

THE REGULAR MEETING OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 10TH DAY OF APRIL IN THE YEAR TWO THOUSAND SEVENTEEN IN THE BOARD-ROOM OF THE COUNTY ADMINISTRATION BUILDING, NEW KENT, VIRGINIA, AT 6:00 P.M.

IN RE: CALL TO ORDER

Chairman W.R. Davis, Jr. 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

All members were present.

IN RE: INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Tiller gave the invocation and led the pledge of allegiance.

IN RE: CONSENT AGENDA

1. Approval of Minutes
 - a. March 13, 2017 Business Meeting minutes
2. Miscellaneous
 - a. Approval of Emergency Procurement – Piper Heating & Air - \$2,835.75.
 - b. Approval of Proclamation for National Crime Victims’ Rights Week.
 - c. Approval of Contract Extension Agreements for treatment chemicals and water meters.
 - Water Guard, Inc. – chemical contract extension until March 14, 2018.
 - Univar USA, Inc. – chemical contract extension ends March 14, 2018.
 - Suffolk Sales & Service Corporation, Inc. – chemical contract extension until March 14, 2018.
 - HD Supply Waterworks – meters and supplies contract extension until March 14, 2018.
 - d. Approval of Contract with Dewberry Engineers Inc. for Design & Engineering of Rt. 618 Waterline.
 - e. Authorize the appropriation of \$104,973.72 from Fund 7 fund balance to line item 4-007-091000-4112 (Body Camera Purchase-Sheriff) for the purchase of Body Worn Cameras for the Sheriff’s Office.
3. Refunds
 - a. Due to Luck Stone Corp – Erroneous Assessment, \$8,036.89.
 - b. Due to Fireplace Solutions – Contractor Canceled Permit - BP# 21003-2017, \$49.88.
 - c. Due to The Planning & Zoning Resource Company – Customer combined two Zoning Opinion Letter requests into one request, \$150.00.
4. FY17 Supplemental Appropriations
 - a. Program Income received for FY17 from CDBG Plum Point Grant Participants, \$583.67.
 - b. Donations to Animal Shelter, \$423.00.

- c. Extension Program Sponsorship Revenue for - 2017 4-H Golf Tournament - O.A.S.I.S. Inc. (\$340.00), Farm Credit (\$250.00), Baylands Federal Credit Union (\$100.00), C&F Bank (\$340.00); for 2017 Envirothon - Charles City-James City-New Kent-York Farm Bureau, Inc. (\$200.00); for 2017 Special Projects (\$15.00), \$1,245.00.
- d. Funds received from VML Insurance - Sheriff's Dept., Veh #291 -DOL 3/2/17 - Vehicle bottomed out in citizen's driveway, \$539.75.
- e. Gifts & Donations to Sheriff's Dept. - Honor Guard: New Kent Women's Club (\$150.00); to TRIAD: Evelyn Logging, Inc. (100.00), Medlin Motor Co., Inc. (\$100.00), Eldercare Solutions (\$25.00), Robin G. McLaughlin & John J. McLaughlin, Jr. (\$100.00), Danny Green (\$25.00), William & Nancy Goodman (\$100.00), County of Charles City (\$25.00), Senior Assisted Solutions, LLC (\$25.00), Virginia Association of Area Agencies on Aging (\$25.00); to Parks & Recreation - Easter Egg Hunt: Kenneth & Karen Mortensen (\$20.00) and Misc. Cash (\$20.00), \$715.00.
- f. Parks & Recreation Co-Sponsorship and Affiliate Agreement Funds: Vincent Funeral Home (\$200.00), Hopewell Baptist Church (\$200.00), Rappahannock Concrete Corp. (\$200.00), Brockwell's Septic & Service Inc. (\$200.00), New Kent Jr. Womans Club (\$200.00), Vicki L. Tibbs, DDS (\$200.00), Superior Tire & Auto LLC (\$300.00), Howard Brothers Contractor, Inc. (\$300.00), Windmill Realtors, LLC (\$200.00), New Kent Christian Center (\$200.00), Safe & Sound LLC (\$200.00), Bottom of the Bridge LaSertoma (\$200.00), Brads Automotive LLC (\$200.00), Active Life Fitness Center/Carawan Group LLC (\$300.00), and Francisco, Robinson & Assoc., Inc. - Realtors (\$300.00), \$3,400.00.
- g. Funds for Security Detail: New Kent High School - Basketball and Wrestling (\$387.54 and \$484.43), Brickshire Community Association Inc., Halloween Road Closure 10/31/16 (\$231.27), \$1,103.24.
- h. State Funds for Postage for Juvenile & Domestic Relations Court, \$1,000.00.

