

A Regular Meeting of the Westmoreland County Board of Supervisors was held Monday, September 9, 2024, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia. Those members present were Darryl E. Fisher, W. W. Hynson, Jeffrey McCormack, Matthew Ingram, and Timothy J. Trivett. Also present were Richard Stuart, County Attorney, Donna Cogswell, Interim County Administrator, and Karen Foxwell, Finance Director.

1. CALL TO ORDER:

The Chairman called the meeting to order at 6:00 p.m.

2. CONSENT AGENDA:

a. Approval of/Amendment to Board Agenda:

Chairman Fisher stated that everyone should have received the agenda and asked if there were any amendments or comments. If not, he stated he would proceed with the agenda as is.

b. Approval of Board Minutes:

The Chairman noted that everyone should have received a copy of the minutes for the August 12, 2024, and August 21, 2024 meetings. The Chairman asked if any amendments needed to be made to the minutes; if not, he asked for a Motion to approve. With no further discussion, a Motion by Mr. McCormack and second by Mr. Hynson to approve the minutes from the August 12, 2024, and August 26, 2024 meetings as presented. The Motion was carried unanimously by the Board, and the Board approved the minutes.

c. Approval of Accounts Payable & Payroll Register:

Chairman Fisher stated that you all received the Accounts Payable and Payroll Register and asked if there were any questions, observations, or concerns. If not, Chairman Fisher asked for a Motion for approval for the Payroll Register and Accounts Payable as presented for August 2024. A Motion by Mr. Hynson and

seconded by Mr. Trivett, with no further discussion, Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and Chairman vote “aye.” The Board approved the Accounts Payable and Payroll Register as presented for August 2024.

d. Appropriations Increase/Decrease

i. Consideration of Appropriation to balance DSS State and County Budgets

Keri Cusick, Director of Social Services, was present to discuss the appropriation to balance the DSS State and County Budgets. Ms. Cusick stated that she went before the Board to request an appropriation of \$41,382.21. This appropriation will bring the County budget in line with the State budget.

The Chairman asked the Board if there were any questions or comments. If not, the Chairman asked for a Motion to approve. A Motion by Mr. Ingram and seconded by Mr. McCormack to approve the appropriation in the amount of \$41,382.21. There was no further discussion and with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and Chairman vote “aye.” The Board approved the appropriation in the amount of \$41,382.21.

3. STAFF, COMMITTEES/ORGANIZATION REPORTS AND PRESENTATIONS

a. VDOT ( David Beale, Resident Engineer)

i. Monthly Report: David Beale, Resident Engineer, was present to discuss the monthly report:

Mr. Beale reviewed the report below. He noted they are still waiting on the drainage easements for Deux Rue and Holly Way and that they are waiting on the County to provide that; the money is there to do it, and they are ready to work.

Mr. Hynson stated that he has talked to a Placid Bay Estates Board member, and they are trying to get them done so VDOT can move forward.

Mr. Beale also noted that the Bridge project on Route 205 over Branch of Rosier Creek was awarded and got a great contractor. It does include a lane closer to a temporary signal, and construction is anticipated to start in December 2024. The Bridge project on Route 658 over Monroe Creek notice to proceed is October 2, 2024.

Mr. Hynson asked Mr. Beale how long that bridge project would take.

Mr. Beale stated that it is a nine-month project and should be finished by next spring.

Mr. Beale noted that he has received many calls from various channels regarding the accident at Halls Store. Every fatality gets reviewed by the District Engineer, and he has not received that report yet. He stated that once the report comes back, if they need to do anything, such as rumble strips, bigger signs, etc., they will, but as far as improvement goes, the Board will have to apply for a program for improvement.

Mr. Hynson stated that there was another accident at the intersection of Longfield Road and 205 heading towards Colonial Beach, and he is amazed by how many people don't stop.

Mr. Beale stated that people just aren't stopping, and he cannot engineer around their inability to stop.

The Chairman stated that people just don't look or stop; they peep over to see if anyone is coming and roll past. He noted that in Warsaw, a deputy is parked at the intersection by the YMCA, and the deputy has written so many tickets that it is making people stop. It may be something to entertain in that intersection to help with people stopping and enhance safety at the intersection.

Mr. Ingram stated that the brush on Rappahannock Road and Claymont Road needs to be cut back. He also noted that he believes a stop sign with a camera is possible in Virginia.

Mr. Beale stated that he is only aware of them being used for speed in work and school zones, but he will look into it.

Mr. Hynson stated that limbs and brush Cedar Hill, Panorama Road need to be cut back.

