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NEW KENT COUNTY BOARD OF SUPERVISORS

January 10, 2017, 6:00 p.m.

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

A G E N D A

CALL TO ORDER (at 6 p.m.)

INVOCATION and PLEDGE OF ALLEGIANCE (led by Ms. Paige)

ROLL CALL (All members were present.)

ANNUAL ORGANIZATION OF THE BOARD: The Board's first meeting of the year is designated as the annual organization meeting.

A. Election of Officers – the Board will elect a Chairman and Vice-Chairman to serve for 2017

Action: Mr. Davis was elected 2017 Chair and Mr. Evelyn as 2017 Vice Chair. Votes were 4:0:1 (with both Mr. Davis and Mr. Evelyn abstaining from the votes taken on their respective elections).

B. Appointment of Clerk and Deputy Clerk – the Board will appoint a Clerk and a Deputy Clerk to serve for 2017.

Action: Mr. Rodney A. Hathaway was elected 2017 Clerk and Mrs. Wanda F. Watkins was elected 2017 Deputy Clerk. Vote was 5:0

C. Regular Meeting Schedule for 2017 – to be established by adoption of Resolution R-01-17

Action: The Board adopted Resolution R-01-17 setting its 2017 meeting schedule, as presented with one amendment – the July 10th meeting was moved to July 6th. Vote was 5:0.

D. Review of Bylaws – if there are changes, adoption will take place at a future meeting at least 30 days away

Action: Mr. Evelyn moved that the Bylaws be amended as presented and that a vote on adoption be taken at a future meeting that is no less than thirty days from today's date. Vote was 5:0. No date has been set for adoption.

CONSENT AGENDA

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

SMALL BUSINESS CLOSE UP

PRESENTATION – Presentation of Resolution R-55-16 and Recognition of the Woodhaven Shores Community as a Firewise Community by District Four Supervisor Ron Stiers

RESIDENCY ADMINISTRATOR'S REPORT – Virginia Department of Transportation
Maintenance Operations Manager
Bruce Puffenbarger

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CITIZENS' COMMENT PERIOD (3 minutes/person)

ITEM 1 Presentation of FY16 Popular Annual Financial Report (PAFR) –
Accountant Shannon Walton

ITEM 2 Exception Request Windmill Realtors – Community Development
Director Matthew Smolnik

Action: Mr. Stiers moved to approve Resolution R-02-17 granting the request submitted by Ken Pair of Windmill Realtors for an exception to Section 91-128(1) of the New Kent County Subdivision Ordinance. Vote was 4:0:1 with Mr. Tiller abstaining, motion carried.

ITEM 3 County Employee Sick Leave Bank – County Administrator Rodney

Action: Ms. Paige moved to adopt Resolution R-03-17 amending the New Kent County Personnel Policies Manual to establish a sick leave bank for County employees. Vote was 5:0, motion carried.

Public Hearings to be held at 7:00 p.m. or as soon thereafter as possible. Speakers are limited to three minutes each, should come to the podium and state their name and address

ITEM 4 PUBLIC HEARING – Quin Rivers, Inc. Lease – County Administrator
Rodney Hathaway

Action: Ms. Paige moved to authorize the County Administrator to execute a three-year lease agreement between the County of New Kent and Quin River, Inc. for the use of office space at the New Kent Human Services Building. Vote was 5:0, motion carried.

ELECTED OFFICIALS' REPORTS

STAFF REPORTS

Action: Ms. Evelyn moved to adopt Resolution R-05-17 renewing the Charter of the New Kent County Broadband Advisory Committee and reappointing the membership to serve until December 31, 2017. Vote was 5:0, motion carried.

OTHER BUSINESS

APPOINTMENTS

District Appointments:

Mr. Evelyn moved to appoint Patti Gulick as District One representative to the Historic Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Evelyn moved to appoint John Gulick as District One alternate representative to the Historic Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Evelyn moved to appoint Patricia Townsend as a District One representative to the Planning Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Evelyn moved to appoint George Tate, Jr. as a District One representative to the Board of Road Viewers to serve a one-year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Evelyn moved to appoint J. Joseph McLaughlin, III as a District One representative to the Transportation Safety Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Ms. Paige moved to appoint Charles Moss as District Three representative to the Parks and Recreation Advisory Commission to serve a three-year term beginning January 1, 2017 and ending December 31, 2019.

Mr. Stiers moved to appoint Richard Kontny, Jr. as a District Four representative to the Planning Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

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Mr. Stiers moved to appoint Wilbur Collins as a District Four representative to the Transportation Safety Commission to serve a four-year term ending December 31, 2019.
Mr. Davis moved to appoint Edward Pollard as a District Five representative to the Planning Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.
Mr. Davis moved to appoint Julian Ward as a District Five representative to the Wetlands Board, Chesapeake Bay Preservation Board and the Dunes & Beaches Board to serve a five-year term beginning January 1, 2017 and ending December 31, 2021.
Vote was 5:0, motions carried.

Non-District Appointments:

Mr. Evelyn moved to appoint Nancy Goodman as a member of the Board of Quin Rivers Community Action Board to serve a four-year term beginning January 1, 2017 and ending December 31, 2020. Vote was 5:0, motion carried.