\$9,009.66 Total
(\$9,009.66) Total In/Out - General Fund (1)

- 5. FY17 Interdepartmental Budget Transfers
 - a. General Services - From Courthouse HVAC to Upgrade Access Control System, (\$15,000.00).
 - b. School Board Office - From Fuel to Furniture, (\$13,000.00).
 - c. School Board Office - From Appropriation of Funds from Prior Years to School Buses, (\$101,000.00).
 - d. Sheriff's Office - From Veterinarian Services to Other Operating Supplies, (\$2,200.00).
- 6. Treasurer's Report: Cash as of February 2017, \$45,543,560.35

Mr. Tiller moved to approve the Consent Agenda and that it be made a part of the record. 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: SMALL BUSINESS CLOSE UP - SHAGGY PAWS SPA

Community Development Director Matthew Smolnik introduced Deb Ormond with Shaggy Paws Spa for the April Small Business Close Up. Mr. Smolnik indicated Shaggy Paws Spa was located at 6215 Chesapeake Circle in Kentland near Dairy Queen and had just opened for business on March 27th. He invited Ms. Ormond to share information on the business. Ms. Ormond thanked the Board for the opportunity to speak. She indicated the owners of the business, Ashley Burcham and Tiffany Bergeron, had over twenty years combined grooming experience. Premium pet food for both cats and dogs was being offered as well as fresh bakery items prepared and delivered by a five-star pet bakery. A wide variety of pet toys as well as grooming supplies were also available. In addition to grooming, a variety of innovative spa services were also being offered. Ms. Ormond noted it was the business' objective to assure that every pet had a pleasant experience and would want to visit the spa again in the future. Mr. Tiller asked if Shaggy Paws was offering boarding services. Ms. Ormond indicated they were not but noted one of the owners had previously worked for Andersons Corner Animal Hospital and highly recommended them for boarding services. Mr. Davis asked for the business hours. Ms. Ormond indicated the Spa was open Monday through Friday from 8:00 a.m. to 5:00 p.m. and from 8:00 a.m. until the last customer left on Saturday which was generally 1:00 to 2:00 p.m. Mr. Davis asked the price of a pedicure. Ms. Ormond indicated she was new to the business and was not sure of the price but noted grooming prices were based on the coat type and size of the animal.

Mr. Davis thanked Ms. Ormond for the presentation and noted his appreciation for all of the Small Business Close Ups.

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

Ashland Resident Engineer Bruce McNabb was present but had nothing new to report on construction projects or traffic studies. Operations Manager Bruce Puffenbarger was also present and provided the maintenance report. He indicated the only thing remaining to be completed on the roundabout project was the installation of lighting which would be completed soon. 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. Mr. Puffenbarger reported the primary focus for the past thirty days had been on ditch regrading, driveway pipe replacements, asphalt patching, regrading gravel roads and repair and replacement of traffic signs. Thirty-two work orders had been received and crews were working to address those requests. The focus for the next thirty days would be on pothole patching on primary and secondary routes, regrading gravel roads and litter pickup.

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

Ms. Paige thanked VDOT for the grading work that had been completed on Cooks Mill Road and Olivet Church Road. She also thanked him for the roundabout.

Mr. Davis suggested larger vehicles would have difficulty navigating through the roundabout without driving up on the curb. Mr. Puffenbarger agreed the turn was tight but noted the roundabout had been designed with a "mountable curb" so that trucks and larger vehicles would have more space and could run up on the edge of the curb if necessary.

Mr. Tiller indicated he had given Mr. Puffenbarger a map showing areas to be addressed.

Mr. Davis thanked VDOT for their quick response to concerns over the past six months. He suggested this quick action was why Supervisors had nothing new to report at this meeting. He encouraged VDOT to keep up the good work.

IN RE: HERITAGE PUBLIC LIBRARY – MISCELLANEOUS

Heritage Public Library Board of Trustees Chairman Bill Leary indicated the Library had several items to share with the Board.

- Mr. Leary called Library Director Barbara Winters to the podium to speak. Ms. Winters indicated she had come to the meeting to say goodbye. She indicated she had been packing and would be moving in a week. She suggested the only thing that could pull her away from New Kent was her grandchildren and noted she would be moving to Minneapolis to be closer to her family. She had enjoyed working with the Board and although they didn't always agree, she was grateful for the support she and the Library had received.
- Mr. Leary introduced the new Library Director Chandra McPherson and called her to the podium to speak. Ms. McPherson indicated she was excited to be here and to be getting to know staff. She commented on the wonderful crowd at the grand opening the previous Saturday. She indicated she was looking forward to working with the Board and to exciting times at the Library.
- Mr. Leary spoke on behalf of the Heritage Public Library Board of Trustees. He expressed sincere appreciation to the Board of Supervisors for what they had done for the Library and for the citizens of New Kent County. He expressed special appreciation to Mr. Stiers for having spearheaded the purchase of the Library's new facility and to County Administrator Rodney Hathaway for his counsel and guidance throughout the process.