**\*\*VDOT REPORT ON NEXT PAGE \*\***



Westmoreland County Board of Supervisors  
September 2024 VDOT Report

**Maintenance Activity Highlights**

Completed:

- Ditch cleaning (Rt 638 Leedstown Rd)
- Brush Cutting (Rt 205, Rt 3, Lakeview Dr, Rt 638 Leedstown Rd, Parrish Ln, West Potomac Dr, Cottage Farm Rd)
- Pothole Patching (Rt 628 Holly Vista Dr, Rt 604 Sandy Pt Rd, Rt 622 Peach Grove & Rt 3 intersection)
- Pipe Cleaning (Creekview Ln, Rt 621 Mt Holly Rd, Rt 203 Cople Hwy)
- Grade gravel roads (Cottage Farm Rd)
- Mowing and litter pickup (Primary routes)
- Address work orders countywide

Upcoming:

- Mowing and litter pickup (secondary routes)
- Shoulder repairs (Rt 203 Oldhams Rd)
- Pipe cleaning (Ebb Tide, Rt 3)
- Brush cutting (Rt 624 Grants Hill Church Rd)
- Ditch cleaning (Rt 711 Bushfield Rd)
- Asphalt patching (state park)
- Address work orders countywide

**Pavement Schedule**

Surface Treatment Under Construction

Kinsale Bridge Rd	Resolutions Rd	Ebb Tide Dr	Harbor View Cir
Tobacco Rd	Wilson Dr	Chatham Ln	Poor Jack Rd
Trigger Ln	Springview Rd	Willis Pl	Pretty Pt Rd
Creek View Ln	Plainview Rd	Marina Dr	Buckner Cr Rd
Oyster House Rd	Buena Vista Dr	Falls Hill Rd	Emmas Dr
Brodfield Rd	Wise Pl	Darl Cir	Colonial Cir
Estates Dr	Oak Grove Rd	Springfield Beach Rd	
Placid Bay Estates	Ebb Tide Estates	Potomac Shores	

**Construction Projects**

SSYP:

Rt 652 Charles Way; Summer 2026      Rt 685 Ashbury Rd; Summer 2028  
Rt 610 Skipjack Rd; Summer 2029

HSIP:

Rt 202 paved shoulder (Rt 3 to Nomini Creek Bridge); 2025 Construction

Rt 3 paved shoulder (County line to Oak Grove); 2025 Construction

Revenue Sharing:

Deux Rue; Summer 2024

Hickory Ln; Summer 2025

Woodmount Dr; Summer 2025

Lakeview Ln; Summer 2026

Holly Way Ph III; Summer 2024

Birch Ln; Summer 2025

Pinewood Ln; Summer 2025

Rt 610 Skipjack Rd; Summer 2029

Bridge:

UPC 123364 Rt. 205 over Branch of Rosier Creek; Scour Repair; 12/2024 Construction

UPC 121539 Rt. 658 over Monroe Creek; ***Under Construction***

**Contacts:**

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

David L. Beale, P.E

Resident Engineer

(804) 333-7941

[david.beale@vdot.virginia.gov](mailto:david.beale@vdot.virginia.gov)

Carter White

Assistant Residency Administrator

(804) 333-7942

[carter.white@vdot.virginia.gov](mailto:carter.white@vdot.virginia.gov)

Ronnie Crabbe Jr.

Hague Area Headquarters Superintendent

(804) 695-6730

**b. Town of Colonial Beach**

Natasha Tucker, Town Manager, was present to discuss the events happening in the town.

- i. On September 14<sup>th</sup>, 2024, they will have their Northern Neck Music Festival on Town Hill from 11:00 a.m. to 6:00 p.m.
- ii. On September 28<sup>th</sup>, 2024, they will host their annual Crochet Tournament, and all proceeds will go to the Colonial Beach Volunteer Fire Department.
- iii. On October 1<sup>st</sup>, 2024, they will have their National Night Out on Town Hill from 5:00 p.m. - 8:00 p.m.
- iv. On October 8<sup>th</sup>, 2024 through October 13<sup>th</sup>, 2024 they will have their annual Bike Fest.
- v. Ms. Tucker thanked VDOT for the crosswalk that was put in at Colonial Avenue.

**c. Town of Montross**

Fran Taylor, Town Manager, was present to discuss the events happening in the town.

- i. Starting September 24<sup>th</sup>, 2024, the Town Hall Counsel Meetings will start at 6:00 p.m.
- ii. They just held their last First Friday on September 6<sup>th</sup>, 2024, at the new town park.
- iii. They will expand the playground area and are currently installing the story walk system.
- iv. Working on beautification projects, they have added flowers and pots throughout the town.
- v. The committee is working very hard on the Fall Festival, but they are not getting a lot of sponsorships that are used to pay for different things for the festival.

Mr. Ingram asked Ms. Taylor if there were any plans to put lighting in the playground area.

Ms. Taylor stated that there are plans to install new lighting and that they have been in contact with Dominion Power to start getting things going.

Mr. Ingram advised people to look at the new Facebook page for the Fall Festival, which will update events as they happen.

Mr. McCormack noted that the first football game will be at the new high school this Friday.

The Chairman stated that there would be a ribbon cutting ceremony and reunion for the Washington & Lee High School alumni at the football game. He stated that they have never had an athletic complex in Westmoreland County to this magnitude. The Chairman encouraged everyone to come and take a look at the football complex.

#### 4. ACTION ITEMS

##### a. Children's Services Act ( CSA)

##### i. Approval of Membership Rosters for FAPT and CPMT

Belinda Johnson, CSA Coordinator, was present to discuss the rosters for FAPT and CPMT.

Ms. Johnson stated that she came before the Board to review the rosters for their approval. She noted that per CPMT and CSA policy, the Board has to review and approve the two rosters annually.

The Chairman asked the Board if there were any question or comments to Ms. Johnson, if not the Chairman asked for a Motion to approve as submitted.

