

A REGULAR WORK SESSION WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS ON THE 28TH DAY OF OCTOBER IN THE YEAR TWO THOUSAND FIFTEEN IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING, NEW KENT, VIRGINIA, AT 9:00 A.M.

IN RE: CALL TO ORDER

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

IN RE: ROLL CALL

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.

IN RE: INTRODUCTION OF NEW KENT DEPARTMENT OF SOCIAL SERVICES
MANAGEMENT TEAM

Social Services Director Jon Martz introduced members of the Department of Social Services (DSS) management team. Team members included Family Services Supervisor Suzanne Grable, Administrative Office Manager Dana Boothe, Benefit Program Supervisor Tiffany Elam and Family Services Specialist Dion Blyther. Mr. Martz reported he was thrilled to have these individuals on board and noted that DSS was no longer recruiting for any vacancies.

Mr. Davis indicated he would like to give Mr. Martz a pat on the back. He pointed out there had been a lot of turnover in DSS which he suggested was "the nature of the beast" but noted Mr. Martz had been doing a wonderful job and had been keeping positions filled.

IN RE: SCHOOL BOARD FY15 YEAR END TRANSFER

School Superintendent Dr. David Myers and School Board Chair Sarah Grier Barber presented a request for the FY15 School General Fund year-end balance of \$467,980.70 to be transferred and appropriated to the CIP – Appropriation of funds from prior year's account (7-092000-9920). Dr. Myers noted the School Board had approved this request on October 5th as well as requests for several transfers from the CIP - Appropriation of funds from prior year's account including:

- \$20,000 to the School General Fund (205) for furniture,
- \$25,000 to the School General Fund (205) for data/records management of back file information and
- \$7,608.41 to the School Grant Fund (207) to cover a negative balance from prior years.

Dr. Myers noted the only contingency funding available for schools was year-end carry over funds. He suggested some of these funds could be used to cover school CIP projects to be described in the "Consideration of School Board 2016-2017 CIP Planning" agenda item.

Mr. Evelyn expressed some concerns in regard to the large year-end balance. Dr. Myers indicated he was a saver and had made it a priority to not need to come back to the

Supervisors to ask for more money. Dr. Myers also pointed out this carry over was similar in comparison to the County's year-end carry over.

IN RE: CONSIDERATION OF SCHOOL BOARD 2016-2017 CIP PLANNING

School Superintendent Dr. David Myers and School Board Chair Sarah Grier Barber were present to provide information on enrollment projections and CIP planning for 2016-2017.

Dr. Myers reviewed enrollment projections through 2024 which had been based on a six-year average and live births. He pointed out live births had increased during the recession resulting in a steady increase in student population for several years but a slight slowdown was now being noted. Dr. Myers reported current enrollment was 2,997 which did not include pre-school students. Although current pre-school enrollment was 48 and brought the total student population up to 3,045, there was no state funding for these additional students. He suggested if housing statistics didn't change significantly over the next five to six years, the school division could make do without a new school for eight or more years. Dr. Myers also pointed out that much of the recent residential growth had been in age restricted communities but, if more growth was seen in family friendly neighborhoods, the need for a new school may need to be moved up to five or six years.

Dr. Myers also reviewed a summary of future classroom needs. He pointed out the digital conversion would result in two computer labs at each elementary school being available for use as general classroom space next year. Although these rooms would accommodate some additional enrollment, there could still be a need in the future for one trailer to support enrollment at the elementary level. Mr. Evelyn asked if the Kindergarten population was increasing. Dr. Myers indicated Kindergarten enrollment had steadily increased for a number of years and this was the first year a slowdown had been noted.

Dr. Myers indicated there had been 825 new dwellings constructed in New Kent from FY11 to FY15 and during that time, 161 new students had enrolled in New Kent County Public Schools which equated to .2 students per dwelling. Mr. Tiller asked if the age-restricted dwellings had been included in the new dwellings figure and if so, would it be helpful in making projections if they were removed. Dr. Myers indicated age-restricted dwellings had been included and it would be helpful if they were removed.