Mr. Davis thanked Mr. Leary for all the work he had done. He noted the ribbon cutting ceremony had been very nice and the new facility looked wonderful.

IN RE: CITIZENS' COMMENT PERIOD

Mr. Davis opened the citizens comment period. There were no citizens wishing to address the Board and the citizen comment period was closed.

IN RE: PRESENTATION OF VARIOUS GFOA (GOVERNMENT FINANCE OFFICERS ASSOCIATION) AWARDS

Hanover County Deputy County Administrator and Virginia GFOA Board President Kathy Seay indicated she was honored to present three GFOA awards to the New Kent County Department of Finance.

- The first award was the Distinguished Budget Presentation Award for the FY17 budget. Ms. Seay indicated this was the highest form of recognition in the area of governmental budgeting and suggested its attainment represented a significant accomplishment by the local government and its management. The GFOA's Distinguished Budget Presentation Awards Program was the only national awards program in governmental budgeting. Ms. Seay reported this was the fifth time New Kent had won this award.
- The second award was the Certificate of Achievement for Excellence in Financial Reporting for the FY2016 Comprehensive Annual Financial Report (CAFR). This award promoted the preparation of high quality financial statements and encourages and assists governments in preparing comprehensive annual financial reports for the benefit

of its citizens and other parties with an interest in the government's finances. Ms. Seay reported this was the thirteenth time New Kent had won this award.

- The third award was the Popular Annual Financial Reporting (PAFR) award. Ms. Seay indicated the GFOA had established the PAFR Awards Program in 1991 to encourage and assist state and local governments in extracting information from their CAFR to produce high quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public. Ms. Seay reported this was the third time New Kent had won this award.

Ms. Seay noted New Kent had to substantially conform to the program's demanding criteria in order to receive these awards. She suggested such a record of achievement reflected the professionalism and commitment of numerous individuals, hours of hard work and a high degree of dedication and leadership.

Ms. Seay presented the first two awards to Finance Director Mary Altemus and the third award to Accountant Shannon Walton who had compiled the PAFR. Ms. Altemus indicated she was honored to accept the awards on behalf of New Kent and credited Finance Office staff for their contributions. She noted Assistant Finance Director Larry Clark could not be present and she recognized his contributions in regard to these awards.

Mr. Davis thanked Ms. Seay for the presentations and Ms. Altemus and Finance Staff for their hard work. He suggested that we sometimes "take for granted that our number crunchers do a good job" and noted New Kent had never had the problems experienced by some other localities. These awards were a good indicator of the work being done by Financial Services staff.

IN RE: VDSS (VIRGINIA DEPARTMENT OF SOCIAL SERVICES) THANK YOU LETTER
FOR COUNTY ADMINISTRATOR RODNEY HATHAWAY

New Kent Department of Social Services Director Jon Martz reported County Administrator Rodney Hathaway had served on a committee to review and redesign the Local Board Training Initiative for Social Services. He indicated he had received a letter of thanks from the Virginia Department of Social Services Commissioner Margaret Schultze dated March 22, 2017 which he wished to present to Mr. Hathaway. Mr. Martz shared portions of the letter in which Ms. Schultze suggested Mr. Hathaway had gone "above and beyond in dedication and advocacy" and it was people like him who made the work being done by Social Services possible. She extended her "utmost appreciation" to Mr. Hathaway for his time, service and for working with VDSS on this project. Mr. Martz stated, "Mr. Hathaway makes it possible for use to do what we do and we couldn't ask for a better administrator."

Mr. Davis thanked Mr. Martz for the presentation and for the work that he was also doing. He suggested the New Kent Social Services office was running smoothly under his leadership and guidance.