With no further discussion, upon Motion by Mr. McCormack and seconded by Mr. Hynson to approve the membership rosters for FAPT and CPMT as submitted, carried unanimously, the Board approved the membership rosters for FAPT and CPMT as submitted for the fiscal year 2024-2025.



b. Emergency Management

i. Radio Update

Blake Byrd, Chief of Emergency Services, was present to give an update on the Radios.

Chief Byrd stated that when his predecessor retired, Emergency Management was returned to Emergency Services, including the radio systems. He noted that it has been an undertaking with 400 radios, multiple tower sites, contacts, meetings, etc. They have hired a part-time employee, and he has helped tremendously with the transition. Chief Byrd stated that a backbone microwave update is coming, and they are exploring their options. They are working hard to get everything up to standards and make it better for the future. They have their first formal meeting with Motorola on September 12, 2024, to discuss things and ask questions about their options moving forward. He noted that they identified that the user hardware is no longer being supported and won't support the functions they need for interoperability, such as talking to their neighboring counties. They rely on them quite frequently for aid. They would like to speak with them on a two-way radio, and they have beta-tested radios with the EMS department, and the equipment is outdated. They have devised a solution to this issue at an excellent price with grant funds already built into their budget. With that, they can replace the radios on the frontline medical units to allow them to talk to the neighboring counties. They plan to reuse the radios they replace to work the schools, significant events, etc., so they can communicate within the county.

Chief Byrd stated that the proposal of \$21,000 requires no further allocation from the Board; it is already built into their budget. He spoke to Ms. Cogswell, and they came to a consensus to bring it before the Board

for their approval. This amount will update the frontline medic units on EMS for their interoperable capabilities.

The Chairman asked the Board if there were any comments or questions for Chief Byrd.

Mr. McCormack stated that he met with Chief Blake, and he had some concerns moving forward with the radios. He stated that if all 6 radio sites go down, the first responders aren't able to talk to each other or ask for aide from the surrounding counties. He noted that Chief Byrd has a good plan in place for the county and recommended supporting the purchase and plans moving forward.

Ms. Cogswell stated that she and Chief Byrd have had numerous meetings with the different agencies to see the best plan moving forward, including volunteer fire departments and trying to be smart moving forward. She also stated that Chief Byrd has a good plan moving forward, but they can't do anything with the radios that EMS currently has, and they need to be replaced. They received an excellent deal for the replacement radios, which are being tested through the volunteer fire departments.

Mr. Hynson asked if they are negotiating with Motorola now.

Ms. Cogswell stated that they are also trying to include them and are meeting with them in person to see what they can come up with.

Mr. Hynson stated that over many years, we always have people making deals and promise you twenty years and in twelve they aren't able to supply any more. He noted that they need to be smart in what these companies promise and if it can be followed through.

Chief Byrd stated that Mr. Hynson is correct and they are exploring every avenue that is out there and when they bring the proposal before the Board, they want to make sure everything is in line and right to bring the county into the future.

Mr. McCormack noted that it is important to have on the belt coverage, county wide and is unsure if it is everywhere in the county currently. There are other options on the table, even without the current sites, the county is covered with the surrounding counties.

The Chairman stated that the request before the Board is money that is already in the budget and asked for a Motion to approve.

Upon Motion by Mr. Ingram and seconded by Mr. Hynson to approve the purchase amount of \$21,000. There was no further discussion, with Mr. Trivett, Mr. Ingram, Mr. McCormack, Mr. Hynson and the Chairman vote "aye", the Board approved the purchase amount of \$21,000 to upgrade the radios for Emergency Services.

c. Sheriff

i. Consideration of Approval for Animal Shelter Construction

Captain C. Smith was present to discuss the construction proposal for the Animal Shelter.

Captain Smith stated that he came before the Board for approval to fix the Westmoreland County Animal Shelter and the Memorial Animal Shelter. They have two rooms in the Animal Shelter that are degraded, the concrete floors and expansion joists that are deteriorating due to the chemicals that are used to clean the shelter, over time it eats the paint and the expansion joists. It is an issue due to urine and feces seeping into the concrete and it is able to get sanitized properly. The proposal presented is to fix the issue in each room, cutting out a concrete floor, installing proper drainage, epoxy painting the concrete floor and installing proper kenneling.

The Chairman asked the Board if there were any questions or comments.

Mr. McCormack asked Captain Smith if it was two separate bids or just one with two separate prices. He also asked if this request is additional funding needed or funding that is already within the budget.

Captain Smith stated that is it one bid to fix the floor and drains and the other bid is to replace the kenneling and it is additional funding needed to be approved by the Board.

Chairman Fisher asked Ms. Cogswell if this additional funding will be taken out of Contingency Funds.

Ms. Cogswell stated yes, it will come out of the Contingency funds if approved.

The Chairman noted that he doesn't believe that any repair work has been done in shelter in those areas.

Captain Smith stated that they have cocked the expansion joists to make a band aid repair but it just keeps getting eaten away by the chemicals.

Mr. Trivett noted that this issue was brought up a while ago when he and Mr. McCormack visited the shelter about the runs they had talked about and asked Captain Smith if they looked into that.

Captain Smith stated that he has looked into but he is having issues with getting contractors out to give him an estimate on doing concrete pads, wall and drain work. This issue that is presented came up and it needed immediate attention and the other got put on hold until this issue is resolved. He stated that he need to do a capital improvement plan for getting the bigger jobs done and once he receives the estimates he will have a capital improvement plan for the Board to consider.

