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## NEW KENT COUNTY BOARD OF SUPERVISORS

**September 8, 2014, 6:00 p.m.**

Boardroom, County Administration Building  
12007 Courthouse Circle, New Kent, VA 23124

### **ACTION** **AGENDA**

**CALL TO ORDER** (at 6 p.m.)

**INVOCATION and PLEDGE OF ALLEGIANCE** (led by Rev. Milton Hathaway)

**ROLL CALL** (all present)

#### **CONSENT AGENDA**

**Action:** Mr. Tiller moved to approve the Consent Agenda and that it be made a part of the record. Vote was 5:0, motion carried.

**RESIDENCY ADMINISTRATOR'S REPORT** – Bruce McNabb, Residency Administrator,  
Va. Dept. of Transportation

**CITIZENS' COMMENT PERIOD** (3 minutes/person)

**ITEM 1** Approval of the minutes from the July 30, 2014 work session – County Administrator Rodney Hathaway

**Action:** Mr. Stiers moved to approve the minutes from the July 30, 2014 meeting. Vote was 4:0:1 (with Mr. Davis abstaining), motion carried.

**ITEM 2** Consideration of Lease and Ingress/Egress Easement Term with Worley Properties LLC – County Administrator Rodney Hathaway

**Action:** Mr. Tiller moved that staff negotiate a shorter term for the contract and make the September payment as a non-binding payment. Vote was 5:0, motion carried.

#### **ELECTED OFFICIALS' REPORTS**

#### **STAFF REPORTS**

#### **APPOINTMENTS**

**Action:** Mr. Evelyn moved to appoint Laura Rose as a District One representative to the Planning Commission to complete a term beginning September 15, 2014 and ending December 31, 2014. Vote was 5:0, motion carried.

**MEETING SCHEDULE:** The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on Tuesday, October 14, 2014, and the next work session at 9:00 a.m. on September 24, 2014, both in the Boardroom of the

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County Admin Building. This meeting will be continued until September 10, 2014 at 9:30 a.m. in the Boardroom.

**CLOSED SESSION:**

Action: Mr. Tiller moved to go into Closed Session pursuant to Section 2.2-3711A.7 of the Code of Virginia for consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body regarding the Airport and a request for a zoning determination, and pursuant to Section 2.2-3711A.1 of the Code of Virginia for discussion about prospective candidates for employment involving the Deputy Clerk. Mr. Davis moved to add discussions regarding performance of County employees. Vote was 5:0, motion carried.

Action: Mr. Burrell moved to return to Open Session. Vote was 5:0, motion carried.

Action: Mr. Davis made the certification of Closed Session. Vote was 5:0, motion carried.

**CONTINUATION OF MEETING** until September 10, 2014 at 9:30 a.m.

Action: Mr. Davis moved to continue the meeting until September 10, 2014 at 9:30 a.m. Vote was 5:0, motion carried.

Meeting was suspended at 7:25 p.m.

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**CONSENT AGENDA**

*(Matters included hereunder may be the subject of one motion to approve provided no Board member requests an item to be separated.)*

1. **Approval of Minutes**
  - a. August 11, 2014 business meeting minutes
  
2. **Miscellaneous**
  - a. Memorandum of Understanding between the Department of Social Services and Senior Connections
  - b. Lease Agreement with Head Start
  - c. First Addendum to the Special Project Service Agreement with Central Virginia Waste Authority for household hazardous waste collection, transportation and processing
  - d. First Addendum to the Special Project Service Agreement with Central Virginia Waste Authority for used oil, oil filters and anti-freeze collection, transportation and processing services
  - e. New private road names:
    - i. Vintner's Reserve Lane
    - ii. Vineyard Loop
    - iii. Petit Street
  
3. **Refunds**
  - a. \$473.82 to Ryan Homes for canceled permit #19375-2014
  - b. \$374.03 to Nichols Incorporated for canceled permit #19490-2014
  - c. \$625.00 to The Oaks Development LLC for Chesapeake Bay application fee
  
4. **FY14 Supplemental Appropriations**
  - a. Insurance recovery funds for Public Utilities for a lightning strike on 6/20/14, \$12,516.80
  - b. Insurance recovery funds for the Fire Department for repairs to 2002 Spartan fire truck, date of loss 2/17/14, \$2,520.08
  - c. Additional funds for unemployment compensation, \$89.00

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- d. Funds received from vending machine sales, \$504.69
- e. Additional funds for General District Court appointed attorney fees, \$2,161.00

\$ 17,791.57	Total
\$ (5,185.77)	Total In/Out – General Fund
\$ (12,516.80)	Total In/Out – Utility Fund
\$ (89.00)	From General Fund fund balance