IN RE: QUIN RIVERS FY18 BUDGET REQUEST

Board members were provided with information packets on Quin Rivers prior to the meeting. Quin Rivers Executive Director Dr. Jack Lanier echoed the comments made by New Kent Department of Social Services Director Jon Martz in the previous agenda item. He too thanked County Administrator Rodney Hathaway for the support and for the level funding recommendation from the County in the FY18 budget. Dr. Lanier reported Quin

Rivers was providing a variety of services to over six hundred New Kent residents. These services were provided through a variety of programs including:

- Project Hope – a domestic and sexual violence advocacy and prevention program.
- Healthy Families – a nationally recognized, evidence-based home visiting model program designed to work closely with over-burdened families who are at risk for adverse childhood experiences, including child maltreatment.
- Housing Counseling – an assistance initiative for individuals struggling with mortgage payments or the inability to manage personal finances effectively.
- Emergency Assistance – in support of daycare needs, rental, food, clothing, gas cards, baby formula and diapers.

Dr. Lanier reported on several upcoming events including:

- Project Hope lunch-and-learn sessions in conjunction with the New Kent Sheriff's Office on May 18th and May 25th.
- Focus on Child Abuse Prevention Month in conjunction with New Kent County Schools. This would include the screening of the documentary "Resilience" on April 24th. Dr. Lanier indicated this would complement the Healthy Families program.
- He encouraged the Board and citizens to attend the Family Fun Day on April 28th from 4:00 to 7:00 p.m. at the Charles City Recreation Center. Virginia's First Lady Dorothy McAuliffe would be the guest speaker.

Dr. Lanier closed his remarks by noting New Kent had three representatives including Nancy Goodman, Yvonne Jones and Joyce Williams serving on the Quin Rivers Board. He suggested the services provided by Quin Rivers were bringing a significant value to the residents and families in New Kent and he thanked the Board for their support.

Mr. Stiers thanked Dr. Lanier for the great job he was doing.

IN RE: CONSIDERATION OF EXCEPTION REQUEST TO SECTION 91-126(6) –
 RESOLUTION R-13-17

Before the Board for consideration was Resolution R-13-17 to approve an exception request to section 91-126(6) of the New Kent County Code from John B. Britt to allow for a waiver from the private roadway standards on Tax Map 26-4-10.

Planner David "Koty" Gray presented background information on the waiver request. Mr. Gray noted this request was specifically for a waiver to the provisions requiring the construction of a new permanent deeded fifty-foot right-of-way built to public road standards. On July 2, 2009, as a part of the approved "Piney Point Cluster Subdivision" final plat, Tax Map 26-4-10 (Lot 10) was created in concurrence with two public fifty-foot rights-of-way known as Elysium Drive and Pamunkey View Lane. On November 12, 2012, applicant John B. Britt submitted a family subdivision application to create three new parcels known as Lot 10A, 10B and 10C from the parent parcel (Lot 10). These three proposed lots would front on Elysium Drive which would allow for the opportunity for private driveways from Elysium Drive. At the time the application was submitted, Section 91-126 of the New Kent County Code required that applicants creating three or more lots in a family subdivision construct a permanent fifty-foot right-of-way built to public road standards to serve the lots. On December 12, 2016, the Board of Supervisors adopted Ordinance O-16-16 which amended Section 91-126(6) with the intention being to allow for an exception request for the public road construction requirement and do away with the unnecessary burdens to the applicant. Mr. John B. Britt had approached the Community Development Department with a request on February 21, 2017 for an exception to be granted to either

allow for the building of a private right-of-way or to allow the three lots to connect directly to Elysium Drive with private driveways. The Planning Commission had considered the request and had forwarded a favorable recommendation to the Board of Supervisors. Planning staff was recommending the request for an exception be granted noting the existing public right-of-way (Elysium Drive) allowed for the individual lots to connect directly and that the requirements of 91-126(6) would put an undue burden on the applicant.

Mr. Davis noted the Board had discussed this issue numerous times and the need for a road serving the lots to be built to public road standards would impact the lots significantly.

Mr. Evelyn moved to adopt Resolution R-13-17. 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 noted public hearings could not begin until 7:00 p.m. and it was only 6:39 p.m. He asked the Board if they wished to move on with other agenda items or go into Closed Session.

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 regarding the performance of the County Administrator. 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. Evelyn moved to return to open 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.

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:

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: PUBLIC HEARING – HERITAGE PUBLIC LIBRARY LEASE

County Administrator Rodney Hathaway provided a brief overview of the proposed lease between the County of New Kent and the Heritage Public Library. He indicated the initial term of the lease was ten years and the lease was renewable. Annual rental payments would be \$1.00. Mr. Hathaway indicated State Code required the County hold a public hearing when leasing county-owned property to a private non-profit group.

Mr. Davis opened the public hearing. There being no individuals wishing to speak, the public hearing was closed.

