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## **NEW KENT COUNTY BOARD OF SUPERVISORS**

**September 5, 2017, 6:00 p.m.**

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

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

**CALL TO ORDER** (at 6:00 p.m.)

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

**ROLL CALL** (All members were 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.

#### **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)

**ITEM 1**            **2017 Richmond-Crater Multi-Regional Hazard Mitigation Plan Update – Resolution R-30-17 – Fire Chief Rick Opett**

Action: **Mr. Evelyn moved to approve Resolution R-30-17 adopting the 2017 Update to the Richmond-Crater Multi-Regional Hazard Mitigation Plan.** Vote was 5:0, motion carried.

**ITEM 2**            **Lease Purchase Financing for Fire Apparatus – Resolution R-31-17 – County Administrator Rodney Hathaway**

Action: **Mr. Tiller moved to adopt Resolution R-31-17 approving lease purchase financing for fire apparatus with Bank of America.** 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 3**            **PUBLIC HEARING – Ordinance Amendment OA-03-17 – Subdivision Ordinance - Ordinance O-22-17 – Proposed Amendments to Article III, Chapter 91, Section 91-57(8) and 91-57(11) of the New Kent County Code – Planning Manager Kelli Le Duc and Environmental Programs Manager Justin Stauder**

Action: **Mr. Tiller moved to adopt Ordinance O-22-17.** Vote was 3:2, (Ayes – Evelyn, Tiller & Davis; Nays – Stiers and Paige) motion carried.

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**ITEM 4 PUBLIC HEARING – Comprehensive Plan Amendments – Resolution R-32-17** – Proposed Amendments to the Natural Resources Section and Maps Section of the New Kent County Comprehensive Plan – *Planning Manager Kelli Le Duc and Environmental Programs Manager Justin Stauder*

Action: **Mr. Tiller moved to adopt Resolution R-32-17.** Vote was 5:0, motion carried.

**ITEM 5 PUBLIC HEARING – Comprehensive Plan Amendments – Resolution R-33-17** – Proposed Amendments regarding Appendix C (Route 106 Arterial Management Plan) of the New Kent County Comprehensive Plan – *Planning Manager Kelli Le Duc*

Action: **Ms. Paige moved to adopt Resolution R-33-17.** Vote was 5:0, motion carried.

**ITEM 6 THIS ITEM WAS ADVERTISED BUT HAS BEEN WITHDRAWN PUBLIC HEARING – Disposal of Surplus Well Lot – Resolution R-29-17**

**ELECTED OFFICIALS' REPORTS**

**STAFF REPORTS**

Action: **Mr. Tiller moved to authorize the County Administrator to execute a contract with Haley Builders Incorporated in the amount of \$329,000 pending final contract approval by the County Attorney for the second phase of the Historic School east wing renovation.** Vote was 4:1, (Ayes – Stiers, Evelyn, Tiller & Davis; Nays – Paige) motion carried.

Action: **Ms. Paige moved to appropriate \$36,000 from Fund 7, Capital Improvement Fund to line item 4-007-091000-9920 for the purchase of a vehicle for the New Deputy Sheriff position that was approved in the FY18 budget.** Vote was 5:0, motion carried.

**OTHER BUSINESS**

**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 assignment of duties to the Community Development Director position and for discussion of a public contract involving the expenditure of public funds and discussion of the terms or scope of such contract where discussion in an open session would adversely affect the bargaining position and negotiating strategy of the Board, involving the construction of Firehouse 505.** Vote was 5:0, motion carried.

Action: **Mr. Stiers 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.

**APPOINTMENTS**

**MEETING SCHEDULE:** The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on Monday, October 9, 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 8:59 p.m.

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**CONSENT AGENDA**

- 1. Approval of Minutes**
  - a. August 14, 2017 Business Meeting minutes
  
- 2. Miscellaneous**
  - a. Approval of Emergency Procurement – NexGen HVAC Services LLC, \$2,374.50.
  - b. Approval of Change Order – Alpha Corporation on call services, \$30,000.
  
