

A SPECIAL WORK SESSION WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS ON THE 23rd DAY OF AUGUST IN THE YEAR TWO THOUSAND SIXTEEN IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING, NEW KENT, VIRGINIA, AT 9:00 A.M.

IN RE: CALL TO ORDER

Chairman Stiers called the meeting to order.

IN RE: ROLL CALL

Thomas W. Evelyn	Present
C. Thomas Tiller, Jr.	Present
Patricia A. Paige	Present
Ron Stiers	Present
W. R. Davis, Jr.	Present

IN RE: MAIDSTONE DECLARATION OF COVENANTS

County Administrator Rodney Hathaway distributed copies of the lease agreement with Heritage Public Library as well as the Declaration of Protective Covenants. He told the Board these documents were similar to the last drafts they had received. On April 11, 2016 the New Kent County Board of Supervisors had approved a purchase agreement for the Maidstone bank building for the relocation of the Heritage Public Library. The purchase agreement required the buyer and seller negotiate a Declaration of Protective Covenants by August 27th. He noted there were many restrictions in the Declaration and the document included clauses exempting the County from certain of the restrictions however, the exemptions would not follow to any future property owners. He made note of Section 3.02 – Prohibited Uses – which would apply to the County and indicated he had not found anything objectionable.

The Maidstone Property Owners Association (POA) and what it would mean specifically for the County was addressed. Mr. Hathaway told the Board that a five-member Board of Directors would be set up once the project was complete and the POA would give the County “a seat at the table.” Mr. Stiers said he thought it would behoove the County to join the POA and that he agreed with the owner of the Maidstone properties, John Adamson, in that the POA would prevent someone from coming in and painting the building orange and the like. Mr. Hathaway added that the POA also gave Mr. Adamson the authority to do upkeep such as cutting the grass, if needed.

Mr. Davis asked if everyone was satisfied with the outcome of the documents presented. Mr. Evelyn indicated the POA was the only thing of concern for him.

Mr. Hathaway reviewed the Heritage Public Library lease, reminding the Board that the County would be responsible for mechanical items and maintenance while the Library would be responsible for furniture and fixtures. Mr. Stiers stated that the lift would be the responsibility of the County. Mr. Hathaway agreed and said that the lift is a requirement of the building, so it would be the responsibility of the County.

Mr. Davis made a motion to authorize the County Administrator to execute the proposed Maidstone Declaration of Covenants and the Heritage Library Lease Agreement prepared in a form approved by the County Attorney. The members were polled:

Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
W. R. Davis, Jr.	Aye
Ron Stiers	Aye

The motion carried.

IN RE: UPDATE ON PROJECTED FY17 PERSONAL PROPERTY AND REAL ESTATE TAX REVENUES

Finance Director Mary Altemus provided the Board with a spreadsheet outlining \$505,578 in estimated additional Fiscal Year 2017 (FY17) revenue. The FY17 budget reflected total personal property revenues budgeted in the amount of \$4,504,689 versus the \$5,010,267 personal property billed and due December 5, 2016. These computations reflected a ninety-four percent collection rate for personal property.

Commissioner of the Revenue Laura Ecimovic told the Board the additional revenue was due, in part, to growth (new homes) and businesses. She also noted that already this year her office had an additional one thousand vehicles registered.

County Administrator Rodney Hathaway passed out a handout providing information on Capital Improvement Plan projects totaling \$120,442,550. He also provided budget amendments to reflect how the additional revenue in personal property could be allocated for school capital projects. He suggested increasing the school set aside by one penny (\$257,847), as well as replacing the one penny set aside that had previously been reallocated to fund additional firefighters in FY17.

Mr. Hathaway called attention to the School Maintenance Shop noting he had asked the Schools to look at this project in the event additional parking at the Historic School would be needed after renovations are completed.

Ms. Paige asked if the ERP software would replace the Bright system. Mr. Hathaway indicated it would and if the decision was to not move forward with a new system, there would be many independent systems being used. He added that the ERP software would not work for the Commissioner of the Revenue's Office, however they were working on other resources for that office.

Mr. Evelyn said he would not want the County to spend a large amount of money and then find that the system wouldn't work for most of the departments, referencing a previous system that didn't work for permitting and had been terminated.