Mr. Davis indicated he understood Reverend Milton Hathaway had been working to provide tutoring in support of the Chromebook® initiative and asked Dr. Myers if he could provide additional information. Dr. Myers reported that Reverend Hathaway was working with My Brother's Keeper to provide tutoring and with Cox Cable to get more Wi-Fi service in place. He noted Cox had not said yes or no, but efforts were being made to get more restaurants and churches to make Wi-Fi available.

Dr. Myers presented a brief overview of the FY16-17 School Board CIP requests. He noted some items had been marked with an asterisk because they were considered to be the most important. Marked items included:

- Renovating Special Services (\$15,000) – Recommended renovations to provide more privacy when meeting with clients.
- Relocating Maintenance Shop (collaboration with the County) (price TBD) – A site near the Vehicle Maintenance Facility was being considered. Plans were for the shop to be a prefabricated metal building with several offices and restrooms.
- Repairing High School Track (\$169,438) – The track surface was reaching the end of its life expectancy and had last been repaired ten years ago. Dr. Myers indicated he hoped the price would come in a little lower than the estimate.

- Replacing Middle School Gym Bleachers and Sound System (\$176,000) – Dr. Myers noted these items were near the end of their life expectancy and had been installed in the school in 1989.
- Replacement of New Kent High School Scoreboard (\$15,000) – The advanced age of the score board was making it difficult to find replacement parts. Plans were for the replacement to be similar to the current scoreboard.

Dr. Myers indicated the cost of some of these projects could be covered with year-end transfer funds.

Mr. Evelyn asked why the middle school HVAC system had not been marked as a priority. School Executive Director of Finance and Budget Hayne Morgheim reported two units were scheduled to be replaced this year with previously approved CIP funds.

Mr. Stiers suggested the School Board consider taking another look at outsourcing school bus service. He suggested this was becoming a national trend and information presented several years ago had suggested a possible annual savings of \$300,000. Dr. Myers acknowledged that transportation was a big piece of the school budget and was also the most complicated safety component. Mr. Stiers suggested that bus service companies used national contracts to purchase buses and received better prices. Dr. Myers indicated New Kent used state contracts to purchase buses and was also able to get large volume pricing. He suggested “the devil would be in the details” and indicated he would be happy to look further into this option.

Mr. Evelyn also asked why the middle school lighting had not been marked as a priority. Director of School Maintenance Tim Pollock indicated this project was being completed in three levels and this was the second year in the process. The last year would include outside lighting at the school. Dr. Myers noted there were two things that could significantly change the appearance of a building, lighting and paint, and Mr. Pollock had done a good job in both areas at the middle school.

Dr. Myers indicated he hoped the Board would authorize the School Board’s requested year-end carry over. He suggested that with a twenty-nine million dollar budget, the year-end balance was not a large amount. He closed his comments by again stressing that he never wanted to be in the position of needing to come back to the Board to ask for more money.

IN RE: LOVE’S TRAVEL STOP PRESENTATION

Love’s Travel Stops & Country Stores had requested the opportunity to present preliminary information on proposed facilities to be located in New Kent County. Real Estate Project Manager Bill Gleason presented a brief overview of the company. He noted the company had been founded in 1964, was privately held by the Love family and currently had over 340 stores in forty states. He reported Love’s had been a sponsor of the Children’s Miracle Network since 1999 and had raised over twelve million dollars during that time. All employees were required to receive “Truckers Against Trafficking” (TAT) training which was affiliated with the National Center for Missing and Exploited Children. Mr. Gleason also noted the opening of a Love’s Travel Stop often spurred other new developments in the surrounding area and he referenced specific examples from other states.

