

A REGULAR WORK SESSION WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS ON THE 25TH DAY OF FEBRUARY IN THE YEAR TWO THOUSAND FIFTEEN IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING, NEW KENT, VIRGINIA, AT 9:00 A.M.

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IN RE: CALL TO ORDER

Chairman C. Thomas Tiller, Jr. called the meeting to order.

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IN RE: ROLL CALL

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| Thomas W. Evelyn      | Present |
| C. Thomas Tiller, Jr. | Present |
| James H. Burrell      | Present |
| Ron Stiers            | Present |
| W. R. Davis, Jr.      | Present |

All members were present.

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IN RE: QUIN RIVERS COMMUNITY ACTION AGENCY UPDATE

Quin Rivers Community Action Board Executive Director Jack O. Lanier, Dr. P.H., was present to provide an update on various programs and services offered by Quin Rivers. Dr. Lanier thanked the Board for the opportunity to speak and noted he was new to the position, having started almost ninety days ago. He shared some personal background information which included but was not limited to twenty-three years active duty with the Army medical unit, service as a Virginia Commonwealth University Professor and a number of years of service on the Virginia State Board of Health of which he also had served as Chairman. He thanked the County for their support during Quin Rivers' recent transition and noted the Agency was currently fully staffed.

Dr. Lanier indicated he had reviewed the New Kent County Strategic Plan and believed it mirrored the type of work and services provided by Quin Rivers. He noted the Quin Rivers' mission was "Strengthening Individual, Family and Community Development." He provided handouts detailing several projects currently offered in support of New Kent County and Charles City County residents. Among those projects was "Project Hope" which was designed to provide support to victims of domestic violence. He reported that services provided through "Project Hope" included individual and group counseling, court advocacy, information and referrals, training for community groups and allied professionals, educational presentations, emergency transportation to shelters, hospital accompaniment, emergency financial services and crisis intervention as well as a variety of other services. He stressed the importance of communities having victim support programs at the local level. Information was also provided on the "Healthy Families" project which included prenatal services, parenting group sessions, a home visitation program, transportation to medical appointments and emergency financial services.

Dr. Lanier noted that Quin Rivers' staff were committed to serving families and individuals in the region and relied on many good partners to provide needed services. He further noted that the current location was ideal with its close proximity to Social Services and easy access to transportation. He reported that he was working on increasing Quin Rivers' visibility in the Community and was focused on making Quin Rivers the best Community Action Agency in the State.

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IN RE: EXPEDITED REVIEW GUIDELINES FOR NON-RESIDENTIAL ECONOMIC  
DEVELOPMENT PROJECTS

Community Development Director Matt Smolnik provided an overview of guidelines for expediting the review process for non-residential economic projects. He indicated that New Kent County had informally utilized a fast track review process in the past and staff had been working to formalize a set of guidelines for commercial and industrial projects. He noted that expedited review projects would be given higher priority in the work flow than other non-expedited projects. Mr. Smolnik further noted that not all plans should receive expedited review and suggested that the Board may want to consider setting a threshold for determining eligibility.

Mr. Smolnik noted projects eligible for expedited review would not be exempt from any codes or ordinances, from adequate professional New Kent County staff review or from the need of good professional plan preparation by the project manager. He also drew attention to the fourteen-day turnaround times for County staff review and for revising and resubmitting site plans to the County and indicated site plans, subdivision plats and building plans could be reviewed concurrently. Mr. Smolnik also noted projects meeting certain criteria would be eligible to receive land disturbance and footing and foundation permits prior to final site plan approval and weekly meetings between the review team and design team would be required for all expedited review projects.

Mr. Evelyn suggested it may be better to change the fourteen calendar day turnaround to ten business days. Mr. Smolnik indicated that in his past experience calendar days had most often been used. He noted the guidelines were still in the discussion phase and he welcomed the Board's input. He indicated he would be bringing a resolution to the Board at a future meeting and asked Board members for guidance in regard to setting a financial investment threshold to determine eligibility for expedited review. After some discussion, the general consensus was that 1.5 million dollars would be an appropriate level.

Mr. Burrell asked if there were no large projects in the works would smaller businesses be put on the fast track. Mr. Smolnik indicated that while smaller businesses would be processed through as quickly as possible, he did not recommend they be given the expedited review designation.