Mr. McCormack asked Captain Smith if the funding was approved today how quickly can the work be finished.

Captain Smith stated that he was unsure of the timeline and he will check with the contractors' schedule but is hoping to get it done as soon as possible.

The Chairman stated that if all questions have been answered and if so he asked for a Motion to approve.

Richard Stuart noted that you would not want to neglect them and for clarity sake the sheriff is asking \$23,780.00 and three times \$12,814.29. He asked Captain Smith if that was correct.

Captain Smith stated that that was incorrect, \$23,780.00 to get the floors and drains correct and \$12,814.29 to replace the kennels. It will be a total of \$36,594.29.

The Chairman asked what the pleasure of the Board was.

There was a Motion by Mr. McCormack and seconded by Mr. Trivett to approve the construction proposal for the Animal Shelter in the amount of \$36,594.29 with Mr. Trivett, Mr. Ingram, Mr. Hyson, Mr. McCormack, and the Chairman vote "aye." The Board approved the construction proposal for the Animal Shelter in the amount of \$36,594.29.

Sheriff Balderson stated that the sign coming into the Town of Montross that has the 25 mile an hour speed limit, now has the solar speed limit blinking. They were able to obtain two more speed limit signs that should be in by October and they will be place by the Art of Coffee. He stated that they are working diligently to make sure that the drivers are looking and stopping at the intersection of Longfield Road and James Monroe Highway and are putting a dummy car there to see if it will help. They have put that intersection on their hot list and selective enforcement, as an area that it red flagged and are in touch with the State Police regarding that intersection.

**\*\* CONSTRUCTION PROPOSAL FOR ANIMAL SHELTER BELOW \*\***

**NOTICE OF INVITATION FOR BIDS (IFB)**

**WESTMORELAND COUNTY BOARD OF SUPERVISORS  
WESTMORELAND ANIMAL SHELTER, 6154 STRATFORD HALL ROAD  
MONTROSS, VIRGINIA 22520**

Sealed bids are invited for the following work:

Demolition of six existing dog kennels and the installation of six new floor drains as annotated on the attached schematic.

The Successful bidder shall be responsible for obtaining all necessary demolition permits from Westmoreland County. All fees associated with these permits shall be waived.

Sealed bids will be received at the office of Ben Prescott, County Administrator, Westmoreland County, P.O. Box 1000, 111 Polk Street, Montross, Virginia 22520. The deadline for submitting bids is 2:00 PM on Friday, June 28, 2024 at which time they will be opened and read publicly aloud, in the County Administrator's Conference Room/office.

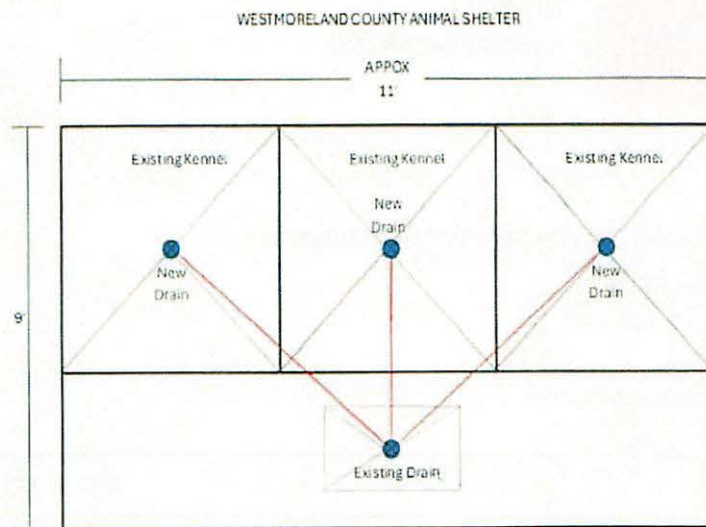
A non-mandatory Pre-bid meeting will be held at the site (6154 Stratford Hall Road, Montross, VA) on Tuesday, June 19, 2024 at 10:00 AM.

Contract award will be based on base bid as the Owner in its discretion decides to award. The Owner has the right to accept bid in part or whole and the right to reject all bids when in the best interest of the County.

The Invitation for Bid and any questions should be directed to Jeff Frazier at [Frazierconsulting@gmail.com](mailto:Frazierconsulting@gmail.com) or by calling (804) 761-4248. This is the only point where contract information will be disseminated.

**END OF NOTICE OF INVITATION FOR BIDS**

**BY ORDER OF THE WESTMORELAND COUNTY BOARD OF SUPERVISORS  
DEBRA WHALEY, COUNTY ADMINISTRATOR**



There are two kennel rooms that have three kennels each in them. Kennels in each room are to be demolished and removed. Each room has a single floor drain located in the common area outside of the kennels. Contractor is to install a total of six new floor drains, one in each kennel, and tied into the existing floor drains. The concrete floor will have to be cut out and removed. All debris must be removed from the site. New drains will be installed and concrete poured sloping the floor to each of the drains. All existing expansion joints shall be repaired. After the new drains are installed and the concrete has been poured and sloped appropriately to each floor drain an epoxy finish shall be applied to the floor. Owner to select color from color palette provided by contractor. Note: The dimensions shown above are approximate. Contractor is responsible for verifying all dimensions.