President of Chipola Engineering Group Stacy Phippen provided the Board with an overview of features to be included in the Travel Stop’s design and site plan. Mr. Phippen indicated preliminary plans included a convenience store, a fast food restaurant with a drive-through (currently considering McDonalds) and an interior fast food restaurant. Other proposed features included a tire service building with two pull-through bays, seven auto fueling

stations allowing up to 14 autos to fuel at one time, 73 auto parking spaces, eight truck fueling stations allowing up to 16 semis to fuel at one time and 89 truck parking spaces. Mr. Evelyn asked how this compared to the number of fueling stations at the nearby Pilot Travel Center. Mr. Phippen indicated he was not sure but believed six truck fueling stations were located at Pilot. Mr. Phippen indicated the high-volume fuel pumps to be installed at Love's would be capable of providing 250 gallons of fuel in just five minutes and would allow for the fueling of 96 trucks per hour during peak times.

Mr. Phippen also provided an overview of the proposed traffic flow, parking and circulation. New Kent's Code requirements were cited throughout the presentation followed by Love's response to each of those requirements and in all cases, Love's met or exceeded the requirements. Mr. Phippen noted the plans were conceptual at this point but would be finalized through the process.

Traffic Engineer John Riley reported the process of studying traffic flow in the area had been started two years ago. Since that time, there had been a total of four studies conducted with the last having been finalized this past summer. He reported the proposal met all County and VDOT traffic requirements and included the construction of a new access road connecting to Emmaus Church Road. VDOT had also required the installation of a traffic light and turn lanes. Mr. Riley noted a tremendous amount of time and energy had been spent on the traffic studies to be sure the project was done correctly. He also noted parking and circulation issues had persisted on the Pilot side of Route 106 and suggested the access plans for the Love's project could help alleviate some of those issues. The Love's site plan also provided for more than adequate internal stack space for trucks waiting to fuel. He further noted VDOT was also in the process of conducting a Route 106 Corridor traffic study.

Spaces for onsite truck parking would be 12.5 feet in width and 65 to 75 feet in depth depending on location. Mr. Riley noted these dimensions had been proven to provide a safe and effective solution to the parking needs of drivers that visited other Love's locations. He also pointed out there would be a 100 foot perimeter buffer along the side and rear yard of the property. Although wetlands were present, the 100 foot required Resource Protection Area had been delineated and the project posed no environmental impact in this regard. Mr. Evelyn asked how close the closest truck would come to the neighboring church. It was noted there would be several hundred feet between the Love's project and the church and there was another property between Love's and the church which was currently on the market for sale.

A safety and security plan had also been developed to ensure protection of employees and customers at all times of the day and night as well as during emergency weather conditions. Implementation of the plan would limit opportunities for illegal activities to occur on the site. Mr. Riley noted that for safety reasons, a federal requirement was in place for truck drivers to park their vehicles after a certain number of hours on the road. A recent VDOT Virginia Truck Parking Study had reported a 562 space shortfall along I-64 east of I-95 and he noted the 89 proposed truck parking spaces would alleviate some of that shortfall.

Mr. Gleason thanked the Supervisors for the opportunity to speak and to share what Love's would like to do in New Kent. He indicated this project involved a twelve million dollar investment and would provide "good paying jobs" with most employees holding full-time positions. He also indicated 401k and insurance plans would be available. He also noted the significant role Love's could play in the event of a hurricane evacuation. He pointed out many fueling centers outsourced fuel delivery but, because trucks providing fuel to Love's would be owned by the company, their stations would be the focus of deliveries. Love's

would have fuel and backup generators would be ready to keep pumps up and stores open. He closed by noting the lasting impact Love's could have on employment and taxes.

Mr. Davis asked where Love's purchased fuel. Mr. Gleason indicated purchases were made based on who offered the best price.

Mr. Stiers noted New Kent already had a McDonalds and asked why another fast food restaurant such as Chick-fil-A was not being considered. Mr. Gleason noted Chick-fil-A was closed on Sundays and would not open stores in truck stops. Because truck stops were open 24 hours a day, 7 days a week, a restaurant that would be able to keep those hours was needed.

