

A REGULAR WORK SESSION WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS ON THE 26TH DAY OF FEBRUARY IN THE YEAR TWO THOUSAND TWENTY IN THE BOARDROOM OF THE COUNTY ADMINISTRATION BUILDING IN NEW KENT, VIRGINIA, AT 9:00 A.M.

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IN RE: CALL TO ORDER

Chairwoman Patricia A. Paige called the meeting to order.

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IN RE: ROLL CALL

Thomas W. Evelyn	Present
C. Thomas Tiller, Jr.	Present
Patricia A. Paige	Present
Ron Stiers	Present
John N. Lockwood	Present

All members were present.

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IN RE: INTRODUCTION OF EXTENSION OFFICE 4-H/EXTENSION SERVICES  
DIRECTOR HOLLY WILLIAMS MCMAHAN

Extension Office 4-H/Extension Services Director Holly Williams McMahan indicated she was excited to be here and thanked the Board for the opportunity to introduce herself. Ms. McMahan had started working in the County on January 10<sup>th</sup> but had been working with extension programs since 2006. She had started her career in Chesapeake, Virginia and had spent the last ten years in Tennessee. She indicated she was excited to be back home. Mr. Evelyn noted he and Ms. McMahan had graduated from New Kent High School together.

Ms. McMahan reported she was working on making contacts throughout the County. She had met with the School Superintendent and some teachers and was also working with Parks and Recreation. She reported recently having made a great contact with the New Kent Kiwanis Club. She indicated New Kent currently had two very active 4-H Clubs. One of the clubs associated with New Kent Middle School was called "Forces of Nature". This was a WHEP based club focusing on Wildlife Habitat Education. This club was currently preparing for a Southeast District 4-H Competition to be hosted by New Kent Middle School on March 14<sup>th</sup>. Several Forces of Nature club members would be participating in science competitions including a food challenge. The second club was the "Four Rivers Shooting Sports Club" which would be starting their club year the following month. Ms. McMahan reported on 4-H program goals and several upcoming programs. Work was in progress on the overnight summer camp program as well as several day camps focusing on a variety of topics such as cooking and computer science. Plans were also in the works to offer more public speaking presentation competitions in the 2020-2021 school year. She reported this had been a focus in some of her previous 4-H work and she was looking forward to working with teachers to offer public speaking and presentation contests. She thanked the Board for the opportunity to meet with them and entertained questions. Mr. Stiers asked Ms. McMahan if she had moved to the County. She indicated she was in the process of relocating from Knoxville and was currently living with her parents in New Kent. Ms. Paige noted Ms. McMahan was the daughter of Eugene and Joyce Williams. (Eugene Williams had served on the New Kent County Economic Development Authority for twelve years and Joyce Williams had served as a guidance counselor at New Kent High School for many years.) Ms. Paige also noted New Kent had been without an Extension Agent for some time

and was excited to welcome Ms. McMahan back to New Kent. She also noted the wonderful job New Kent Extension Horticulture Program Assistant Patty Townsend had been doing in the interim. Board members welcomed Ms. McMahan back to New Kent.

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IN RE:            AGRICULTURAL AND NATURAL RESOURCES EXTENSION AGENT POSITION  
                      REQUEST

County Administrator Rodney Hathaway asked Extension Office 4-H/Extension Services Director Holly Williams McMahan to remain at the table for discussion on this item. He reported he had been involved in conversations with Virginia Cooperative Extension Southeast District Director Janet Spencer regarding an Agriculture and Natural Resources Extension Agent position to serve New Kent. This position, which had previously been shared with Charles City and James City Counties, had been vacant since the retirement of John Allison more than a year ago. The local funding percentage for New Kent had been 16.67% when the three counties had shared the cost. Charles City had elected to no longer contribute so the cost would be shared by New Kent and James City. 50% of the cost would be covered by the State and each of the localities would contribute 25%. New Kent's share had been \$13,096 but with the contribution increasing to 25%, the cost would increase by \$6,274 to \$19,639. Mr. Hathaway reported there had been a freeze on some Extension positions and he was pleased to learn that the "go ahead" had been given to fill this position. Ms. Spencer had reached out to the County for authorization to proceed with filling the vacancy with the described funding scenario. Mr. Evelyn asked if the agent would split their time 50/50 between the two counties and where would their offices be located. Mr. Hathaway indicated he had not received much detail on this and was not sure how the time would be split. He asked Ms. McMahan if there was office space available in the New Kent Extension Office. She reported space was available for this agent. She also noted her position was 50/50 with Charles City. She noted that she was currently spending most of her time in New Kent while an office was being established in Charles City. Mr. Lockwood asked how the shared time would be documented. Mr. Hathaway reported agents were State employees and as such, no timesheets were submitted to the County. He suggested he would hear from the agriculture community if the agent was not spending time in the County. Mr. Stiers asked if the State had cut funding for Extension. Mr. Hathaway indicated he was not sure what the Governor's budget included for Extension services. Mr. Evelyn indicated he felt this was a much-needed position and reported receiving many questions about the vacancy. Noting that the position had been vacant for more than a year, Mr. Lockwood asked if funding had been included in the budget. Mr. Hathaway indicated he did not believe the funding had been continued and suggested the intention had been to be able to put this funding back into the budget if the position was filled.

Mr. Evelyn moved to appropriate \$19,639 from the Reserved for Contingency Account to fund New Kent County's annual share of an Agricultural and Natural Resources Extension Agent position. The members were polled:

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

The motion carried.