**Pitts Exterior**

804-761-8141  
taylorpitts0@gmail.com

ESTIMATE

EST4289

DATE

08/20/2024

TOTAL

USD \$23,780.00

TO

**Westmoreland County Board of Supervisors**

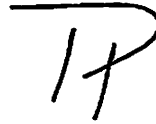
6154 Stratford Hall rd  
Montrose VA 22520  
☐ 8047614248  
Frazierconsulting@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Westmoreland County Animal Shelter -Demolish and haul away all cage kennels from two rooms shown at bid meeting. -Install 3 floor drains per room. An alternative option to consider is installing 1 grate drain along the rear wall to collect the entire room and slope one way away from the door. The tie in of existing drain has the expectation it is operational. -All concrete to be demolished and hauled away. New rebar installed with rebar dowels where applicable. Gravel and plastic for a sufficient base as required. New concrete will be poured and finished with a sufficient slope to drain water to newly installed drains. -Epoxy finish will be applied 30 days after concrete is poured to allow for cure time. Color will be selected at this time (100+ colors available) -All trash and debris associated with construction of the project to be hauled away. Proper measures like plastic and air ventilation will be conducted to protect the building during construction.	\$23,780.00	1	\$23,780.00

TOTAL

USD \$23,780.00



A handwritten signature in black ink, consisting of a stylized 'P' with a horizontal line extending from the top left and a vertical line extending from the bottom left.