- 3. FY17 Supplemental Appropriations**
  - a. Funds received from the Office of the Attorney General for FY17 TRIAD, \$150.
  - b. Four For Life Funds for Fire/Rescue, \$22,908.08.
  - c. Funds needed for secure detention at Merrimac Juvenile Detention Center, \$39,221.
  - d. Funds received for Parks & Rec Program Sponsorships which had been misappropriated to Parks & Rec Co-Sponsorships, \$4,495.
  - e. Funds from VML Insurance: Sheriff’s Dept. – Veh #293 DOL 6/28/17 – vehicle struck deer; Fire Dept. – Veh #913 DOL 2/9/17 – engine was driven into ditch, \$2,336.17.
  - f. Funds received from Vending Machine Sales: Sheriff’s Office (\$59.68) & Administration (\$241.13), \$300.81.

\$64,916.06 Total  
(\$25,545.06) Total In/Out - General Fund (1)  
(\$150.00) Total In/Out - Grants (6)  
(\$39,221.00) From Fund Balance – General Fund (1)
  
- 4. FY17 Interdepartmental Budget Transfers**
  - a. Administration – From Contingency Reserve – FY17 to Office Supplies, \$209.
  - b. Administration – From Federal Engineering – On Call Tech Support to CAD System Upgrade, \$49,901.95.
  - c. Administration – From Pub Safety Radio Sys – 800 MHZ to CAD System Upgrade, \$505,011.32.
  - d. Administration – From New Courthouse HVAC to Facility Management Software Upgrade, \$22,000.
  - e. Airport – From Fuels-Vehicles/Equipment to Retirement-Health Ins Credit, \$119.
  - f. Utilities – From Diesel Fuel to various Retirement-Health Ins Credit line items, \$1,902.
  - g. Building & Grounds – From Workers Compensation to Disability Insurance Premium, \$165.
  - h. Building Inspections – From FICA to Wages – Regular, (\$1), to Retirement – VRS, (\$1) and to Medical Insurance, (\$124), \$126.
  - i. CSA Administration – From Medical Insurance to Wages – Regular, (\$513), to FICA, (\$15), to Retirement – VRS, (\$1) and to Group Insurance – Life, (\$1), \$530.

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- j. Clerk of the Board – From Advertising to Wages – Regular, (\$1,667), to FICA, (\$67), to Retirement – VRS, (\$146), to Medical Insurance, (\$91) and to Workers Compensation, (\$22), \$1,993.
- k. Commissioner of Revenue – From Wages – Regular to Wages – Short Term Disability, (\$1,901), to Medical Insurance, (\$12) and to Workers Compensation, (\$32), \$1,945.
- l. Commonwealth Attorney – From Wages – Regular to Medical Insurance, (\$74) and to Workers Compensation, (\$6), \$80.
- m. Community Development Admin – From FICA to Wages – Regular, (\$1), to Retirement – VRS, (\$1), to Hospital/Medical Plans, (\$79) and to Workers Compensation, (\$93), \$174.
- n. County Sewer & Reclaim System – From Wages – Regular to Wages – Part-time Overtime, (\$802) and to On-call Pay, (\$562), \$1,364.
- o. Environmental – Community Development – From Medical Insurance to Wages – Part-time Regular, (\$12,158), From Wages – Regular to Wages – Part-time Regular, (\$2,513), From Retirement – VRS to FICA, (\$887) and From Retirement – VRS to Workers Compensation, (\$320), \$15,878.
- p. Economic Development – From Contract Services to Wages – Part-time Regular, (\$1,312), From Dues & Association Memberships to Wages – Part-time Regular, (\$1,555), From Office Supplies to Wages – Part-time Regular, (\$588), From Computer Supplies to Wages – Part-time Regular, (\$247), From Computer Supplies to Hospital/Medical Plans, (\$84), From Computer Supplies to Group Insurance – Life, (\$1) and from FICA to Workers Compensation, (\$50), \$3,837.
- q. Fire-Rescue – From Life Insurance to Part-time Overtime, (\$205), From Turn-Out Gear Replacement to FICA, (\$3,222) and From Travel to FICA, (\$1,900), \$5,327.
- r. Fire-Rescue – From Salaries & Wages to Overtime, (\$4,000), From Salaries & Wages to Part-time Salaries, (\$4,000), From Special Duty to Part-time Salaries, (\$1,235), From Retirement to Part-time Salaries, (\$1,000), From Medical Plans to Part-time Salaries, (\$2,500), From HAS Contribution-Employer to Part-time Salaries, (\$1,000), From LODA-Volunteers to Part-time Salaries, (\$1,000), From Maintenance Service Contracts to Part-time Salaries, (\$3,069), From Advertisements to Part-time Salaries, (\$1,000), From Travel to Part-time Salaries, (\$1,897), From Mileage to Part-time Salaries, (\$200), From Dues & Association Memberships to Part-time Salaries, (\$260) and From Electric Service to Part-time Salaries, (\$2,400), \$23,561.
- s. Human Resources – From Advertising to Wages – Regular, (\$654), to Retirement – VRS, (\$51), to Group Insurance – Life, (\$8) and Disability Premiums, (\$1), \$714.
- t. Information Technologies – From FICA to Medical Insurance, (\$2) and to Disability Insurance Premiums, (\$1), \$3.
- u. Parham Landing Sewer – From Wages – Regular to Wages – Part-time Overtime, (\$6,419), to Medical Insurance, (\$602) and to Disability Insurance Premiums, (\$167), \$7,188.
- v. Parham Landing Water – From Wages – Part-time Overtime to Wages – Regular, \$81.
- w. Planning – From Career Development to Wages – Regular, (\$168), to Wages – Overtime, (\$62), to Retirement – VRS, (\$14.84), to HAS Contribution-Employer, (\$1,000) and to Group Insurance – Life, (\$3), \$1,247.84.
- x. Refuse Collection – From Wages – Part-time Overtime to Wages – Regular, (\$645), to Wages – Overtime, (\$742), to Wages – Part-time Regular,