Mr. Stiers moved to authorize the County Administrator to execute a lease agreement between the County of New Kent and Heritage Public Library. 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: PUBLIC HEARING – ORDINANCE O-03-17 – REZONING APPLICATION ZM-01-17 – HITCHCOCK

Before the Board for consideration was Ordinance O-03-17 to rezone approximately 0.57 acres of land (Tax Map 30-7) from Business to R-1, Single Family Residential.

Planning Manager Kelli Le Duc presented background information on the request received from Larry Nelson Hitchcock to rezone property located at 5220 Pocahontas Trail. She indicated Mr. Hitchcock had plans to sell the existing home located on the property and wished for the property to be returned to residential zoning. Although the subject property was designated as Rural Lands in the Comprehensive Plan, the area surrounding the intersection of Routes 60 and 106 was also home to several businesses, residential lots zoned R-1 and a recently approved R-1 subdivision (Baylor Grove). Ms. Le Duc noted approving this rezoning would not contribute negatively to County services nor would it affect the rural nature of the area. Staff was recommending approval of the request and the Planning Commission had forwarded a favorable recommendation.

Mr. Hitchcock addressed the Board indicating the property had been rezoned to commercial (Business) in 2009 when the Board had taken action to rezone many properties in the

County. He indicated his wife had spoken to individuals with the County regarding returning the property to the original R-1 zoning. She unfortunately had passed away in 2010 without having started any formal process to make this change. Mr. Hitchcock indicated he currently had an individual who was interested in buying the home but was having difficulty securing a loan because of the commercial zoning. He asked the Board to consider his request so he could move forward with selling the property.

Mr. Evelyn noted the Baylor Grove subdivision had been mentioned and pointed out this property was already zoned residential. Mr. Davis asked for the zoning status of the adjacent properties. Ms. Le Duc indicated the properties were zoned for business. Mr. Davis then asked if this property had been rezoned to business by request or was it one that had "slipped through the cracks" with the comprehensive rezoning. County Administrator Rodney Hathaway indicated owners of affected properties had received notices regarding the comprehensive rezoning. He reported Mrs. Hitchcock had come in to discuss the rezoning with him and he had not been aware that she had passed away. He indicated there had never been any rezoning application. Mr. Tiller asked if the property had been residential at one time. Ms. Le Duc indicated the property had previously been zoned A-1 and there was a home on the property. Mr. Evelyn asked if Mrs. Hitchcock had owned all of the parcels depicted on a map included in the presentation. Ms. Le Duc indicated the properties had all been owned by Mrs. Hitchcock.

Mr. Davis opened the public hearing and called Melanie Hitchcock of 4005 Pocahontas Trail, Quinton to the podium. Ms. Hitchcock spoke against the adoption of Ordinance O-03-17. She indicated she and her brother had inherited the adjacent commercial properties and Mr. Hitchcock had inherited the subject property as marital property at the death of her mother. She reported the commercial property noted on the plat where businesses were currently located shared a well with the property Mr. Hitchcock wished to sell and there was no agreement for continued well sharing. She also pointed out if the property was rezoned, the County would receive less tax dollars. Noting the property had belonged to her grandmother, Ms. Hitchcock indicated she had voiced her wish to buy the property to keep it in the family and she would prefer the zoning not be changed.

Mr. Davis asked for clarification regarding the shared well. Ms. Hitchcock indicated the well was located on the property with the home and served the home, the existing businesses and a vacant lot. Mr. Evelyn asked if there was a deeded right-of-way to the "5220" parcel or water easement. Ms. Hitchcock indicated there was a deeded right of way off the driveway to the home but there was no deeded water easement. Noting that the largest of the business parcels was close to the Baylor Grove subdivision, Mr. Davis asked if this parcel had access to Baylor Grove Court. Ms. Hitchcock indicated there was no access through Baylor Grove and suggested the access depicted on the map was for Fire-Rescue use.

There being no other questions or comments, Mr. Davis closed the public hearing.

Mr. Evelyn suggested the highest and best use would be to keep the property zoned for business. Mr. Stiers pointed out that Mr. Hitchcock wished to sell the property and his potential buyer was having difficulty getting a mortgage because the property was zoned commercial. He reported he had spoken with Mr. Hitchcock several weeks ago and had learned that Mr. Hitchcock's wife had been in the process of working with Mr. Hathaway to switch the zoning back to Residential or A-1. He noted Mr. Hitchcock now had the opportunity to sell the home but could not because of the zoning. Mr. Davis noted two adjacent properties were zoned R-1, two were zoned Business and the property across the road was zoned Business. Mr. Stiers suggested the Board should allow the rezoning. He

indicated he understood rezoning would mean less tax money to the County but pointed out everyone knew how he felt about personal property rights. Mr. Evelyn asked County Attorney Bill Hefty how this request compared to a previous rezoning request considered on property a short distance down the road (referring to the Sharon Traylor rezoning request in 2015). Mr. Hefty indicated these were two different properties and they needed to be considered individually. Mr. Davis noted the well on one piece of property serving another piece of property remained an issue. He suggested County Code may require that a business have its own well or public water supply. Mr. Hefty indicated County Code did not require this and he pointed out the well issue was a private matter between the property owners and they would need to work that out privately. Ms. Paige pointed out the Board was not talking about dividing or combining property, the discussion was about rezoning a portion of the property.