**DATE SIGNED**  
**08/20/2024**

**Half down at start of project, paid in full upon completion.**



## Project Information

## Special Notes

**Project Name:** Westmoreland Animal Shelter

N/A

**Facility Address:** Montross, VA.

**Project #:** A241512

**Quote #:** 171916

**Phase:** 1

**Rev:** #1

**Date:** 4/25/24

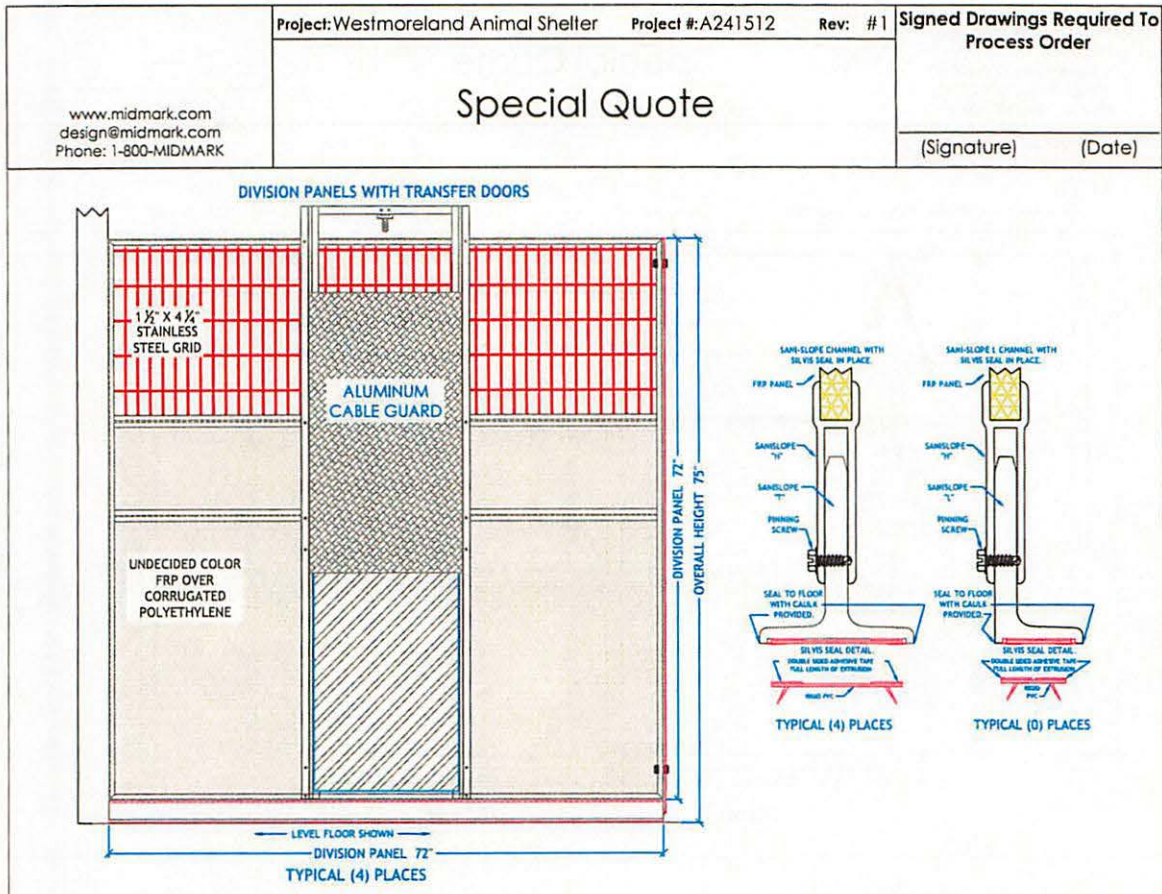
**Project Rep:** M. Foster

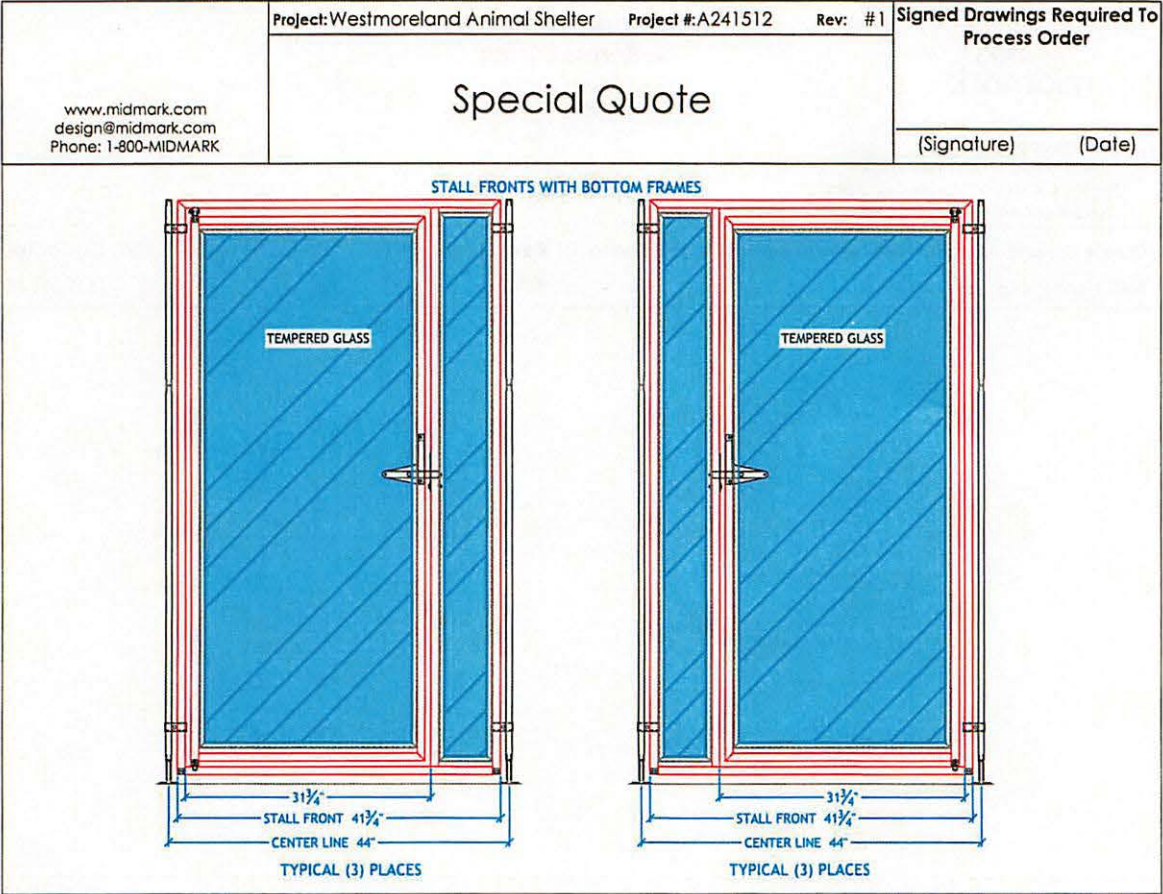
**Designer:** R. McAninch

**Phone:** 1-800-MIDMARK

These drawings are the sole property of Midmark Corporation and are to be used for illustration only. Actual product appearance may vary.

www.midmark.com design@midmark.com Phone: 1-800-MIDMARK	Project: Westmoreland Animal Shelter    Project #: A241512    Rev: #1		Signed Drawings Required To Process Order
	<h2 style="text-align: center;">Special Quote</h2>		
(Signature)                      (Date)			
<b>Field Measurements Required</b>			
<p>The diagram illustrates the layout of two adjacent rooms, ROOM #1 and ROOM #2. Each room is 10'-0" wide and 11'-0" high. Each room contains three stalls, each 41 3/4" wide. The stalls are separated by 44" center lines. The distance from the wall to the door jamb is 80". The distance between the center lines of the stalls is 72". The diagram shows the layout of the stalls and the dimensions for each component.</p>			









**Midmark Quotation**  
**Customer Pricing**

Quote Valid for 90 Days  
Date Quoted: 4/25/2024

**Project Information:**

Project Name: Westmoreland Animal Shelter  
Project #: A241512 Phase: 01 Rev: 1  
Agreement: Animal Health 2024 Pricing

Quote Breakdown (Reference Number: A241512 Phase: 01 Rev: 1)		Ext. Customer
Total Product Charges		\$12,814.29



**Midmark Quotation**  
**Customer Pricing**

Quote Valid for 90 Days  
Date Quoted: 4/25/2024

**Project Information:**

Project Name: Westmoreland Animal Shelter  
Project #: A241512 Phase: 01 Rev: 1  
Agreement: Animal Health 2024 Pricing

Room Breakdown	Ext. Customer
Leesburg Special	\$12,814.29
Total Price:	Customer: \$12,814.29