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- (\$1,246) to Medical Insurance, (\$35) to Disability Insurance Premium, (\$15), \$2,683.
- y. Sheriff – From Pub Safety Radio Sys – 800 MHZ to CAD System Upgrade, \$13,560.
- z. Social Services – From Wages – Regular to Wages – Part-time Regular, \$3,478.
- aa. Utility Administration – From Wages – Overtime to Retirement – VRS, \$1.
- bb. Utility Fund – From Repairs & Maintenance to Wages – Regular, (\$16,798), to Wages – Part-time Overtime, (\$2,052), to FICA, (\$813), to Retirement – VRS, (\$1,443), to Group Insurance – Life, (\$217) and to Disability Insurance Premiums, (\$98), \$21,421.
- cc. Various General Fund Departments – From Reserved for Contingency to various Retirement-Health Ins Credit line items, \$4,499.
- dd. Victim/Witness Assistance – From Wages – Part-time Regular to Wages – Regular (\$53) and to Group Insurance – Life, (\$1), \$54.
- ee. VA Wireless E911 Fund Exp – From FICA to Wages-Regular, (\$1) and to Group Insurance – Life, (\$1), \$2.

**5. FY18 Supplemental Appropriations**

- a. Program Income received for FY18 from CDBG Plum Point Grant Participants, \$475.
- b. Donations for Animal Shelter, \$150.
- c. Gifts & Donations to Fire/Rescue: Theresa M. Conroy, (\$50) & John & Tabitha Raines, (\$250), \$300.
- d. FY18 Grand Illumination: Gracefield Hall, LLC T/A Gracefield Hall Bed & Breakfast, (\$100) & Baylands Federal Credit Union, (\$500), \$600.
- e. Security Detail: Dagen Electric Company, LLC – Traffic Control at Love’s Truckstop – 7/17-7/19/17, (\$1,426.18) & 7/26-7/27/17, (\$443.27), \$1,869.45.
- f. Donations received for New Kent University: Davenport & Company, \$1,400.
- g. Co-Sponsorship and Affiliate Agreement Funds: New Kent Youth Association – Baseball Account, \$2,472.
- h. Donations received for TRIAD: New Kent Parks & Recreation Raffle, \$42.
- i. Funds for the FY18 Selective Enforcement Grants for Alcohol, (\$28,300), Speed, (\$10,500) and Occupant, (\$5,250) plus FICA for each.