Board Member/Staff Appointments:

Mr. Evelyn moved to appoint W.R. Davis, Jr. as the Board representative to the Agricultural and Forestal District Advisory Committee to serve a one year term beginning January 1, 2017 and ending December 31, 2017.
Mr. Evelyn moved to appoint Ron Stiers as the Board representative to the Airport Advisory Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017
Mr. Evelyn moved to appoint Matthew J. Smolnik as staff representative to the Clean County Committee.
Mr. Evelyn moved to appoint Patricia A. Paige as the Board representative to the Historic Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.
Mr. Stiers to appoint Thomas W. Evelyn as the Board representative to the Parks and Recreation Advisory Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.
Mr. Stiers moved to appoint C. Thomas Tiller, Jr. as the Board representative to the Planning Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.
Mr. Stiers moved to appoint W.R. Davis, Jr. as the Board representative to the Social Services Advisory Board to serve a one year term beginning January 1, 2017 and ending December 31, 2017.
Mr. Tiller moved to appoint Ron Stiers as the Board representative to the Transportation Safety Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.
Mr. Tiller moved to appoint Patricia A. Paige as New Kent's Board representative to the Capital Region Policy Board to serve a one-year term beginning January 1, 2017 and ending December 31, 2017.
Mr. Tiller moved to appoint Rodney Hathaway as New Kent's Board alternate representative to the Capital Region Policy Board to serve a one-year term beginning January 1, 2017 and ending December 31, 2017.
Ms. Paige moved to appoint James H. Burrell as a New Kent representative to the Richmond Region Tourism Board to serve a three-year term beginning January 1, 2017 and ending December 31, 2019.
Vote was 5:0, motions carried.

Emergency Management Appointments:

Mr. Stiers moved to appoint W.R. Davis, Jr. as the Director of Emergency Management pursuant to Code of Virginia Section 44-146.19 and as Director of Emergency Services pursuant to County Code Chapter 30-161. Vote was 5:0, motion carried.

Mr. Davis moved to appoint Fire Chief Rick Opett as the Coordinator of Emergency Management pursuant to Code of Virginia Section 44-146.19 and as Coordinator of Emergency Services pursuant to County Code Chapter 30-162. 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 February 13, 2017, and the next work

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session at 9:00 a.m. on January 25, 2017, both in the Boardroom of the County Administration Building (*subject to Board adoption of the proposed 2017 Meeting Schedule*).

CLOSED SESSION

Action: **Mr. Stiers moved to go into Closed Session pursuant to Section 2.2-3711A.1 of the Code of Virginia for consideration of prospective candidates for employment involving New Kent Fire-Rescue and pursuant to Section 2.2-3711A.7 of the Code of Virginia for consultation with the County Attorney regarding specific legal matters requiring the provision of legal advice involving the conditional use permit for the Rockahock Campground.** *Vote was 5:0, motion carried*

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

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

ADJOURNMENT

Action: **Mr. Stiers moved to adjourn the meeting.** *Vote was 5:0, motion carried.*

Meeting was adjourned at 7:59 p.m.

CONSENT AGENDA

- 1. Approval of Minutes**
 - a. December 12, 2016 Business Meeting minutes
 - b. December 15, 2016 Joint Meeting with EDA minutes

- 2. Miscellaneous**
 - a. Approval of Emergency Procurement – Custom Metal Fabrications - \$8,916.57.
 - b. Adoption of Resolution R-04-17 recognizing Jeannie Gilman for her service on the New Kent Clean County Committee.
 - c. Authorization for the County Administrator to sign the proposed lease for Fire Station #4.

- 3. Refunds**
 - a. Due to Ryan Homes – Contractor Canceled Permit BP# 20677-2016, \$351.75.
 - b. Due to Ryan Homes – Contractor Canceled Permit BP# 20399-2016, \$631.32.

- 4. FY17 Supplemental Appropriations**
 - a. Program Income received for FY17 from CDBG Plum Point Grant Participants, \$923.67.
 - b. Donations to Animal Shelter, \$632.09.
 - c. Extension Program Sponsorship Revenue for 2017 Ag Conference Sponsorship: Colonial Soil & Water Conservation District, (\$100.00), Renwood Farms, Inc., (\$100.00), C&F Bank, (\$100.00), Tidewater Seed LLC, (\$100.00), Charles City-James City-New Kent Farm Bureau, Inc., (\$100.00), Colonial Farm Credit, ACA, (\$100.00), Crabbe Aviation LLC, (\$100.00.), James River Seed Co, LLC, (\$100.00), Old Dominion Grain, (\$100.00), Winters Oliver Ins Agency Inc., (\$100.00) and Virginia Crop Improvement Association Inc., (\$100.00); and Wreath Making Workshop, (\$60.00) and Special Projects, (\$587.00), \$1,747.00.

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- d. Gifts & Donations to New Kent Fire & Rescue: TRUIST, (\$42.50) and Nena Manoylovich, (\$1,000.00), \$1,042.50.
- e. Gifts & Donations to Sheriff's Office: R.S. & K.S. Rosemond, \$750.00.
- f. Gifts & Donations to Parks and Recreation: Clifton & Gail Shearin, (\$20.00) and Grand Illumination, (\$331.00), \$351.00.
- g. Co-sponsorship and Affiliate Agreement Funds: New Kent Juniors Volleyball, \$300.00.
- h. Funds for Security Detail: Maurice Alfred Gauthier – Event Date 10/8/16, \$330.39.
- i. Correct funds appropriated in FY17 that were already appropriated in FY16: Security Detail at New Kent Winery 4/24/16, \$771.98.

\$6,848.63 Total
(\$6,848.63) Total In/Out - General Fund (1)

5. FY17 Interdepartmental Budget Transfers

- a. Fire-Rescue – From Contingency to Vehicle Repair & Maintenance (Squad 502 engine replacement & Engine 502 transmission repair), \$27,908.56.

6. Treasurer's Report: Cash as of November 2016, \$40,241,338.98

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