

THE REGULAR MEETING OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 10th DAY OF JANUARY IN THE YEAR TWO THOUSAND SEVENTEEN IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING IN NEW KENT, VIRGINIA, AT 6:00 P.M. DUE TO INCLEMENT WEATHER, THIS MEETING HAD BEEN RESCHEDULED FROM JANUARY 9, 2017.

IN RE: CALL TO ORDER

2016 Chairman Ron Stiers called the meeting to order.

IN RE: INVOCATION AND PLEDGE OF ALLEGIANCE

Ms. Paige gave the invocation and led the Pledge of Allegiance.

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

All members were present.

IN RE: ANNUAL REORGANIZATION – ELECTION OF OFFICERS FOR 2017

The Board's first meeting of the year is designated as the annual reorganization meeting.

Nominations were opened for the office of 2017 Chairman. Mr. Evelyn nominated Mr. Davis for Chairman of the Board of Supervisors for a term of one year. There were no other nominations.

Mr. Tiller moved to close nominations for Chairman of the Board of Supervisors. There being no discussion, the members were polled:

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

The motion carried.

Mr. Evelyn moved to elect Mr. Davis as Chairman of the Board of Supervisors for a term of one year. There being no discussion, the members were polled:

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

The motion carried.

Mr. Davis assumed the chair position.

Nominations were opened for the office of Vice Chairman. Mr. Tiller nominated Mr. Evelyn for Vice Chairman of the Board of Supervisors for a term of one year. There were no other nominations.

Ms. Paige moved to close nominations for Vice Chairman of the Board of Supervisors. There being no discussion, the members were polled:

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

The motion carried.

Mr. Tiller moved to elect Mr. Evelyn as Vice Chairman of the Board of Supervisors for a term of one year. There being no discussion, the members were polled:

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

The motion carried.

IN RE: ANNUAL REORGANIZATION – APPOINTMENT OF CLERK AND DEPUTY CLERK
FOR 2017

Ms. Paige moved to appoint Rodney A. Hathaway as Clerk and Wanda F. Watkins as Deputy Clerk for 2017. There being no discussion, 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: ANNUAL REORGANIZATION – 2017 MEETING SCHEDULE

Before the Board for consideration was Resolution R-01-17 setting the Board's 2017 Meeting Schedule.

Mr. Davis reviewed the list of proposed meeting dates and asked members if there were any conflicts. Mr. Evelyn indicated he had a conflict with the proposed July 10th business meeting date and asked the Board to consider moving the meeting. After some discussion, July 6th was selected as an alternate date.

Ms. Paige moved to adopt Resolution R-01-17 setting the 2017 Meeting Schedule, as presented with one amendment; that being that the July 10th business meeting be moved to July 6th. 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.

IN RE: ANNUAL REORGANIZATION – BYLAWS

Before the Board for consideration were its Bylaws, with several proposed amendments. County Administrator Rodney Hathaway reviewed the proposed amendments and drew attention to several including:

- Article IV – Meetings – Item C – Order of Business had been modified to include “Small Business Close Up”, “Residency Administrator’s Report”, “Other Business” and “Appointments”. Mr. Hathaway noted these items were routinely a part of the regular agenda and proposed amendments would bring the bylaws in line with current practice.
- Article VIII – Procedures for Financial Control – Item B-3 - add “Finance and” between the words “by” and “the County Administrator”. Item B-4 – add “Finance and” at the beginning of the sentence. Mr. Hathaway indicated these amendments would also bring the bylaws in line with current practice.
- Article VIII – Procedures for Financial Control – Item D – remove “exceeding \$50,000.00” and insert “and amendments as outlined in the New Kent County Purchasing Manual.” This change would eliminate the need to amend the bylaws when/if provisions of the New Kent County Purchasing Manual were changed.

Mr. Hathaway noted that Article X regarding Bylaws amendments required that proposed changes be first presented for consideration and then a vote on adoption be taken at a future meeting that was no less than 30 days from the present date.

Mr. Evelyn moved that the Bylaws be amended as presented and that a vote on adoption be taken at a future meeting that is no less than thirty days from today’s date. 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.

At the close of the annual reorganization, Mr. Davis presented Mr. Stiers with an appreciation plaque, thanking him for his service as the 2016 Chairman. Mr. Stiers expressed his appreciation for the support he had received.