Mr. Stiers moved to adopt Ordinance O-03-17. The members were polled:

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

The motion carried.

IN RE: PUBLIC HEARING – PROPOSED FY18 NEW KENT COUNTY BUDGET

County Administrator Rodney Hathaway presented an overview of the proposed FY18 New Kent County budget. The proposed budget totaling \$64,602,995 represented a \$1.3 million increase over the previous year. He pointed out the proposed budget had been based on the recommendation to keep the real estate tax rate at \$0.83 per \$100. He briefly reviewed a list indicating how the funds would be disbursed. He pointed out the School Board would be receiving \$32,251,616, or forty-nine percent of the budget and suggested this percentage was typical for most localities.

Mr. Hathaway noted general fund revenues were expected to increase by \$1,342,956 in FY18. Most of this increase was in personal property tax (\$596,189) and real estate tax (\$202,153). He pointed out this was a healthy increase and suggested this was a good indicator the economy in New Kent was strong. He noted increases in all areas with the exception of fines and consumer taxes. He indicated both of these line items were hard to predict and they both had been trending downward.

Mr. Hathaway reviewed recommendations for the allocation of new revenue. He noted the County was working with the School Board to construct a new school in 2019. Two additional pennies on the tax rate totaling \$520,716 were being set aside to support this project. Other recommendations included:

- new computer system lease (Tyler Munis) totaling \$228,886,
- net personnel requests totaling \$228,821,
- a payroll increase totaling \$218,421 for four firefighter positions,
- COLA increases of 1.5% for County employees and 2% for State supported positions totaling \$131,897,
- additional transfer to schools totaling \$125,000, and
- contingency for VML insurance renewal totaling \$40,000.
- Departmental budget requests had also been reduced by \$150,785.

Mr. Hathaway noted the increase for VML insurance was mostly driven by workers' compensation claims which were out of the County's control. He thanked departments for submitting responsible budgets which had reflected a reduction of \$16,789 at the time of submission. He also thanked the budget team and specifically mentioned Social Services Director Jon Martz who had served as the department head on the team. He reported the team had identified an additional \$110,112 in departmental budget requests that could be cut. Non-major capital requests had also been reduced by \$23,884.

Mr. Hathaway noted proposed personnel requests totaling \$271,094 were being recommended. He suggested it was important to continue to encourage employees to better themselves through continuing education and earning certifications. He also noted that once employees earned certifications, they became more marketable to other localities so it was important that salaries be competitive. He indicated position upgrades were being recommended for several employees who had received additional certifications in the past year including two building inspector positions (\$3,609 each) and one Finance position (\$2,896). He provided an overview of other recommended personnel actions including:

- The reduction of the CSA (Children's Services Act) full-time administrative assistant position to part-time (-\$27,438). Mr. Hathaway noted this department was functioning very efficiently and the full-time position was no longer warranted.
- The addition of a full-time Economic Development Director position (\$118,638). Mr. Hathaway noted the economy was improving and economic development in the County was getting busier. Noting the importance of economic development to the future of the County, he suggested it was time to focus more in this area to meet needs for the next several years. He recommended current Community Development Director Matthew J. Smolnik be promoted to this position. He noted the Community Development Director position had also been responsible for economic development and this proposed change would result in a vacancy in the Community Development Position.
- The addition of a Procurement Manager position was also being recommended (\$50,766). Mr. Hathaway noted that as the County was growing, so was the volume of purchases. He pointed out procurement laws changed frequently and it was important to have one individual responsible for centralized purchasing. He suggested the addition of this position would ensure the County was getting the best price available and that procurement laws were being followed consistently. It was projected that ultimately this position would save the County money.
- The addition of a new Deputy position (\$40,138) and a new Communications Officer position (\$26,792) were both being proposed. Mr. Hathaway reported the number of public safety service calls was increasing and, in an effort to manage the increase, these two new positions were being recommended.