**Midmark Quotation**  
**Customer Pricing**

Quote Valid for 90 Days  
Date Quoted: 4/25/2024

**Project Information:**

**Project Name:** Westmoreland Animal Shelter  
**Project #:** A241512 **Phase:** 01 **Rev:** 1  
**Agreement:** Animal Health 2024 Pricing

Category Breakdown	Ext. Customer
Kennel Runs	\$12,814.29
Total Price:	Customer: \$12,814.29

3/4





## Midmark Quotation Terms & Conditions

### Project Information:

**Project Name:** Westmoreland Animal Shelter  
**Project #:** A241512 **Phase:** 01 **Rev:** 1  
**Agreement:** Animal Health 2024 Pricing

### Midmark Rep Information:

**Project Rep:** Matt Foster  
**Email:** mfoster@midmark.com

### Designer Information:

**Designer:** Rod McAninch  
**Email:** rmcaninch@midmark.com  
**Phone:** 1-800-MIDMARK

#### Midmark Order Policy

- Signed drawings and verified field measurements (if applicable) are required before an order can be placed. For questions regarding these details, refer to your Midmark Representative.
- Approved payment terms are required before an order can be placed.
- Installation may be included in your quote. If installation is included, a Statement of Work will accompany the quote (exclusions apply). If installation is not included, please request a quote.
- A Midmark Representative may be able to provide you with an estimate on freight and taxes upon request.

#### Order Changes

- All changes should happen before the receipt of the order.
- Order changes made after receipt of an order may incur a change fee and a shipping date change. This fee will cover materials, labor, and handling costs.
- All changes must be submitted in writing. Upon review and approval of changes, the order will be moved to the next ship date.

#### Delayed/Rescheduled Ship Dates

- Requests to reschedule orders that have not been built will be move to the next available ship date.
- Request to reschedule or delay shipment of orders that have been built will incur storage and handling fees until shipped.

#### Order Cancellation

- Cancellation 48 hours from the time of order placement is subject to penalty. An assessment will be made at the time of cancellation to determine the amount of penalty, including material, labor, and handling costs.
- Cancellation must be received in writing. Non-standard color and custom configuration orders may not be canceled without penalty.

#### Return of Merchandise

- Made-to-order products (including but not limited to: Cabinetry, Containment, Workstations) or non-standard colors are non-returnable.

#### Shipping & Receiving Policy


- Orders shipped via common LTL or full truckload carrier.
- Please specify your preferred delivery date. The preferred delivery date is not guaranteed based on Midmark lead time and the carrier's availability.
- Please specify if the delivery site is NOT able to accept delivery on a full-size 53' truck and trailer, if there are steps at the delivery site, or if your location requires special delivery accommodations.
- Optional delivery services available for additional charges may include lift gate, customer-assisted inside delivery, white glove delivery, and guaranteed delivery. Contact your Midmark Representative for a quote on optional delivery services.
- Delivery should be arranged with a project coordinator from each Midmark location.
- Customer pick-up orders are subject to a handling fee. The customer is responsible for the product upon pick-up.
- Report any damaged goods or short shipments to the freight carrier and contact Midmark Corporation immediately. If concealed damage is found, it must be reported within 5 days of delivery or the time allowed based on the National Motor Freight Classification's standard, whichever is less.

#### Lead Times

- Contact your Midmark Sales Representative as current lead times are dynamic due to the global supply chain disruption.

#### No Damages For Delay

- Although Midmark will attempt to meet shipment and delivery schedules, Midmark will not be liable to the Purchaser for any damages resulting from late shipment or delivery, including but not limited to direct, indirect, economic, incidental, or consequential damage, including without limitation lost profits or income, loss of use, downtime, cover, and employee or independent contractor wages, payments, and benefits.

COMMONWEALTH of VIRGINIA		
Department of Professional and Occupational Regulation		
EXPIRES ON	9960 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500	NUMBER
02-26-2026		2705187042
BOARD FOR CONTRACTORS CLASS A CONTRACTOR "CLASSIFICATIONS" RBC		
	PITTS EXTERIOR DESIGNS LLC 2405 LONGFIELD RD COLONIAL BEACH, VA 22443	
Status can be verified at <a href="http://www.dpor.virginia.gov">http://www.dpor.virginia.gov</a>		

SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS

FORM 201-01-001 2017

## 5. INTERIM COUNTY ADMINISTRATOR'S REPORT

### a. Transfer Station Update

Interim County Administrator Donna Cogswell gave an update on the Transfer Station.

Ms. Cogswell stated that they have implemented the new procedures at the Transfer Station. Some people are not happy, but the county's wallet is. In the last 2 ½ months, we have saved over \$ 91,000.00 by ensuring everyone has the permit and a third-party account and residents have their hang tags. She spoke with the Treasurer today, and they usually order 10,000 hang tags for the full fiscal year, but due to residents being checked for hang tags and asked to get the correct one, they have already used 8,000 hang tags in 3 months. She stated that they have also taken suggestions from the community and have put out more notices of the changes and hang tags, have put the notices on the webpage and Facebook page and have posted more signage when coming into the Transfer Station. She noted that September should be even better since it will be the first full month of the implementation. June to July was \$30,000 savings, and July to August was the \$60,000 savings.