IN RE: CONSENT AGENDA

1. Approval of Minutes

- a. December 12, 2016 Business Meeting minutes
 - b. December 15, 2016 Joint Meeting with EDA minutes
2. Miscellaneous
- a. Approval of Emergency Procurement – Custom Metal Fabrications - \$8,916.57.
 - b. Adoption of Resolution R-04-17 recognizing Jeannie Gilman for her service on the New Kent Clean County Committee.
 - c. Authorization for the County Administrator to sign the proposed lease for Fire Station #4.
3. Refunds
- a. Due to Ryan Homes – Contractor Canceled Permit BP# 20677-2016, \$351.75.
 - b. Due to Ryan Homes – Contractor Canceled Permit BP# 20399-2016, \$631.32.
4. FY17 Supplemental Appropriations
- a. Program Income received for FY17 from CDBG Plum Point Grant Participants, \$923.67.
 - b. Donations to Animal Shelter, \$632.09.
 - c. Extension Program Sponsorship Revenue for 2017 Ag Conference Sponsorship: Colonial Soil & Water Conservation District, (\$100.00), Renwood Farms, Inc., (\$100.00), C&F Bank, (\$100.00), Tidewater Seed LLC, (\$100.00), Charles City-James City-New Kent Farm Bureau, Inc., (\$100.00), Colonial Farm Credit, ACA, (\$100.00), Crabbe Aviation LLC, (\$100.00.), James River Seed Co, LLC, (\$100.00), Old Dominion Grain, (\$100.00), Winters Oliver Ins Agency Inc., (\$100.00) and Virginia Crop Improvement Association Inc., (\$100.00); and Wreath Making Workshop, (\$60.00) and Special Projects, (\$587.00), \$1,747.00.
 - d. Gifts & Donations to New Kent Fire & Rescue: TRUiST, (\$42.50) and Nena Manoylovich, (\$1,000.00), \$1,042.50.
 - e. Gifts & Donations to Sheriff’s Office: R.S. & K.S. Rosemond, \$750.00.
 - f. Gifts & Donations to Parks and Recreation: Clifton & Gail Shearin, (\$20.00) and Grand Illumination, (\$331.00), \$351.00.
 - g. Co-sponsorship and Affiliate Agreement Funds: New Kent Juniors Volleyball, \$300.00.
 - h. Funds for Security Detail: Maurice Alfred Gauthier – Event Date 10/8/16, \$330.39.
 - i. Correct funds appropriated in FY17 that were already appropriated in FY16: Security Detail at New Kent Winery 4/24/16, \$771.98.
- \$6,848.63 Total
(\$6,848.63) Total In/Out - General Fund (1)
5. FY17 Interdepartmental Budget Transfers
- a. Fire-Rescue – From Contingency to Vehicle Repair & Maintenance (Squad 502 engine replacement & Engine 502 transmission repair), \$27,908.56.
6. Treasurer’s Report: Cash as of November 2016, \$40,241,338.98

Mr. Stiers drew attention to the FY17 Interdepartmental Budget Transfers, Item 5a, transferring funds for Fire-Rescue vehicle repair and maintenance for Squad 502 and Engine

502. He asked if the work on these vehicles was already in process. Fire Chief Rick Opett answered indicating both vehicles were out of service pending the Board's action on this request. Mr. Stiers asked for a time estimate on completing the repairs. Chief Opett reported the engine replacement for Squad 502 was estimated to require ten to twelve days. The time necessary for the Engine 502 transmission work would be uncertain until a full diagnosis of the problem was completed. Mr. Stiers asked if the loss of these units had resulted in other available units being "shuffled around". Chief Opett confirmed that other units had been moved to provide coverage.

Mr. Tiller moved to approve the Consent Agenda, as presented, and that it be made a part of the record. The members were polled:

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

The motion carried.

IN RE: SMALL BUSINESS CLOSE UP

There was no Small Business Close Up for the month of January.

IN RE: PRESENTATION OF RESOLUTION R-55-16 – RECOGNITION OF WOODHAVEN SHORES AS A FIREWISE COMMUNITY

Resolution R-55-16 recognizing Woodhaven Shores as a Firewise Community had been sponsored by Mr. Stiers and adopted by the Board at the December 12, 2016 meeting. Mr. Stiers noted Fire Chief Rick Opett would assist with the presentation and Ms. Jessica Kuehl and Mr. Wilbur Collins were present representing Woodhaven Shores.