Mr. Burrell asked how long it would take for Love's to build the facility and be open for business. Mr. Gleason indicated it would take approximately six months. He noted the Love's group had worked hard to get all plans in place prior to actually purchasing the property and once approved, things would move quickly.

County Administrator Rodney Hathaway indicated the next step would be for the proposal to go before the Planning Commission for a public hearing. Due to November scheduling conflicts for Love's, this public hearing had tentatively been scheduled for December. The Planning Commission would then send the proposal along with their recommendations to the Board of Supervisors for a public hearing and consideration possibly in January.

Mr. Tiller called for a five minute recess. When the Board reconvened, Mr. Hathaway announced the Love's group had been able to make an adjustment in their schedule and, as a result, the proposal would go to the Planning Commission in November and to the Supervisors in December. He noted there would be sufficient time to advertise for the November public hearing.

IN RE: DISCUSSION REGARDING DUCK BLINDS

County Administrator Rodney Hathaway noted residents on Colony Trail in Lanexa had expressed concerns regarding the close proximity of duck blinds to residential properties and had presented a petition to the Board asking for assistance. Mr. Hathaway reported the closest property to the blinds was 191 yards and the farthest was 292 yards. He indicated there had been conversations with representatives from the Department of Game and Inland Fisheries (DGIF) and that Mr. Davis had also spoken with DGIF's representative responsible for the oversight of waterfowl blind licensing. He reported that DGIF had indicated the marsh owner appeared to be in compliance with the law and, because of his riparian rights, was not required to license his blinds. Mr. Hathaway suggested there were two options the Board could consider to address the concerns of the home owners but there were drawbacks with both options. The first option involved the enacting of an ordinance that would prevent the discharging of a firearm within a certain distance of a home. Mr. Hathaway pointed out if the Board were to take this route, the ordinance could not be limited to a specific area and would apply to the entire county. The second option involved making the area in question a "no hunting zone".

Mr. Davis reported he had been negotiating in good faith with the home owners and the marsh owner in an effort to reach a compromise but when he last spoke to the marsh owner, the owner had directed him to speak with his lawyer.

County Attorney Bill Hefty noted state law allowed the County to establish no hunting zones but the marsh owner could legally challenge the County on the basis that state law would trump local law.

Mr. Davis reported he was hearing three major concerns when speaking with the home owners. The first concern was aesthetics. Mr. Davis noted the duck blind did not look good and, although the marsh had been hunted for many years, it had never been hunted this far in from the river. The second concern was safety. Mr. Davis reported the blind had been constructed in a fashion that would only allow shooting from the front of the blind away from homes. The third concern was noise. Mr. Davis suggested there was little that could be done about the noise. He noted the marsh owner had purchased the land to be able to duck hunt and his property rights had to be considered too. He noted he wasn't sure what the County could do but suggested if the Board began restricting property rights, they would be "opening a can of worms". Mr. Davis reported the marsh owner had indicated he would not hunt the blind more than four to five times per season and had assured him shots would not be fired in the direction of the shore. Mr. Davis then suggested the best advice the Board could offer the home owners would be to keep a record of what they heard and report back to the Board.

IN RE: FY15 SUPPLEMENTAL APPROPRIATIONS – SCHOOL BOARD GRANT FUNDS

Financial Services Director Mary Altemus reported a recent audit had revealed New Kent County Schools had received additional grant funds which had not been appropriated by the Board of Supervisors. The request before the Board was that additional grant funds in the amount of \$7,423.48 be appropriated for Highly Qualified Consortium and \$62,494.00 be appropriated for Security Equipment. Mr. Davis asked if the schools were receiving funds the County didn't know about. Ms. Altemus indicated schools had not notified the County of receipt of these grant funds and the auditors had recommended the Board make these appropriations so the books would not appear to be off. She pointed out school finance staff had not understood the process but were on board now. County Administrator Rodney Hathaway reminded the Board some school finance staff were new and were still working out practices and procedures.