Mr. Smolnik reported that he was aware of a project that would be submitting plans in the near future and indicated he would like to use this project as a test case to see how well the expedited review process would work. He noted that weekly meetings between the review and design teams would be critical and suggested the expedited process would save two to five months from start to finish.

Mr. Smolnik asked for guidance in regard to calendar days versus business days. Mr. Hathaway indicated discussion of the schedule would be included in the pre-application meeting and although fourteen days was a goal, adjustments could be made for holidays or other circumstances as necessary.

Mr. Burrell moved to place the Expedited Review Guidelines for Non-Residential Economic Development Projects as presented, with the addition of a 1.5 million dollar threshold, on the March business meeting agenda for consideration. The members were polled:

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| Thomas W. Evelyn | Aye |
| James H. Burrell | Aye |
| Ron Stiers       | Aye |

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| W. R. Davis, Jr.      | Aye |
| C. Thomas Tiller, Jr. | Aye |

The motion carried.

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IN RE: BOTTOMS BRIDGE CORRIDOR OVERLAY REGULATIONS

This item was pulled from the agenda and will be rescheduled pending Planning Commission subcommittee review.

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IN RE: SMALL BUSINESS CLOSE-UP PRESENTATION AT BUSINESS MEETINGS

Community Development Director Matt Smolnik indicated he had attended the Chamber of Commerce event the previous evening and it had been a great opportunity for him to meet some of the County business owners. He reported over 1,100 business licenses were issued annually by New Kent County and many of those were for businesses providing services of which most citizens were not aware. He asked the Board to consider the addition of a three to five minute "Small Business Close-Up" to the regular business meeting agenda. The goal of the "Small Business Close-Up" would be to highlight local business and allow the business owners or managers an opportunity to provide information on what services their businesses offer, their location, upcoming promotions or sales and contact information. Mr. Smolnik suggested there be a rotation between the five election districts with Supervisors being responsible for contacting local businesses within their respective districts and providing information to him for scheduling presentations at upcoming Board meetings.

Board members were supportive of the idea of adding a "Small Business Close-Up" to the agenda and discussion followed regarding the best way to notify County businesses of this opportunity and how best to make specific business selections. County Attorney Michelle Gowdy suggested that an application process should be considered. County Administrator Rodney Hathaway suggested that the County's website and Facebook page could be used as a means to spread the word. Mr. Tiller suggested that Commissioner of Revenue Laura Ecimovic could also provide information to businesses at the time they applied for or renewed their licenses. Mr. Evelyn suggested that information could be included in the County's annual mailing to businesses. The general consensus was to start the "Small Business Close-Up" with the April meeting and have the rotation begin with District One.

Mr. Davis moved to have staff place the "Small Business Close-Up" proposal on the March business meeting agenda. The members were polled:

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| James H. Burrell      | Aye |
| Ron Stiers            | Aye |
| W. R. Davis, Jr.      | Aye |
| Thomas W. Evelyn      | Aye |
| C. Thomas Tiller, Jr. | Aye |

The motion carried.

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IN RE: RADIO PROJECT UPDATE

County Administrator Rodney Hathaway reported that the County had received notice from Motorola that they were rescinding their radio project price offer. He noted working with Motorola on a stand-alone system was still an option.

County Attorney Michelle Gowdy reported that discussions were in progress with a firm in Fairfax, Virginia regarding the renewal of the County's FCC licenses. She indicated this firm also provided radio system engineering services and had been asked to provide a quote which she expected to receive later that day. She reported this firm had worked with several neighboring localities including King and Queen and King William Counties and also had experience working with both Harris and Motorola.

Mr. Davis noted that four Board Members as well as a number of Sheriff's Office, Fire-Rescue and County staff members had recently visited Harris facilities in Lynchburg. Although some of those in attendance had better understood the information provided than others, he noted it was clear there was much they didn't know.

Ms. Gowdy agreed and noted the Fairfax firm had indicated New Kent was not alone in this regard. She suggested the Board proceed with renewing the licenses first and then focus on the radio project. She indicated that the Fairfax firm had no affiliation with either Harris or Motorola and their goal was to be nonbiased and to make recommendations based on determined needs. She reminded Board members that some discussions regarding the radio project may be FOIA exempt because of their connection to public safety.

Mr. Evelyn asked if the County was still moving forward with obtaining a price quote from the other vendor. Ms. Gowdy indicated a quote was still expected.