Chief Opett provided some background information on the Firewise Community Program. Administered by the National Association of State Foresters, the U.S. Forest Service and the National Fire Protection Association, the program recognized communities that completed a five-step process to protect themselves from wildfire disasters. The steps included:

- assessing the wildfire hazard in the community,
- establishing a Firewise task force or committee to develop a plan design to lower the assessed wildfire risk factors and monitor the program's progress or status,
- observing a Firewise Communities day each spring dedicated to a local Firewise project,
- investing the equivalent of \$2 per resident in time, money or in-kind services to a local Firewise project, and
- submitting an annual report to Firewise Communities/USA that documents continuing compliance with and participation in the program.

Chief Opett read the resolution and noted Woodhaven Shores was being recognized not only for being a Firewise Community but for having actively participated in this program for ten years. Mr. Stiers presented the resolution to Ms. Kuehl and Mr. Collins.

Mr. Davis asked if this program would be something good for other communities to consider. Chief Opett indicated he would absolutely recommend this program to any community that was interested. He suggested there were often external factors, such as highly volatile mulch and some construction materials, that many residents were not aware

could have an impact on fire safety. The Firewise Community Program would help make residents aware of those factors and educate them on how to reduce any risks.

IN RE: VIRGINIA DEPARTMENT OF TRANSPORTATION – RESIDENCY
ADMINISTRATOR’S REPORT

A written report on maintenance items completed over the past thirty days as well as items scheduled for the next thirty days had been provided. Maintenance Operations Manager Bruce Puffenbarger reported the department had been battling snow for the past few days and the extreme low temperatures had made the work difficult. He also reported the primary focus for the past thirty days had been on asphalt patching, litter pickup and ditch cleaning/regrading. The focus for the next thirty days would be on completing additional work orders, pothole patching, regrading gravel roads and litter pickup with inmate labor. He drew attention to Project Engineer Brian Ramsey’s written report regarding progress on the Route 249/Route 612 roundabout project and also reported a speed study conducted on Route 610 had resulted in a recommendation to retain the current speed limit.

Board members provided the following comments and reported the following road concerns:

Ms. Paige noted Mr. Evelyn had reported previously that he had been receiving a flurry of phone calls regarding the roundabout project and she was now also receiving calls. She noted appreciation for the information on the phases of the project included in Mr. Ramsey’s report but noted there was no timeframe given on the phases. Mr. Puffenbarger indicated he had no more information than what had been reported by Mr. Ramsey. Ms. Paige asked if a completion date for the total project could be given. Ashland Resident Engineer Bruce McNabb reported he had been told the project would be completed by the end of February.

Mr. Tiller indicated he had nothing new to report. He thanked VDOT for their efforts over the past few days and indicated he felt they had done a great job clearing the roads.

Mr. Evelyn reiterated Mr. Tiller’s comments and indicated he felt VDOT had “attacked” the roads in his area very well. He reported he continued to be inundated with emails regarding the roundabout project. He noted it would sometimes appear the workers were having a good week and the next week the weather would be good and you’d see no work until the weekend. He asked Mr. Puffenbarger if he could give any information on what was happening with this contractor. Mr. Puffenbarger reported he had not talked with Mr. Ramsey and the written report was all that he had received. Mr. McNabb also indicated he had no further information. Mr. Puffenbarger pointed out Mr. Ramsey’s report indicated consideration was being given to bringing in local contractors to work simultaneously on the project to increase production. Mr. Evelyn indicated the project was already over budget and he didn’t believe local contractors would be brought in. Mr. Puffenbarger suggested if local contractors could be brought in, there would be a better chance of getting the project “knocked out”. Mr. Evelyn noted he would contact Maintenance Superintendent Jay Fread with an address where a tree was about to fall on a power line on St. Peters Church Road.

County Administrator Rodney Hathaway noted there had been biweekly meetings when construction on the roundabout project had first begun. He reported he had not seen any recent invitations and asked if these meetings were still being held. Mr. Puffenbarger indicated he did not believe they were meeting and if they were, he also was not being invited. Mr. Hathaway noted if these meetings were being held, he would like to attend. Mr. Evelyn also indicated he would like to attend.