Mr. Davis moved to approve FY15 Supplemental Appropriations for the School Board including grant funds in the amounts of \$7,423.48 for Highly Qualified Consortium and \$62,494.00 for Security Equipment. The members were polled:

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

The motion carried.

IN RE: 2016 LEGISLATIVE AGENDA DISCUSSION

County Administrator Rodney Hathaway noted County Attorney Bill Hefty had another engagement and had left the meeting and County Attorney Jeff Gore would assume County Attorney responsibilities for the remainder of the session. Mr. Hathaway reported that both Mr. Hefty and Mr. Gore were registered lobbyists for the County.

Mr. Hathaway began a review of the draft 2016 New Kent County Legislative Agenda. Part I of the agenda included a number of actions items including:

- Funding for Alternatives to Groundwater – Mr. Hathaway noted this was a huge issue for many localities and reported he had recently attend a Peninsula Mayors and Chairs meeting where he had learned that all in attendance were including a similar item in their Legislative Agendas.
- Interstate 64 Widening – Mr. Hathaway pointed out this item had been on the County's list for some time but he felt it should remain as a reminder of its importance to the County's legislative representatives. He noted there were currently no resources allocated for an extension between Route 199 and I-295.
- Broadband – Mr. Hathaway noted this was a huge issue faced by many localities specifically those in underserved rural areas.
- Industrial Residual – Mr. Hathaway noted this had been a new item on the County's agenda the previous year. He reported there was currently one open permit in New Kent County but the property owner no longer wished for Synagro to continue using his property for waste disposal.
- Local Fiscal Impacts – Mr. Hathaway reported this item was a request for the General Assembly to amend the Code of Virginia to require that all bills that would have a local fiscal impact be filed on the first day of the General Assembly session. This would allow localities time to conduct a fiscal impact analysis to address any "unfunded mandates".

Part II of the agenda included the County's Position Statements. These statements included:

- Support for full funding for all legislation mandated for localities by the General Assembly that would have any associated cost.
- Support of regionalism and cooperation encouraging localities to work together.
- Opposition to any legislative or regulatory moratorium on the transfer of newly constructed secondary roads to VDOT for the purposes of ongoing maintenance as well as opposition to any legislation that would require the transfer of secondary road construction and maintenance responsibilities to counties.
- Support for any legislation that would allow Colonial Downs to maximize its potential to benefit the Commonwealth and New Kent County.
- Support for the Virginia Association of Counties 2016 Legislative program.

Mr. Evelyn suggested something should be included to show support for HCA's request for a Certificate of Public Need (COPN) for a MRI unit in New Kent County. Mr. Hathaway suggested an action item be included asking that the state review the COPN process and urging the General Assembly to repeal the associated statutes. It was noted that Delegate Chris Peace was preparing to submit a bill asking for this at the upcoming session. There was a general consensus that this was an important topic and should be added to the Legislative Agenda. This item would be brought back for consideration at the November business session. County Attorney Jeff Gore indicated this would provide ample time for filing by the December 8th deadline. Mr. Hathaway asked that Board members review what was being proposed and encouraged them to provide feedback.

IN RE: NEW KENT TAXABLE FRINGE BENEFITS POLICY

County Administrator Rodney Hathaway noted that a draft Taxable Fringe Benefits Policy had been included in meeting packets and asked that the Board consider adopting this policy as a part of the New Kent County Personnel Policies Manual (section 2.14). He pointed out this policy advised staff that some items they may receive while employed by the County could be considered as taxable income. He reported that the Internal Revenue

Service (IRS) had stepped up audits and Botetourt County in southwestern Virginia had recently been fined significantly for failing to properly tax certain fringe benefits. He provided a brief overview of what was considered taxable and nontaxable and cited several examples including nontaxable safety equipment and taxable take-home vehicles.

Mr. Davis asked if this would also apply to school buses. Mr. Hathaway noted he had not seen any exemption for school buses.