\$64,786.45 Total  
(\$7,158.45) Total In/Out - General Fund (1)  
(\$53,500.00) Total In/Out - Grants (6)  
(\$3,978.00) From Fund Balance – General Fund (1)

**6. FY18 Interdepartmental Budget Transfers**

- a. Administration – From Reserved for Contingency to Professional Services, \$8,000.
- b. Public Utilities – From Diesel Fuel to Convention/Travel, \$2,000.

**7. FY18 Carryforward Appropriations**

- a. Carryforward FY17 New Kent University & Grand Illumination Funds (Fund 1), Promotional Items, (\$471.48) & Special Events, (\$3,259.98), \$3,731.46.
- b. Carryforward FY17 General District Court Funds (Fund 1), Office Supplies, \$894.45.

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- c. Carryforward FY17 Sheriff's Office Funds (Fund 1), Insurance Damages/Recoveries, (\$1,308.75), Food Supplies, \$140.44, Police Supplies, (\$1,024.71), Honor Guard Supplies, (\$616.44), T.R.I.A.D., (\$22.51), Machinery & Equipment, (\$8,545.92) & Veterinarian Supplies, (\$8,545.92), \$34,695.95.
- d. Carryforward FY17 Victim/Witness Assistance Funds (Fund 1), Donated Operating Supplies, \$4.72.
- e. Carryforward FY17 Fire/Rescue Funds (Fund 1), Four for Life Grant Funds, (\$30,339.05), Professional Services, (\$36,057.00), Building Project Upgrades, (\$22,000.61), Repairs & Maintenance – Extrication, (\$120.00), Maintenance Service Contracts – Extrication, (\$2,100.00), Printing & Binding, (\$3,846.40), Donations – Public Education, (\$7,943.94), State Fire Programs Fund, (\$22,466.37), Insurance Damages/Recoveries, (\$19,180.82), Uniforms & Wearing Apparel, (\$15,472.01), Turn-Out Gear Replacement, (\$7,214.17), Professional Services, (\$9,175.00) and Mach & Equipment – Va Dominion Power Funds, (\$18,312.97), \$194,228.34.
- f. Carryforward FY17 Parks & Recreation Funds (Fund 1), Childcare Quality Initiative Program, (\$8,236.90), Scholarship Program, (\$11,972.13) and Sponsorship Facility Improvements, (\$1,443.22), \$21,652.25.
- g. Carryforward FY17 Extension Program Sponsorship Revenue (Fund 1), Programs – Outside Sources, \$13,176.26.
- h. Carryforward FY17 Sheriff's Office Funds (Fund 6), LLEBG Equipment, (\$1,774.00), TRIAD Crime Prevention – Seniors Grant, (\$1,650.00), Wages – Selective Enforcement – Alcohol, (\$8,560.00), Travel – Convention, (\$385.42), Wages – Selective Enforcement – Speed, (\$2,355.00) and Wages – Selective Enforcement – Occupant, (\$1,370), \$16,094.42.
- i. Carryforward FY17 Capital Projects Funds (Fund 7) - \$6,791,695.61
  - County Access Control Upgrade \$ 33,691.00
  - NKMS Needs Assessment \$ 25,000.00
  - P&R - Wahrani Nature Trail \$ 2,094.61
  - Park Development FONK Proffer - Receipt Uncertain \$ 82,041.25
  - Park Development - County Funds \$ 984,363.83
  - P&R Equipment \$ 4,720.00
  - P&R - Historic School Fields/Bleachers \$ 1,200.00
  - New Courthouse - Steps/Sidewalk \$ 40,000.00
  - IT – Surveillance Cameras \$ 24,065.40
  - Finance - Upgrade ERP Software \$ 762,747.51
  - Board Room Technology Upgrades/Sound Improvements \$ 12,714.56
  - GIS Topography \$ 16,849.51
  - CAD System Upgrade \$ 673,413.27
  - New Courthouse - HVAC \$ 29,919.50
  - County Facility Rehab Projects \$ 36,406.88
  - Vehicle - Building Development \$ 22,050.00
  - Vehicle - Community Development/Environmental \$ 21,000.00
  - Fire Station #1 \$ 50,000.00
  - Facility Management Software Upgrade \$ 22,000.00
  - CD - Purchase Development Rights \$ 101,959.73
  - Donations - Fire Station #4 \$ 125.00