Mr. Stiers suggested Mr. Evelyn could see why he had discouraged building a roundabout when reengineering the Route 155 and Kentland Trail interchange had been considered. Mr. Stiers noted VDOT had cleared trees along Route 650 and he had received calls from several residents indicating their appreciation for the work that had been done. He commended VDOT for having done "an exceptionally good job" in clearing snow and ice from the roads.

Mr. Davis agreed VDOT had done a wonderful job clearing the snow and reported he had seen more contractors working in the most recent storm than in the past. He also noted he had stopped at the Route 249 and Route 33 intersection and, because the stoplight had not been working, had turned right onto Route 33. He had noticed snow had not been cleared from the crossover at the Eltham Fire Station (#3). He had spoken with Fire Chief Rick Opett regarding this and had learned emergency crossovers on I-64 had also not been cleared. He suggested clearing these areas should be a priority and he was concerned that not doing so could result in delayed emergency response times. Mr. Puffenbarger indicated he would check into this. Mr. Davis also reported receiving a request from school bus drivers regarding overhanging trees on Route 273 (Farmers Drive) from Polish Town Road west to Route 30. The drivers reported buses were being hit by the branches and Mr. Davis asked that VDOT look into having them trimmed.

IN RE: CITIZENS COMMENT PERIOD

Mr. Davis opened the citizen comment period and called Mr. Joe Woolard of 321 Colony Trail in Lanexa to the podium. Mr. Woolard thanked the Board for the opportunity to speak. He noted the list provided by VDOT indicated they were getting work done but suggested there was one item not found on the list and that was Route 60. He indicated he had moved to New Kent in 1999 and did not believe Route 60 in the Providence Forge area had changed since that time. He noted this was a major road often used as a bypass for I-64 and there were many areas in need of repair. He suggested VDOT worked for the County and if the County was not happy with VDOT's performance, they should "take it to the next level" ("representatives in Richmond"). He urged the Board to pursue improvements to Route 60 and again stated, "they work for you, go higher up if you need to".

Mr. Davis thanked Mr. Woolard for his comments and noted VDOT did not actually work for the County but stated "we try to influence them as best we can." He agreed Route 60 was a bumpy road and suggested some of the problems were due to the road's concrete construction. He reported VDOT had done major patching work on Route 60 several years ago but some of that work had not held up well. He asked VDOT Ashland Resident Engineer Bruce McNabb if he had any comments. Mr. McNabb indicated that although it was slow, work was being done on Route 60. Although Route 60 had not been on the list at this meeting, Mr. Stiers noted it had been included many times in the past and had been discussed frequently. He suggested additional work would be done in the spring. He also reported the New Kent County Transportation Safety Commission would be meeting the following day and Route 60 was on the agenda.

Mr. Davis thanked Mr. Woolard for his comments and closed the citizens comment period.

IN RE: PRESENTATION OF FY16 POPULAR ANNUAL FINANCIAL REPORT (PAFR)

New Kent County Finance Office Accountant Shannon Walton presented the Popular Annual Financial Report (PAFR) for 2016. Ms. Walton noted the PAFR was a condensed version of the Comprehensive Annual Financial Report (CAFR). The purpose of producing the PAFR was to provide the public with a better understanding of the financial position of the County including its revenues, expenditures, budget area figures and capital improvement plan.

The PAFR also included fiscal year highlights, economic highlights, County history and information on the Board of Supervisors. Ms. Walton reported the Finance Office had previously received the GFOA (Government Finance Officers Association) Award for Outstanding Achievement in Popular Annual Financial Reporting for FY14 and FY15. The FY16 PAFR had been submitted to the GFOA for review and they hoped to receive the award for the third year in a row. The PAFR was available on the County website as well as various locations throughout the County including the Receptionist Desk in the County Administration Building, the Heritage Public Library and the New Kent County Visitors Center. Ms. Walton encouraged Supervisors to contact her with any questions or comments and thanked them for the opportunity to speak.

Mr. Davis thanked Ms. Walton for the presentation and opened the floor for Board comments. Mr. Stiers noted the PAFR was a "very in depth report" and was "very professional". Mr. Davis and Mr. Evelyn agreed and Mr. Evelyn suggested the report would be great to have to hand to someone who was not familiar with the County. Ms. Walton asked Supervisors to contact her if they would like additional copies.

IN RE: EXCEPTION REQUEST – WINDMILL REALTORS – RESOLUTION R-02-17

Before the Board for consideration was Resolution R-02-17 to approve an exception to Section 91-128(1) of the New Kent County Code to allow commercial lots to front on a private road.