Discussion continued regarding the upcoming joint meeting with the School Board and when a new elementary school may be needed. Ms. Paige asked where the estimates in cost for a new school came from and Mr. Hathaway noted the Department of Education website gave information on what new schools were costing in the area. He told the Board that a new school would add 19 cents on the tax rate, almost doubling the County's debt service as the County normally enters into 20 year financing on capital projects. He suggested starting in FY18 setting aside two cents every year for the next five years, which he said would be tough to solely rely on new growth. He concluded that he did not see how a new school could be built without a tax increase but that he would look into alternative methods of

financing as well as telling the Superintendent of Schools that the County could not bear all of the expense alone suggesting that an additional \$1 million per year would be required.

Mr. Davis asked how the radio project was coming along. Mr. Hathaway reported that the Schools should be online by September 1st with public safety following in October. He also reported that Contingency for this project had been depleted. Mr. Evelyn said that he would like to see what was approved by the Board versus what had been ordered because he had a big problem with reports of cost at this point. Mr. Hathaway spoke about delays on the project due to tower leases that needed to be updated and a bird nest on the tower that could not be moved. Mr. Stiers asked if any of the delays were on Harris's part and Mr. Hathaway replied that there had been some issues but that Harris had hired a project manager solely for New Kent and now things were moving forward.

Mr. Davis also asked for an update on the broadband project. Mr. Hathaway said in mid-September they would be able to report to the State and he added that the consultant had said that wireless would be the best option for the County.

Mr. Davis stated that with all of the other projects in the pipeline, he suggested putting another penny back into the Schools and to "leave the rest for hard times." Mr. Hathaway said that he would prepare a budget transfer for two pennies to be put in Schools set aside.

Ms. Ecimovic presented the Board with a few staffing requests that she had previously produced at budget hearings. She suggested that a number of issues existed that she felt justified her requests, the first being payroll inequities. She compared her Chief Deputy Commissioner's salary to that of the Chief Deputy Treasurer, saying that newer staff was frequently being hired at a higher rate.

The Commissioner of Revenue's second issue was with raises/equitability to counterparts in other jurisdictions and she felt that her staff was producing the majority of the income for the County. She stated that her office was four positions short based on state guidelines for staffing standards.

Ms. Ecimovic said the DMV Select in her office was up eleven percent in profit over the last year, having taken some of the business from the Laburnum DMV location. She also stated that she needed an additional full-time position in her office but would be happy with a part-time position because she was at the point where she would have to decrease front line services in order to get the back line services completed. Ms. Paige asked if there was a dedicated DMV Select staff member and Ms. Ecimovic stated that it was a shared position with no staff entirely devoted to DMV agent duties. Mr. Evelyn asked if an additional staff member had been added when the DMV Select originally opened. Ms. Ecimovic replied in the affirmative and told the Board that arrangement had only worked for one year. Ms. Paige asked if this request would be coming every year as the County grew and how sharing this responsibility was better than having one dedicated person. Ms. Ecimovic said that a new staff member would facilitate and fill in for DMV Select – but would not be a lead – she did not see having someone just for DMV due to the downtime. Ms. Paige asked if a new position would keep the window open at lunch. Ms. Ecimovic said that she could try and she thanked the Board for taking her request into consideration.

IN RE: CLOSED SESSION

Mr. Evelyn moved to go into Closed Session pursuant to Section 2.2-3711A.1 of the Code of Virginia for discussion of salaries of specific public officers, appointees, or County employees involving the Commissioner of the Revenue's Office and pursuant to Section 2.2-3711A.3 for

discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County involving Fire Station #4. The members were polled:

C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
Ron Stiers	Aye

The motion carried. The Board went into closed session.

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

Patricia A. Paige	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye
Ron Stiers	Aye

The motion carried.

Mr. Evelyn moved that the Board certify by roll call vote that to the best of each member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session. The members were polled on the certification:

W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye

The motion carried.

IN RE: OTHER BUSINESS

Ms. Paige made a motion to increase the Chief Deputy Commissioner of the Revenue's salary to \$55,000 effective September 1, 2016.

The members were polled:

Thomas W. Evelyn	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
W. R. Davis, Jr.	Aye
Ron Stiers	Aye

The motion carried.

IN RE: ADJOURNMENT

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

C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
Ron Stiers	Aye

The motion carried.

The meeting was adjourned at 11:10 a.m.