Mr. Hathaway provided the following information regarding recommendations for employee compensation and benefits including:

- A 1.5 percent salary increase for County employees.
- County health insurance rates would increase 6.7 percent. He indicated Anthem had originally projected a 10 percent increase but had come in lower.
- There would be no change in the VRS retirement rate (now 8.72 percent).
- There would be no change in the VRS Group Term Life Insurance rate (now 1.31%).
- VML auto, liability and workers' compensation rates were projected to increase by \$53,706. He noted this was a significant increase and pointed out, as previously mentioned, that the bulk of this (\$42,872) was in workers' compensation. He suggested this was an abnormal occurrence and noted there had only been one or two instances which had driven this increase.

General Assembly mandated salary adjustments included:

- A two percent salary increase for the Department of Social Services Director and employees effective August 1, 2017.
- A two percent salary increase for Constitutional Officers effective August 1, 2017.
- A two percent salary increase for the Registrar and Electoral Board effective August 1, 2017.
- A two percent salary increase for all SOQ (Standards of Quality) school positions effective July 1, 2017.

The recommended CIP (Capital Improvement Program) budget totaled \$4,503,526. \$1.6 million of this total would be taken from cash reserves and the balance would come from federal and state grants and cash proffers. Mr. Hathaway applauded staff's initiative to seek other funding through grants to supplement local funds. The available cash reserve CIP balance would be \$3,030,271. County policy required that a minimum balance of \$1,000,000 be held in the cash reserve making the actual balance \$4,030,271. Major capital projects included:

- An Airport ramp pavement rehab project totaling \$2,034,112. The County's share would be \$44,682. Ninety percent of funding was from federal grants, eight percent from state grants and two percent from local funding.
- Fire-Rescue equipment totaling \$1,000,382. The County's share would be \$332,791. This purchase included SCBA (Self-Contained Breathing Apparatus) units totaling \$470,311 with \$427,555 being grant-funded and cardiac monitors totaling \$320,071 with \$160,035 being grant-funded.
- School CIP projects totaling \$857,824 were also being recommended. This included bus and vehicle replacements totaling \$377,824, ChromeBooks® totaling \$200,000 (\$100,000 for ChromeBooks® was also being funded from operating funds) and \$100,000 for trailer (education cottage) renovations. Mr. Hathaway noted ChromeBook® funding would be \$100,000 from CIP and \$200,000 from operating expenses next year and \$300,000 from operating expenses in the following year.
- Sheriff's Office vehicle replacements totaling \$216,000.

Mr. Hathaway presented information on the Public Utilities budget and CIP for FY18. He pointed out a four percent increase in water and sewer rates was being recommended and there would be no increase in connection and availability fees. No increase was being recommended for the Bottoms Bridge Service District ad valorem tax rate. The proposed FY18 Public Utility budget was \$4,941,341 which was an increase of approximately \$244,000 from FY17. Public Utilities CIP projects totaling \$649,800 were also recommended. Mr. Hathaway noted this was the same list of projects presented at the February budget retreat.

Mr. Hathaway closed by noting State Code required that the Board not take action on the budget on the same night as the public hearing. He indicated the first opportunity the Board would have to adopt the budget would be at the April 26, 2017 work session.

Mr. Davis opened the public hearing. There being no one wishing to speak, the public hearing was closed. Mr. Davis noted as Mr. Hathaway had stated, the Board would have to wait to adopt the budget and he anticipated a vote would be taken on April 26th.

IN RE: PUBLIC HEARING – PROPOSED FY18 TAX LEVIES

County Administrator Rodney Hathaway noted there were no recommended changes in tax levies for FY18. Recommended rates per \$100 of assessed valuation were:

- \$0.83 Real Estate
- \$0.83 Public Service Corporation Real Property
- \$3.75 Tangible Personal Property
- \$1.875 Special Rate for Tangible Personal Property (Fire-Rescue/Auxiliary Volunteer)
- \$0.75 Airplanes
- \$1.50 Machinery and Tools
- \$0.15 Bottoms Bridge Sewer/Water District Ad Valorem Tax

Mr. Davis opened the public hearing. There being no one wishing to speak, the public hearing was closed.

IN RE: PUBLIC HEARING – PROPOSED AMENDMENTS TO APPENDIX A – FEES

County Administrator Rodney Hathaway reported department heads had been asked to review and evaluate fees currently being charged by their departments to be sure they reflected the true cost of providing service and were consistent with the market in our region. The review had resulted in recommendations for the addition of a \$35.00 daily aircraft staging fee, slight increases to commercial building permits and amusement device rides permits, the addition of a \$200.00 coasters over thirty feet in height fee, the addition of a \$165.00 generators for amusement event fee and a change to the Parks and Recreation field lights description.