Mr. Tiller reported that Mr. Ken Pair who had requested the exception was a client. He then recused himself and stepped down from the dais.

Community Development Director Matthew Smolnik noted the application before the Board was from Mr. Ken Pair who was requesting an exception to Section 91-128(1) of the New Kent County Subdivision Ordinance. Tax map parcel 21-0-3 containing approximately two acres of land had been rezoned by the Board of Supervisors from A-1 (Agriculture) to BUS (Business) on September 7, 2016. County Subdivision Ordinance included a provision that all lots in commercial subdivisions were required to front on a public street and Mr. Pair was requesting an exception to this requirement. Mr. Pair was proposing to divide the property into two, one-acre parcels and move his real estate office to the rear parcel. The remaining parcel would be available for future office or retail space. Access to the rear parcel would be by a private right-of-way. Mr. Smolnik noted the process was in place to request an exception by first going to the Planning Commission and then to the Board of Supervisors. The Planning Commission had considered the request on December 19, 2016 and had voted to forward a favorable recommendation to the Board of Supervisors. Staff was also recommending approval of Resolution R-02-17 granting the requested exception.

Mr. Davis asked if the Board had rezoned one lot or two lots in September. Mr. Smolnik indicated the entire parcel had been rezoned. Mr. Davis then asked why Mr. Pair had not requested this exception at the same time as the rezoning request. Mr. Smolnik indicated information on the requested exception had not been received with the rezoning request and he could only process what had been submitted. Mr. Stiers asked if the properties would have only one driveway. Mr. Smolnik confirmed the property would have only one access point from Route 249. Mr. Davis questioned a right-of-way access to Lot 4 depicted on the proposed subdivision plat. Mr. Smolnik indicated this was an existing private right-of-way but noted the physical improvements were not present and nothing was changing in regard to the right of way. The question at hand was, "can a commercial lot front on a private right-of-way versus a public right-of-way?" Mr. Smolnik reported staff had no issues with the request and he believed a real estate office would generate limited traffic.

Mr. Stiers moved to approve Resolution R-02-17 granting the request submitted by Ken Pair of Windmill Realtors for an exception to Section 91-128(1) of the New Kent County Subdivision Ordinance. The members were polled:

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

The motion carried. Mr. Tiller returned to his seat at the dais.

IN RE: COUNTY EMPLOYEE SICK LEAVE BANK – RESOLUTION R-03-17

Before the Board for consideration was Resolution R-03-17 amending the New Kent County Personnel Policies Manual to establish a sick leave bank for County employees.

County Administrator Rodney Hathaway pointed out this item involved an amendment to the New Kent County Personnel Policies Manual and all such amendments required Board of Supervisor approval. He reported that since his employment with the County there had been various times when County employees had run out of leave due to unforeseen illnesses. There had been many requests for the County consider establishing a sick leave exchange program. A team had been assembled and had been meeting for several months to consider the options. Programs offered by various other agencies as well as the state program had been reviewed and the proposed Sick Leave Bank was very similar to the state's program. Participation would be voluntary with enrolling employees donating two days initially and one additional day each renewal year. Employees would be eligible to withdraw up to ten days per year after having exhausted all other accumulated leave.

Mr. Stiers asked if this program would be for full-time employees only. Mr. Hathaway confirmed only full-time employees who had been employed with the County for at least one year would be eligible and only FMLA (Family Medical Leave Act) eligible illnesses would qualify for a Sick Leave Bank withdrawal. Mr. Tiller asked if an employee would be required to exhaust all vacation leave before requesting Sick Leave Bank days. Mr. Hathaway confirmed all leave, including vacation leave, would have to be exhausted. Ms. Paige asked how many annual sick leave days full-time employees earned. Mr. Hathaway reported full-time employees earned eight hours of sick leave per month. There were no limits on how much sick leave an employee could carry forward but limits were in place regarding the payout for remaining sick leave at the time of employee separation. Only employees enrolled in the program would be eligible to withdraw days and there would be one enrollment period held in conjunction with the annual benefits enrollment period. Ms. Paige asked if there would be any financial impact on the County. Mr. Hathaway indicated staff did not believe there would be any financial impact. The proposed program was very similar to the state's program with some numbers adjusted to accommodate the County's small size. The County would initially put thirty days into the bank and there must be at least twenty employees enrolling for the County to move forward. An employee interest survey had been administered, and based on the results, staff believed there would be sufficient participation to move forward. Mr. Stiers indicated he thought this was a good idea. Mr. Davis agreed and noted most other counties were offering similar programs. Mr. Evelyn noted the policy suggested there would be an oversight committee composed of the County Administrator, the Human Resources Director and three department heads. He asked if the

department heads would change. Mr. Hathaway confirmed the department heads would rotate each year.