Under this policy, refuse site worker uniforms would be taxable and Mr. Hathaway noted consideration was being given to adjusting salaries for those employees to offset any additional taxes. Exceptions in some cases were noted for retirement gifts and performance awards. Mr. Hathaway pointed out Board approval was required for any changes to the Personnel Policies Manual.

Mr. Tiller asked if the County could not leave the responsibility for reporting a gift to the individual receiving the gift. Mr. Hathaway pointed out the Code was very specific in that taxation of these gifts should be handled through payroll deduction. County Attorney Jeff Gore confirmed this requirement and advised the Board that it would be in the County's best interest to put this policy in place.

Mr. Davis moved to protect the health and welfare of our citizens by approving the proposed section 2.14 of the New Kent County Personnel Policies Manual regarding Taxable Fringe Benefits. The members were polled:

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

The motion carried.

IN RE: OTHER BUSINESS – COMMUNITY AND CROSSROADS SIGNAGE

Mr. Burrell noted that certain communities and crossroads within the County had no identifying signage and it had been discussed several months ago that these should be marked. He asked if any progress had been made in this regard. County Administrator Rodney Hathaway reported that VDOT had a program in place to address this type of signage. He suggested that the County would need to identify areas to be marked and once identified, a formal request could be made to VDOT. Mr. Hathaway suggested maps could be brought to the next work session and the Board could identify where signs were needed.

IN RE: OTHER BUSINESS – PARKS AND RECREATION GYM HVAC PROJECT

County Administrator Rodney Hathaway pointed out that the Parks and Recreation Gym HVAC project had been added to the agenda under "Other Business" and information regarding bids received and project specifications had been provided. He reported the County had advertised an Invitation for Bids (IFB) for the installation of a new HVAC system in the Parks and Recreation gym. Nine bids were received and Mid-Atlantic Group had submitted the lowest bid at \$49,000. Mr. Hathaway reported this bid was considered to be very low so staff had met with Mid-Atlantic, checked references and carefully reviewed the proposal and felt confident the contractor had the ability to perform the work. The contract was still undergoing County Attorney review and Mr. Hathaway asked that the Board

consider awarding the contract to Mid-Atlantic for \$49,000 and to authorize him to execute a contract in a form approved by the County Attorney.

Mr. Evelyn asked if Parks and Recreation staff Kim Turner and Jason Baldwin had been involved in the contractor selection process. Mr. Hathaway indicated they had and that both felt comfortable with plans to move forward. He noted the plans provided with the IFB had been very specific and Mid-Atlantic was proposing to use the same units as those specified. He also noted staff would watch over the project closely and Building, Grounds and Maintenance Supervisor David Bednarczyk would also be involved in the oversight.

Mr. Burrell moved to award a contract to Mid-Atlantic Group, Inc. in the amount of \$49,000 for the installation of a new heating and cooling system in the Parks and Recreation Gym and to authorize the County Administrator to execute a contract in a form approved by the County Attorney. The members were polled:

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

The motion carried.

IN RE: MEETING SCHEDULE

Chairman Tiller announced the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Thursday, November 12, 2015 and the next work session would be held at 9:00 a.m. on Wednesday, November 18, 2015. Both meetings would be held in the Boardroom of the County Administration Building.

IN RE: CLOSED SESSION

Mr. Burrell moved to go into Closed Session pursuant to Section 2.2-3711A.3 of the Code of Virginia regarding the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining or negotiating position of the County, pursuant to Section 2.2-3711A.5 for the 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 the County, and pursuant to Section 2.2-3711A.1 for the discussion of a specific personnel matter. The members were polled:

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

The motion carried. The Board went into closed session.

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

Thomas W. Evelyn	Aye
W. R. Davis, Jr.	Aye

James H. Burrell	Aye
Ron Stiers	Aye
C. Thomas Tiller, Jr.	Aye

The motion carried.

Mr. Evelyn 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 therefore 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:

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

The motion carried.

IN RE: ADJOURNMENT

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

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

The motion carried.

The meeting was adjourned at 12:32 p.m.