Mr. Davis opened the public hearing. There being no one wishing to speak, the public hearing was closed.

IN RE: PUBLIC HEARING – PROPOSED FY18 PUBLIC UTILITIES BUDGET

County Administrator Rodney Hathaway noted information on the proposed FY18 Public Utilities budget had been included in his earlier budget presentation. The proposed budget was \$4,941,341 which was a \$244,723 increase over FY18. He noted this proposed budget included the proposed four percent increase in user fees.

Mr. Davis opened the public hearing. There being no one wishing to speak, the public hearing was closed.

IN RE: PUBLIC HEARING – PROPOSED WATER AND SEWER CONSUMPTION FEES

County Administrator Rodney Hathaway reported State Code required the County to conduct a separate public hearing for utility fees. He noted the table of fees included in the meeting packet depicted the four percent increase for water and sewer. No increases were being proposed for connection fees.

Mr. Davis opened the public hearing. There being no one wishing to speak, the public hearing was closed. He reminded all that by State Code the Board could not vote on these fees for two weeks and indicated he anticipated a vote would be taken on April 26th.

IN RE: ELECTED OFFICIALS REPORTS

Mr. Stiers thanked County staff who had helped move the Heritage Public Library to their new location at Maidstone. He also thanked the New Kent High School wrestling team for their assistance. In addition, he thanked County Administrator Rodney Hathaway for getting so many department heads and staff to be involved. He encouraged everyone to stop by and see the new facility.

Ms. Paige announced it was an exciting time for the Chickahominy TRIAD collaboration between New Kent County and Charles City County. She noted TRIAD had held its first Spring Fling at Corinth Baptist Church on April 4th. Almost thirty vendors and over fifty seniors had participated. Ms. Paige also reported Attorney General Mark Herring would be in New Kent County at 9:30 a.m. the following day to sign the official TRIAD agreement in the Sheriff's Office. Ms. Paige also announced the New Kent Rotary Club would be sponsoring the All American Muscle Car and Motorcycle Show from 11:00 a.m. to 4:00 p.m. at the New Kent Winery on April 22nd. She encouraged residents to come out and support this event. Ms. Paige also announced the New Kent Relay for Life would be held at the New Kent High School track on May 20th. The event would begin with a survivors' reception at noon followed by an opening ceremony at 1:00 p.m. New Kent County would have an information table at the event as well as a relay team participating. She indicated the event would close with a luminary service which was an opportunity to reflect, support and encourage. She noted her appreciation to all sponsors and teams and indicated she was looking forward to an "awesome day of fighting cancer and helping to celebrate more birthdays." Ms. Paige also reported Cumberland Community Center would be hosting a car and motorcycle show on April 29th. She closed by recognizing outgoing Heritage Public Library Director Barbara Winters for her service and wishing her well in the future.

Mr. Tiller reported it had been his pleasure to speak to a Cub Scout troop on April 3rd at the United Methodist Church. He indicated he had some questions for the scouts and they had many good questions for him. He noted he was glad to have been able to attend.

Mr. Davis noted it was spring and suggested "if you can't find something to do in New Kent County on a weekend, you're not looking." He suggested there was something going on all the time and encouraged everyone to be safe. Mr. Davis also reported that anyone who had traveled through Route 249 in eastern New Kent over the weekend may have noticed some activity at Philbates Wrecking Yard. He noted the business routinely provided vehicles for Fire-Rescue to use in extrication training exercises. Mr. Davis suggested there had been approximately fifty people representing various local fire departments in attendance each day and he was glad to see that Mrs. Philbates was continuing what her husband, George, had started.

IN RE: STAFF REPORTS

There were no staff reports.

IN RE: OTHER BUSINESS

There was no other business.

IN RE: APPOINTMENTS – NOT BY DISTRICT

Mr. Evelyn moved to appoint Thomas Garthwright as an at large member of the Agricultural and Forestal District Advisory Committee to serve a four-year term beginning January 1, 2017 and ending December 31, 2020. 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. Davis announced that the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Monday, May 8, 2017 in the Boardroom of the County Administration Building. The next work session would be held at 4:00 p.m. on Wednesday, April 26, 2017 in the New Kent High School Media Center. Mr. Davis noted the work session time and location had been changed because the Supervisors, the School Board and several other departments and agencies were also sponsoring a drug abuse workshop at 6:00 p.m. that same night at the High School. He noted there would be several speakers and service providers present and he hoped it would be well attended. He suggested the drug abuse epidemic was something everyone needed to be made aware of and he encouraged everyone to attend.

Mr. Tiller moved to adjourn the meeting. 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.

The meeting was adjourned at 8:01 p.m.