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Stretchers - Cot Retention	\$	56,000.00
Fire Station Construction	\$	1,744,909.92
Historic School Campus - Renovations	\$	278,781.01
Replace MS Bleachers/Sound System	\$	73,906.82
Student Building Conference Room - Sound Proof	\$	4,871.85
NKMS - Lighting	\$	13,048.90
NKES - Front Office	\$	9,552.00
NKMS Improvements	\$	90,000.00
NKMS - HVAC Controls/Fire Alarm Panel	\$	14,343.96
Schools Misc. Improvements/Equipment	\$	19,675.00
School Buses	\$	101,673.00
Appropriation of Funds from Prior Years	\$	185,906.63
GWES/Others Roof Maintenance/Repairs	\$	12,357.08
Pavement Sealing - System Wide	\$	25,456.07
SBO Renovation	\$	11,902.50
NKHS Roof Repairs	\$	1,949.02
NKMS Expansion	\$	1,172,238.80
Affordable Housing	\$	28,761.00

j. Carryforward FY17 Litter Grant Funds (Fund 15), Promotional, \$0.14.

k. Carryforward FY17 Airport Funds (Fund 97) - \$580,592.16

Special Events - Fall Festival	\$	9,329.28
Terminal Building Improvements	\$	3,087.99
Perimeter Fence - Local	\$	10,000.00
Perimeter Fence - State	\$	40,000.00
New Kent Airport Business Center	\$	22,226.89
Disadvantage Business Enterprise - 2%	\$	120.00
Disadvantage Business Enterprise - 8%	\$	480.00
Disadvantage Business Enterprise - 90%	\$	5,400.00
MIRL/REIL Design 2% Local	\$	837.97
MIRL/REIL Design 8% State	\$	3,351.83
MIRL/REIL Design - 90% Federal	\$	37,708.20
RAMP Rehabilitation - 2%	\$	2,961.00
RAMP Rehabilitation - 8%	\$	11,844.00
RAMP Rehabilitation - 90%	\$	133,245.00
MIRL/REIL Construction - 2% Local	\$	6,000.00
MIRL/REIL Construction - 8% State	\$	24,000.00
MIRL/REIL Construction - 90% Federal	\$	270,000.00

l. Carryforward FY17 Public Utilities Funds (Fund 98) - \$1,382,536.28

Professional Services	\$	2,375.50
Domestic Meter Supply	\$	3,513.12
Repairs & Maintenance	\$	6,500.00
Maintenance Service Contracts - SCADA	\$	12,900.00
GIS As Built Insertions	\$	5,000.00
Repairs & Maintenance	\$	1,000.00

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Maintenance Service Contracts - SCADA	\$	4,000.00
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Repairs & Maintenance	\$	7,500.00
Maintenance Contract - SCADA	\$	22,450.00
GIS As-Builts	\$	3,072.10
SCADA System Installation - Water	\$	87,850.00
SCADA System Installation - Sewer	\$	11,200.00
Interconnect Larger/Smaller Water Systems	\$	41,978.56
Ground Level Tank Maintenance	\$	594,889.30
Water Supply Plan Feasibility Study	\$	158,368.55
Microwave Antenna-Admin/Courthouse	\$	12,785.81
GIS Utility Mapping & Updates	\$	7,787.11
Water System Interconnect - Phase 1A	\$	175,680.00
Replace Storage Garage Building	\$	18,059.55
Well & Pump Preventive Maintenance	\$	50,000.00
Extend Water Up Rt33/Rt30/I64	\$	151,626.68

- m. Carryforward FY17 Computer Replacement Funds (Fund 800), Sheriff, (\$8,753.84) and Building Inspections, (\$4,800.00), \$13,553.83.

\$9,064,514.64	Total
(\$266,865.94)	From Fund Balance - General Fund (1)
(\$16,094.42)	From Fund Balance - Grants (6)
(\$0.14)	From Fund Balance - Clean County/Litter (15)
(\$580,592.16)	From Fund Balance - Airport Fund (97)
(\$1,382,536.28)	From Fund Balance - Water/Sewer (98)
(\$6,791,695.61)	From Fund Balance - Capital Projects (7)
(\$13,553.83)	From Fund Balance - Computer Replacement (800)

- 8. Treasurer's Report:** Cash as of July 2017, \$33,867,118.53.

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