Mr. Burrell noted the Board had been working with two vendors and suggested the vendors would tell the County what they thought they wanted to hear. He indicated his support for securing the services of an expert to help the Board make the best decision.

Mr. Davis suggested one million dollars could possibly be saved in bus radios if a different model was used. He further suggested that buses traveling into areas most difficult to reach could be provided with radios with more capabilities. He asked Chief Deputy Joe McLaughlin for his thoughts on this suggestion. Deputy McLaughlin indicated he felt an outside perspective from an independent person would be best and recommended leaving that decision to the experts.

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IN RE: OTHER BUSINESS – DOMINION POWER UNDERGROUND UTILITIES

Mr. Davis reported that Dominion Power was actively moving forward with plans for installing underground utilities in areas currently serviced by overhead lines which had been most difficult to maintain. He reported that residents of properties to be impacted were receiving letters from Dominion seeking underground utility right-of-ways. He noted he had contacted Dominion to let them know these right-of-ways could only be given by property owners which were not necessarily the same as property residents. He suggested that Board members may be hearing from constituents in their districts regarding these letters.

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IN RE: OTHER BUSINESS – BUDGET RETREAT

County Administrator Rodney Hathaway confirmed the availability of Board Members to attend a Budget Retreat on Thursday, March 12<sup>th</sup>. The retreat would be from 9:00 a.m. to 1:00 p.m. and would be held at the New Kent Forestry Center located at 11301 Pocahontas Trail, Providence Forge, Virginia. Mr. Hathaway indicated the School Board had requested time on the retreat agenda and he would be presenting his budget recommendations to the Board at the March 9<sup>th</sup> business meeting.

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IN RE:           CLOSED SESSION

Mr. Davis moved to go into Closed Session pursuant to Section 2.2-3711A.29 of the Code of Virginia for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board involving a public safety county wide radio system; Section 2.2-3711A.5 of the Code of Virginia for discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in New Kent County; and 2.2-3711A.7 of the Code of Virginia for consultation with legal counsel employed by the Board regarding specific legal matters requiring the provision of legal advice by such counsel involving contract negotiations and Parks and Recreation. The members were polled:

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| Ron Stiers            | Aye |
| W. R. Davis, Jr.      | Aye |
| Thomas W. Evelyn      | Aye |
| James H. Burrell      | Aye |
| C. Thomas Tiller, Jr. | Aye |

The motion carried.

Mr. Burrell moved to return to open session. The members were polled:

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|-----------------------|-----|
| W. R. Davis, Jr.      | Aye |
| Thomas W. Evelyn      | Aye |
| James H. Burrell      | Aye |
| Ron Stiers            | Aye |
| C. Thomas Tiller, Jr. | Aye |

The motion carried.

Mr. Davis made the following certification:

Whereas, the New Kent County Board of Supervisors has convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law;

Now there be it resolved that the Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

The Chairman inquired whether there was any member who believed that there was a departure from the motion. Hearing none, the members were polled on the certification:

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| Thomas W. Evelyn | Aye |
| James H. Burrell | Aye |
| Ron Stiers       | Aye |

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| W. R. Davis, Jr.      | Aye |
| C. Thomas Tiller, Jr. | Aye |

The motion carried.

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IN RE: VDOT ROADS IN BUSINESS SUBDIVISIONS

Mr. Evelyn indicated he had been approached by an individual who was considering building a business subdivision with eight or fewer lots and had been asked if the Board would consider waiving the requirement for the roads to be built to VDOT specifications. After some discussion, the general consensus was the Board would not consider waiving this requirement.

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IN RE: MEETING SCHEDULE

Chairman Tiller announced that the next regularly scheduled meeting of the Board of Supervisors would be at 6 p.m. on March 9, 2015 and the next work session would be held at 9:00 a.m. on March 25, 2015. Both meetings would be held in the Boardroom of the County Admin Building. The Board would also be holding a budget retreat on Thursday, March 12, 2015 at 9:00 a.m. at the New Kent Forestry Center located at 11301 Pocahontas Trail, Providence Forge, Virginia.

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IN RE: ADJOURNMENT

Mr. Davis moved to adjourn the meeting. The members were polled:

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| James H. Burrell      | Aye |
| Ron Stiers            | Aye |
| W. R. Davis, Jr.      | Aye |
| Thomas W. Evelyn      | Aye |
| C. Thomas Tiller, Jr. | Aye |

The motion carried.

The meeting was adjourned at 11:03 a.m.