Ms. Paige moved to adopt Resolution R-03-17 amending the New Kent County Personnel Policies Manual to establish a sick leave bank for County employees. The members were polled:

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

The motion carried. Mr. Davis thanked Mr. Hathaway for working to get this policy in place. He noted the County had good employees and suggested this policy would be a way to help "keep them happy."

IN RE: PUBLIC HEARING – QUIN RIVERS, INC. LEASE

County Administrator Rodney Hathaway indicated the proposed lease agreement with Quin Rivers, Inc. was for 3,412 square feet of space in the New Kent County Human Services Building. The proposed annual lease amount of \$51,828.00 was unchanged from the current lease. Staff was proposing the existing terms of the lease not be changed and the lease be continued for another three-year period. Mr. Hathaway pointed out language in the lease allowed the County to adjust the lease amount annually based on actual operating costs. There was no indication there was a need to consider increasing the rate at this time.

Supervisors had no questions and Mr. Davis opened the public hearing. There being no individuals wishing to speak, he closed the public hearing.

Ms. Paige moved to authorize the County Administrator to execute a three-year lease agreement between the County of New Kent and Quin Rivers, Inc. for the use of office space at the New Kent Human Services Building. The members were polled:

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

The motion carried. Mr. Davis thanked Quin Rivers for being such a good partner.

IN RE: ELECTED OFFICIALS' REPORTS

There were no elected officials' reports. Mr. Davis reminded residents to be safe.

IN RE: STAFF REPORTS

BROADBAND ADVISORY COMMITTEE – RESOLUTION R-05-17

County Administrator Rodney Hathaway presented a request for the Broadband Advisory Committee Charter to be extended until December 31, 2017. He reported the Committee

was wrapping up the feasibility study and planned to present a report to the Board at the February meeting. He suggested much work remained to realize the goals of expanding broadband in the County and requested that in addition to extending the charter, the current committee members also be reappointed to serve until December 31, 2017.

Mr. Davis noted this was a large committee (16 members) and asked if the members worked well together. Mr. Stiers, the Board representative to the committee, indicated that although the committee was large, the members worked very well together. He reported many ideas had been shared and much had been accomplished over the past year. Mr. Stiers asked if his membership on the Broadband Advisory Committee was cause to recuse himself. County Attorney Bill Hefty indicated that would not be necessary.

Ms. Evelyn moved to adopt Resolution R-05-17 renewing the Charter of the New Kent County Broadband Advisory Committee and reappointing the membership to serve until December 31, 2017. The members were polled:

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

The motion carried.

RECOMMENDATION FOR FY18 BUDGET

County Administrator Rodney Hathaway reported he was planning to present his recommendations for the FY18 Budget at the February meeting. He noted past practice had been to hold a Budget Retreat the Friday after the presentation and asked the Board to consider doing the same this year. Mr. Davis indicated he would not be available on February 17th and suggested February 16th as an alternative. Board members confirmed this would be a suitable date. Mr. Hathaway also noted past practice had been to extend an invitation to the School Board to discuss their budget proposal and capital projects and asked the Board to consider doing the same this year. Board members concurred. Mr. Hathaway indicated the location had not been confirmed but he believed the retreat would be held at the New Kent Forestry Center beginning at 9:00 a.m.

IN RE: OTHER BUSINESS

There was no other business to be discussed.

IN RE: DISTRICT APPOINTMENTS

Mr. Evelyn moved to appoint Patti Gulick as District One representative to the Historic Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Evelyn moved to appoint John Gulick as District One alternate representative to the Historic Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Evelyn moved to appoint Patricia Townsend as a District One representative to the Planning Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Evelyn moved to appoint George Tate, Jr. as a District One representative to the Board of Road Viewers to serve a one-year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Evelyn moved to appoint J. Joseph McLaughlin, III as a District One representative to the Transportation Safety Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Ms. Paige moved to appoint Charles Moss as District Three representative to the Parks and Recreation Advisory Commission to serve a three-year term beginning January 1, 2017 and ending December 31, 2019.