The Chairman stated that all of the changes that are happening have been made to help the tax payers. The Board realizes that there was an enormous amount of money that was being spent at the tax payer's expense. The third party account for the independent haulers has taken the weight off of the taxpayers. The haulers were charging the residents and then dumping for free, once it was discovered, the necessary changes were made to correct it. He stated that we are trying to control the ones who are coming in Transfer Station, no one is immune. The Chairman stated that he himself was turned away due to him not having the proper hang tag. The numbers that are being heard, is money that otherwise the taxpayers would have spent. The things that have been implemented, they have been trying to be fair across the board, the residents and businesses. He stated that we are trying to hold people accountable to the contracts that were signed.

The residents that are able to see the benefits of the new procedures and will continue as the months go on.

Mr. McCormack stated that the contract was signed in 2009 between the County and Republic Services and it stated that the contractor agrees to charge directly haulers approved by the County for all waste collected and generated in Westmoreland County. He noted that it is part of the contract and he isn't sure where it went wrong, but we will find out.

**\*\* MONTROSS TRANSFER STATION SAVINGS CHART ON NEXT PAGE\*\***

# MONTROSS TRANSFER STATION

SOLID WASTE DISPOSAL			
Month	Amount	Tonnage	Savings
June	\$93,453.89	2350.45	
July	\$74,218.76	1808.89	\$19,235.13
August	\$35,861.45	874.03	\$38,357.31
	\$203,534.10	5033.37	\$57,592.44
TRANSPORTATION			
June	\$54,765.49		
July	\$43,503.80		\$11,261.69
August	\$21,020.42		\$22,483.38
	\$119,289.71		\$33,745.07
<b>Total Savings</b>			<b>\$91,337.51</b>

6. PUBLIC COMMENT PERIOD

The Chairman stated that we are at the point of the meeting for the Public Comment Period and we ask the public to confine the remarks to 3 minutes and asked the comments be toward the Board only. If the person asked a question, it is up to the Chairman whether or not the question is answered right then or at a later date when the accurate information is collected.

Chairman Fisher opened the Public Comment Period section of the meeting.

Richard Wilkins-

Mr. Wilkins stated that it would be nice to see if the people have a registered vehicle in Virginia due to him see a lot of Maryland tags coming into the convenience sites. The people are renting and have never registered their vehicle in Virginia, they are not contributing to the Treasury. Mr. Wilkins read a quote that said "Character is what you do, when nobody is looking." He stated that when picking a new County Administrator to keep the following qualities in mind, that the applicant will put the County first and not personal feelings, enforce rule and regulations of government, will be a strong leader and not a dictator, not afraid to do the right thing no matter who it will affect. The difference between ordinary and extraordinary is the extra you put into it.

Larry Hinson-

Mr. Hinson thanked the Board for approving the money for the Animal Shelter due to them do a lot of hard work. He stated that maybe the Treasurer's office could mail the hang tags to the residents or when they come to pay their taxes. A lot of people came to the Transfer Station didn't know that they needed one and have to be turned away. He suggested to put a stop light at the inter section of Hall Super Market and Stoney Knoll to help avoid any future accidents. Mr. Hinson asked the Board with the savings from the refuse that maybe the Board could give the residents a tax rebate or have no increase in taxes for the upcoming years. He encouraged everyone to go to the Fall Festival.

Chairman Fisher thanked the residents who spoke and the people who came tonight. He stated that they have a call for a Closed Session for the Board to work through in securing a new County Administrator. He stated that they don't anticipate any action being taken tonight, and if the public would like to, they most certainly can.

Let the record show that no one else came to the podium to speak, and Chairman Fisher closed the public comment period of the meeting.

7. CLOSED SESSION: SECTION 2.2-3711.A1- Discussion, consideration or interviews of prospective candidates for employment regarding the next County Administrator.

Chairman Fisher asked for a Motion to go into Closed Session. With no further discussion, upon Motion by Mr. Trivett, second Mr. Hynson, and carried unanimously, the Board moved into Closed Session. The Chairman stated that it would be best to have the Interim County Administrator in the Closed Session, and the Board agreed.

RECORDING WAS STOPPED, AND THE MEETING MOVED TO CLOSED SESSION

Chairman Fisher asked for a Motion to return to regular session from Closed Session. Upon Motion by Mr. Hynson, second Mr. McCormack. With no further discussion and carried unanimously, the Board is now in Regular Session.

Chairman Fisher then asked for a Certification Motion stating that nothing other than what was listed on the call under Sec 2.2-3711(A)(1) was discussed during Closed Session and no action was taken. Upon Motion by Mr. Ingram, second Mr. Trivett and carried unanimously, Mr. Ingram, Mr. Trivett, Mr. McCormack, Mr. Hynson, and the Chairman votes "aye". The Certification Motion is approved.

8. ADJOURNMENT

The Chairman asked the Board if there was any further business to bring forward. If not, he asked for a Motion to adjourn. He stated that the next scheduled meeting will be a Work Session on September 23rd, 2024, and Mr. Ingram will not be present.

With no further business, The Chairman asked for a Motion to Adjourn. Upon Motion by Mr. Trivett and second by Mr. McCormack, carried unanimously by the Board, the meeting adjourned at 8:00 p.m.

Next scheduled meeting is Monday, September 23, 2024 at 5:30 p.m. in the George D. English, Sr. Memorial Building.

*Darryl E. Fisher*

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