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NEW KENT COUNTY BOARD OF SUPERVISORS

August 14, 2017, 6:00 p.m.

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

ACTION **AGENDA**

CALL TO ORDER (at 6:01 p.m.)

INVOCATION and PLEDGE OF ALLEGIANCE (led by Mr. Tiller)

ROLL CALL (All members were present.)

CONSENT AGENDA

Action: Ms. Paige moved to approve the Consent Agenda and that it be made a part of the record, with the following changes: Item 4.g. FY17 Supplemental Appropriation funds to cover overspent lines in the Registrar Department, \$24,000.18 be removed and brought back for discussion and consideration at the September work session. Vote was 5:0, motion carried.

SMALL BUSINESS CLOSE UP

RESIDENCY ADMINISTRATOR'S REPORT – Virginia Department of Transportation
Ashland Resident Engineer Bruce McNabb
and Maintenance Operations Manager
Bruce Puffenbarger

CITIZENS' COMMENT PERIOD (3 minutes/person)

CLOSED SESSION

Action: Mr. Evelyn moved to go into Closed Session pursuant to Section 2.2-3711A.1 of the Code of Virginia for discussion on the performance of the Building Official and discussion on the assignment of duties to the Community Development Director position. Vote was 5:0, motion carried.

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

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

Action: Mr. Tiller moved that the Board authorize the creation of a new entry-level Building Inspector position in the Building Department starting at Grade Level 20. 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 1 PUBLIC HEARING – Application CUP-03-17 – Jolene Farm Winery – Resolution R-26-17 – Request for a Conditional Use

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Permit to operate a farm winery on Tax Parcel 19-B-3 – Planning Manager Kelli Le Duc and Applicant Brian Mikelaites

Action: Mr. Tiller moved to approve Resolution R-26-17 approving Conditional Use Permit application CUP-03-17 submitted by Jolene Farm Winery. Vote was 5:0, motion carried.

ITEM 2 PUBLIC HEARING – Application CUP-04-17 – Henrico Jail East/ Pyramid Network Services, LLC Communications Tower – Resolution R-27-17 - Request for a Conditional Use Permit to modify and construct a 210 foot public communications tower on Tax Parcel 37-13 – Pyramid Network Services Representative and County Planner David "Koty" Gray

Action: Mr. Stiers moved to approve Resolution R-27-17 approving Conditional Use Permit application CUP-04-17 submitted by Henrico County (Jail East Communications Tower). Vote was 5:0, motion carried.

ELECTED OFFICIALS’ REPORTS

STAFF REPORTS

OTHER BUSINESS

APPOINTMENTS

By District

Action: Ms. Paige moved to nominate Andrea Finn for Circuit Court appointment as a representative to the Board of Zoning Appeals to serve a five-year term beginning January 1, 2017 and ending December 31, 2021. 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, September 5, 2017 and the next work session will be held at 9:00 a.m. on Wednesday, September 27, 2017, both in the Boardroom of the County Administration Building.

ADJOURNMENT

Action: Mr. Evelyn 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. June 28, 2017 Work Session minutes
 - b. July 6, 2017 Business Meeting minutes
 - c. July 26, 2017 Work Session minutes
- 2. Miscellaneous**

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- a. Adoption of Resolution R-28-17 requesting acceptance of streets within Patriots Landing, parcel E, Section 5 (Kimball Lane) into the State System for Maintenance.
- b. Approval of Emergency Procurement – Sherwood-Logan & Associates, \$5,551.00.
- c. Approval of contract for repainting water storage tanks at Minitree Glen and Quinton Park – Town Hall Painting Corporation, \$305,000.
- d. Approval of contract for monitoring equipment maintenance at the WWTP – Hach Corp, \$7,491.
- e. Approval of Proclamation recognizing Eagle Scout Jon Swartout.

3. Refunds

- a. Refund due to Nancy M. Jones – erroneous assessment - \$2,833.75.