Mr. Stiers moved to appoint Richard Kontny, Jr. as a District Four representative to the Planning Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Stiers moved to appoint Wilbur Collins as a District Four representative to the Transportation Safety Commission to serve a four-year term ending December 31, 2019.

Mr. Davis moved to appoint Edward Pollard as a District Five representative to the Planning Commission to serve a four-year term beginning January 1, 2017 and ending December 31, 2020.

Mr. Davis moved to appoint Julian Ward as a District Five representative to the Wetlands Board, Chesapeake Bay Preservation Board and the Dunes & Beaches Board to serve a five-year term beginning January 1, 2017 and ending December 31, 2021.

The members were polled:

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

The motions carried.

IN RE: NON-DISTRICT APPOINTMENTS

Mr. Evelyn moved to appoint Nancy Goodman as a member of the Board of Quin Rivers Community Action Board to serve a four-year term beginning January 1, 2017 and ending December 31, 2020. The members were polled:

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

The motion carried.

IN RE: BOARD MEMBER AND STAFF APPOINTMENTS

Mr. Evelyn moved to appoint W.R. Davis, Jr. as the Board representative to the Agricultural and Forestal District Advisory Committee to serve a one year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Evelyn moved to appoint Ron Stiers as the Board representative to the Airport Advisory Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Evelyn moved to appoint Matthew J. Smolnik as staff representative to the Clean County Committee.

Mr. Evelyn moved to appoint Patricia A. Paige as the Board representative to the Historic Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Stiers to appoint Thomas W. Evelyn as the Board representative to the Parks and Recreation Advisory Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Stiers moved to appoint C. Thomas Tiller, Jr. as the Board representative to the Planning Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Stiers moved to appoint W.R. Davis, Jr. as the Board representative to the Social Services Advisory Board to serve a one year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Tiller moved to appoint Ron Stiers as the Board representative to the Transportation Safety Commission to serve a one year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Tiller moved to appoint Patricia A. Paige as New Kent's Board representative to the Capital Region Policy Board to serve a one-year term beginning January 1, 2017 and ending December 31, 2017.

Mr. Tiller moved to appoint Rodney Hathaway as New Kent's Board alternate representative to the Capital Region Policy Board to serve a one-year term beginning January 1, 2017 and ending December 31, 2017.

Ms. Paige moved to appoint James H. Burrell as a New Kent representative to the Richmond Region Tourism Board to serve a three-year term beginning January 1, 2017 and ending December 31, 2019.

The members were polled:

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

W. R. Davis, Jr. Aye

The motions carried.

IN RE: EMERGENCY MANAGEMENT APPOINTMENTS

Mr. Stiers moved to appoint W.R. Davis, Jr. as the Director of Emergency Management pursuant to Code of Virginia Section 44-146.19 and as Director of Emergency Services pursuant to County Code Chapter 30-161.

The members were polled:

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

The motion carried.

Chairman Davis moved to appoint Fire Chief Rick Opett as the Coordinator of Emergency Management pursuant to Code of Virginia Section 44-146.19 and as Coordinator of Emergency Services pursuant to County Code Chapter 30-162.

The members were polled:

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

The motion carried.

IN RE: ANNOUNCEMENT OF UPCOMING MEETINGS

Mr. Davis announced that the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Monday, February 13, 2017, and the next work session at 9:00 a.m. on January 25, 2017, both in the Boardroom of the County Administration Building. As previously agreed, the Board of Supervisors would meet for a Budget Retreat at 9:00 a.m. on Thursday, February 16, 2017, location to be determined. A portion of this meeting would be a joint meeting with the New Kent County School Board.

IN RE: CLOSED SESSION

Mr. Stiers moved to go into Closed Session pursuant to Section 2.2-3711A.1 of the Code of Virginia for consideration of prospective candidates for employment involving New Kent Fire-Rescue and pursuant to Section 2.2-3711A.7 of the Code of Virginia for consultation with the County Attorney regarding specific legal matters requiring the provision of legal advice involving the conditional use permit for the Rockahock Campground. The members were polled:

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

The motion carried.

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

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

The motion carried.

Mr. Tiller 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:

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

The motion carried.

IN RE: ADJOURNMENT

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

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

The motion carried. The meeting dismissed at 7:59 p.m.