. Trivett and Chairman voting “aye”, the Board appoints Donna Cogswell as Clerk of the Board of Supervisors.

Chairman Hynson asked is there is any other business –

Treasurer, Sue Jones, asked for clarity - before checks are issued, who will review the bills to make sure they are ok to pay? The Interim County Administrator, Donna Cogswell will review and sign. Ms. Cogswell asked if that language needs to be in the resolution? Ms. Jones stated “yes”. Ms. Jones also mentioned that yesterday it was brought to her attention that ACHs were approved by Ms. Whaley in June but are dated July 9th, should Ms. Cogswell reapprove or can she sign even though she didn’t approve them? The County Attorney asked to clarify what is an ACH, Ms. Jones clarified those are automatic payments and/or direct deposits. Ms. Foxwell stated that Ms. Whaley approved the bills in question the end of June, while she was interim county administrator. Ms. Foxwell then stated once approved, the checks were run yesterday (July 1, 2024) and dated July 9, 2024. Mr. McCormack asked if the checks are ready to sign. Ms. Foxwell stated “yes”. County Attorney asked Ms. Jones her concern is that Ms. Whaley approved the checks in June and she is no longer here and now Ms. Cogswell will be signing in July. Mr. Ingram asked if they need to be reapproved? County Attorney believes this is ok because Ms. Whaley acted in

her capacity as interim county administrator to approve those and it was all properly done so there is no concern, unless the current interim county administrator looks at the checks and sees a problem and refuses to sign, then there would be a problem. Mr. Fisher stated, just for clarity among the Board, they are of the opinion that actions that were taken by Ms. Whaley were in line and if she were still in the position of interim county administrator this conversation would not take place. With this change, it would be the Boards consensus that now with the new interim county administrator this information is passed onto her that these bills were approved prior to Ms. Whaley's departure and no action is necessary. Chairman Hynson stated he agrees and is happy Ms. Jones brought it to the Board's attention but it appears there is no problem.


Mr. Fisher asked if the new person in finance has been introduced to everyone. Mr. Ingram stated he knows who she is and Mr. Fisher said he just spoke with her. Ms. Rose introduced Tena Haydon as the new payroll specialist in finance and she will take over for Ms. Rose upon her retirement in a few months. Chairman Hynson asked if that is Billy Tolson's daughter, Ms. Haydon stated "yes". Mr. Fisher went on to speak of the opportunities in the County, even though there are not many, but when he has the opportunity to see locals have opportunities it is exciting to see.

Chairman Hynson stated that on Monday, July 8, 2024 because of age and health issues, he will step down as Chairman and Mr. Fisher would step up and be Acting Chairman. Chairman Hynson said it is time for a change and he wants to let everyone know that the Board will work together to be productive for the citizens of Westmoreland County. He said he is not going anywhere but he will sit on the sidelines going forward.

6. ADJOURNMENT

Chairman Hynson asked if there is any further business that needs to be discussed? If not, he asked for a Motion to adjourn the meeting until Monday, July 8, 2024 at 6:00 p.m.

Motion by Mr. McCormack, Second by Mr. Trivett and carried unanimously, the meeting is adjourned at 1:33 p.m.

Chairman, 

W. M. W.