4. FY17 Supplemental Appropriations

- a. Program Income received for FY17 from CDBG Plum Point Grant Participants, \$336.41.
- b. Donations for Animal Shelter, \$60.
- c. Funds from VML Insurance – Fire/Rescue Dept. – Veh #963 struck light pole during a training exercise – DOL 6/19/17, \$18,918.82.
- d. Gifts & Donations to Fire/Rescue – TRUIST \$42.50.
- e. Funds for Security Detail: National Multiple Sclerosis Society – Colonial Crossroads Bike MS 6/3-6/4/17 (\$346.91) & On the Run Training, LLC DBA Skyefit – Dionysus Run 5/21/17 (\$462.55), \$809.46.
- f. Additional Funds needed to cover Maidstone Bank Building purchase, \$3,362.50.
- ~~g. Funds to cover overspent lines in the Registrar Department, \$24,000.18.~~
- h. Funds for State Fire Programs Grant, \$5,980.

\$29,509.69 ~~\$53,509.87~~ Total
(\$26,147.19) Total In/Out - General Fund (1)
~~(\$24,000.18) From Fund Balance - General Fund (1)~~
(\$3,362.50) Total In/Out – Capital Projects (7)

5. FY17 Interdepartmental Budget Transfers

- a. Board of Supervisors – From Printing & Binding to Worker’s Compensation, \$129.47.
- b. Financial Services – From Travel – Convention to Wages – Overtime, (\$1,335.00), From Travel – Convention to Retirement – VRS, (\$1.00) and From Travel-Convention to Medical Insurance (\$41.00), \$1,377.00
- c. Parks and Recreation – From FICA to Overtime, (\$20.00), From PT Wages to Overtime, (\$100.00) and From PT Wages to Worker’s Comp, (\$2,215.00), \$2,335.00.
- d. Sheriff’s Department – From Salaries & Wages to Salaries & Wages – Overtime, (\$27,000.00), From Salaries & Wages to Selective

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Enforcement, (\$685.00), From Salaries & Wages to Line of Duty Act LODA, (\$191.00) and From Salaries & Wages to HAS Contribution – Employer, (\$3,000.00), \$30,876.00.

- e. Sheriff's Department – From Part-time Salaries & Wages to Salaries & Wages – Overtime, (\$28,000.00), From Part-time Salaries & Wages to HAS Contribution – Employer, (\$1,000.00), From Part-time Salaries & Wages to ST/LT Disability Premium, (\$384.00), From Furniture & Fixtures to Professional Services, (\$557.00), From Furniture & Fixtures to Dues & Assoc. Memberships, (\$505.00) and From Furniture & Fixtures to Uniforms & Wearing Apparel, (\$459,00), \$30,905.00.
- f. Sheriff's Department – From Part-Time Salaries & Wages to Salaries & Wages, (\$4,662.00), From Gasoline to Salaries & Wages, (\$2,438.00), From Gasoline to Salaries & Wages – Overtime, (\$456.00), From Gasoline to FICA/Medicare, (\$250.00), From Gasoline to Motor Vehicle Insurance, (\$47.00) and From Gasoline to Office Supplies, (\$432.00), \$8,285.00.

6. FY18 Supplemental Appropriations

- a. Program Income received for FY18 from CDBG Plum Point Grant Participants, \$75.
- b. Donations for Animal Shelter, \$510.
- c. Additional Funds for Social Services Programs, \$10,974.
- d. Funds from VML Insurance – Sheriff's Dept. – Veh #298 vehicle hit truck tire in the road – DOL 7/12/17, \$271.
- e. Funds for FY18 Grand Illumination: C&F Bank (\$100) & Becky Ringley, DBA State Farm (\$25), \$125.
- f. Gifts & Donations to Fire/Rescue – Richard E. Potter (\$300) & TRUiST (\$42.50), \$342.50.

\$12,297.50 Total
(\$11,910.50) Total In/Out - General Fund (1)
(\$387.00) From Fund Balance – Social Services (2)

7. FY18 Carryforward Appropriations

- a. Carryforward unspent FY17 General Services Funds, \$16,000.
- b. Carryforward unspent FY17 Bulletproof Vest partnership Grant Funds, \$2,259.32.
- c. Carryforward unspent FY17 Funds for the Board of Supervisors Convention and Travel, \$4,382.30.

\$22,641.62 Total
(\$1,129.66) Total In/Out - General Fund (1)
(\$21,511.96) From Fund Balance – General Fund (1)

8. Treasurer's Report: Cash as of June 2017, \$38,081,666.49.

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