**5. Carry Forward Appropriations**

- a. Utility Fund projects not completed in 2014, \$2,381,778.48
- b. Various County capital projects not completed in 2014, \$3,167,035.81
- c. Various County computer replacement fund projects not completed in 2014, \$46,848.60
- d. Funds for New Kent Fire-Rescue operations, \$29,146.96
- e. Public Education Donations – Fire & Emergency Management \$3,936.80
- f. State Fire Program grant funds, \$40,512.40
- g. Virginia Power funds – Fire & Emergency Management, \$26,477.38
- h. Four for Life grant funds – Fire & Emergency Management, \$34,072.28
- i. VEDEM Local Emergency Management Performance grant – Fire, \$2,386.00
- j. Extension Program sponsorship revenue, \$7,750.61
- k. Funds from vending machine sales, \$2,786.60
- l. Honor Guard grant supplies – Sheriff, \$1,096.26
- m. Auxiliary fund donation – Sheriff, \$173.39
- n. Selective Enforcement occupant grant – Sheriff, \$1,054.97
- o. Selective Enforcement – alcohol grant – Sheriff, \$7,343.22
- p. Selective Enforcement speed grant, Sheriff, \$2,806.98
- q. Funds for GIS equipment for scanner/plotter replacement, \$17,950.00
- r. Miscellaneous donations for Parks & Recreation, \$85.00
- s. Scholarship funds for Parks & Recreation, \$8,984.49
- t. State funds received for Animal Friendly and spay/neuter, \$36,412.17
- u. Legal Professional Services funds – County Attorney, \$4,500.46
- v. Travel funds for the Board of Supervisors, \$2,424.96
- w. Supreme Court Funding for the Circuit Court for a case imaging system, \$12,200.00

\$ 5,837,763.82	Total
\$ (2,386.00)	Total In/Out – General Fund
\$ (10,515.70)	Total In/Out – Grant Fund
\$ (229,199.23)	From General Operating (1) fund balance
\$ (3,167,035.81)	From Co. Capital Fund (7) fund balance
\$ (2,381,778.48)	From Utilities Fund (6) fund balance
\$ (46,848.60)	From Computer Fund (800) fund balance

**6. FY15 Supplemental Appropriations**

- a. Program income received for FY15 from CDBG Plum Point grant participants (August 2014), \$469.00
- b. Extension Program sponsorship revenue Bayer \$6,000 and Carole's Garden, \$7.00, \$6,007.00
- c. Donations for Animal Shelter, \$261.55
- d. Recovered miscellaneous revenue – Sheriff's Office reimbursement for Celerity Cycling Event "Tour of Hampton Roads" \$3,490.36, Graffiti Run \$401.76 and Colonial Downs Rodeo \$694.75, \$4,702.60
- e. Gifts and donations Fire-Rescue, \$75.66
- f. Gifts & donations, Parks & Recreation, \$170.00
- g. Sponsorship revenue for Parks & Recreation, \$140.00

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- h. Insurance recovery funds for Utility Department for lightning strike on 7/16/14, \$2,405.83
- i. Additional FY15 State funds for Social Services Foster parent Respite Care, \$420.00

\$ 14,651.64	Total
\$ (14,651.64)	Total In/Out – General Fund

**7. Interdepartmental Budget Transfers**

- a. *General Services*: \$31,059.10 from Renov Old C'House/NK History Center to New Courthouse HVAC
- b. *Parks & Recreation*: \$18,169.90 from Extension Building-Restroom Renovation, P&R Development, Recreation Master & Const Plans to Park Development
- c. *Clerk of the Board*: \$27,943.00 from Reserved for Contingency to various salary line items
- d. *General Registrar*: \$11,374.36 between various line items to cover overspent budget overages
- e. *Circuit Court*: \$446 from Compensation of Jurors & Witnesses to salary line items
- f. *Airport*: \$9,513 between various line items to cover overspent budget overages
- g. *Buildings & Grounds*: \$7,827.00 from Electric Service to Salary line items
- h. *Building Inspection*: \$1,718 from Books and Subscriptions to Salary line items
- i. *Clerk of Circuit Court*: \$17 between line items to cover overspent budget overage
- j. *Commonwealth Attorney*: \$397 between various line items to cover overspent budget overages
- k. *Fire Rescue*: \$3 between line items to cover overspent budget overage
- l. *Fire Rescue*: \$1,405.00 from Workers Compensation to Communication Lines
- m. *Community Development*: \$544 between line items to cover overspent personnel line items
- n. *County Attorney*: \$261 from Legal Professional Services to Salary line items
- o. *Public Utilities*: \$34 from Overtime to On-Call Pay
- p. *E911 System*: \$2,376 from Salaries & Wages to Part-Time Salaries
- q. *Economic Development*: \$4,583 between line items to cover overspent personnel line items
- r. *Environmental Division*: \$18 between line items to cover overspent personnel line items
- s. *Financial Services*: \$974 between line items to cover overspent personnel line items
- t. *Fire & Emergency Management*: \$27,715 between various line items to cover overspent personnel line items
- u. *Human Resources*: \$134 between line items to cover overspent personnel line items
- v. *Parham Landing Sewer*: \$3,157 between line items to cover overspent personnel line items
- w. *Public Utilities*: \$687.78 between line items to cover overspent personnel line items
- x. *Parks & Recreation*: \$1,933 between line items to cover overspent personnel line items

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- y. *Planning Division*: \$170 between line items to cover overspent personnel line items
  - z. *Refuse Collection*: \$741 between line items to cover overspent personnel line item
  - aa. *Sheriff's Courts*: \$10,377 between line items to cover overspent personnel line items
  - bb. *Sheriff*: \$10,137.00 between line items to cover overspent personnel line items
  - cc. *Treasurer*: \$4,577 between line items to cover overspent personnel line items
  - dd. *Public Utilities*: \$1,484 between line items to cover overspent personnel line items
  - ee. *Public Utilities*: \$300 between line items to cover overspent personnel line item
  - ff. *Victim Witness Assistance*: \$40 between line items to cover overspent personnel line items
- 8. Treasurer's Report:** Cash as of July, 2014: \$28,046,045.19

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