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IN RE:            HERITAGE PUBLIC LIBRARY UPDATE

Ms. Paige reported Heritage Public Library Director Chandra McPherson had called in to report that she would be delayed due to an accident. Ms. Paige indicated the Board would move on to the next agenda item and would hear from Ms. McPherson later in the meeting.

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IN RE: NEW KENT SOCIAL SERVICES ANNUAL UPDATE

New Kent Department of Social Service (NKDSS) Director Jon Martz thanked the Board for their time and the opportunity to provide them with an annual update on Social Services programs. NKDSS was dedicated to providing advocacy and quality services to individuals and families to help them achieve self-sufficiency, to preserve and restore families, and to protect the well-being of children and aged adults with disabilities. The department's programs were designed to address those who were most in need. Staff was striving, in conjunction with other community partners, to provide effective intervention when necessary, while emphasizing personal responsibility. Staff was also focused on balancing the temporary nature of assistance programs while ensuring the confidentiality, safety, stability and well-being for the most vulnerable populations. The goal was to treat everyone with dignity and respect.

Mr. Martz reported NKDSS had been working as an agency to develop core values. Included in the list were:

- Superior Performance – No late applications/renewals. No out of compliance cases. No customer complaints. No Wrong Door (no one turned away from services).
- Distinctive Impact – Civic Pride, Unique programs unavailable elsewhere.
- Lasting Endurance – Excellence sustained by agency regardless of turnover and time lapse. Agency stays strong regardless of Leadership Team makeup.

The department vision statement indicated NKDSS would be a single point of contact for the delivery of integrated client-centered and community-focused programming in a safe and welcoming environment in order to better the lives of the citizens served. Mr. Martz indicated everyone coming through the doors should be helped in some way. A comprehensive system would be in place which would allow staff to find some available support services even when the client may not be eligible for any DSS programs. Options would include an integrated referral system helping clients make connections with other agencies. With this in mind, NKDSS had developed the following agency goals:

- Develop strategies designed to move the agency toward exceptional community engagement featuring the implementation of innovative and inclusive programming for all NK residents.
- Work with County staff to utilize creative and innovative solutions to limited available building space for expanded services.
- Develop Mutual Aid Agreements with surrounding counties in regards to services cases which cross over County boundaries.
- Implementation of VDSS Mobile Device Management iPad Application Process Program.
- Develop and expand County and regional partnerships to implement a "warm hand-off" referral process including the development of a uniform system of referral to County resources. Mr. Martz noted the importance of creating a one-stop atmosphere where clients would receive assistance in making contact with other agencies prior to leaving the office. He suggested the only individuals who woke up excited about coming to the DSS office were the employees and no individual who had made an effort to seek assistance should be turned away without receiving some guidance on where to go.

- Develop an up to date recruitment/retention process including a comprehensive on-boarding program.

Mr. Martz drew attention to several charts depicting statistical information. He reported Child Protective Services (CPS) referrals in FY19 had been 230 which had been up significantly from 173 the previous year. Investigations had gone up from 20 in FY18 to 31 in FY19. Mr. Martz reported that when he had first become DSS Director in FY15, there had been 15 referrals. He suggested the significant increase could be attributed to several factors. He reminded everyone that New Kent was the second fastest growing locality in the Commonwealth of Virginia and was also the second fastest growing population of residents who were 65 or older. He reported DSS had been focusing on outreach in recent years and he believed this had made individuals feel more comfortable calling CPS. He suggested if someone asked themselves, "Should I call Social Services?", the answer was "YES" and DSS would determine if the situation rose to the level of a CPS complaint. He encouraged everyone to err on the side of safety especially when children were involved. He also reported calls for Adult Protective Services had been 64 and Adult Services Referrals had been 42 in FY19. Mr. Martz reminded everyone that the Medicaid expansion forecast for New Kent had predicted about 400 new clients and this prediction had been accurate. He also reported the number of Supplemental Nutrition Assistance Program (SNAP) clients was now over 1,800 and Medicaid client numbers were over 2,400. The number of emergency assistance applications had been decreasing in recent years. Mr. Martz reported the emergency assistance program was completely funded by New Kent County and clients needing these services could receive up to \$250. Recipients were required to either take a budgeting class or pay back the funds over time. The total for all FY19 DSS spending in New Kent County had been \$20,728,629 with the County's share being \$417,381.

Mr. Martz shared an impressive list of accomplishments including:

- Successfully coordinated and hosted a Job Fair with 20 local/regional vendors the previous fall. Plans were in the works for a spring Job Fair.
- Collected and distributed over 900 Christmas Gifts to local residents - made possible through a partnership with Girls Scouts and other community members.
- Collected and distributed over 1,000 School Supplies for NKCPs. Mr. Martz reported school supply drives were frequently held at the beginning of the school year. This had been a mid-year supply drive to meet the needs of those needing to replenish materials. This had been made possible through a partnership with the New Kent Ruritan and other community members.
- Pilot agency for the Governor's Challenge to prevent suicide among Service Members, Veterans and their Families (SMVF). Mr. Martz reported New Kent had the sixth highest per capita residency of veterans and active duty military in the Commonwealth of Virginia. He also reported DSS staff were asking clients if they or any family member was a member of the armed forces or a veteran and were providing resources to those who were. Those who indicated they had considered harming themselves were connected with a veterans' hotline while in the office.
- New Kent DSS was the only pilot agency for the State's Workload Measures Study. Time estimates for completing various DSS workload components were based on New Kent numbers. He reported the State had suggested a 22-minute completion time for a SNAP and Medicaid application when actual completion time was 90 minutes. He indicated he was hopeful that a better understanding of processing times would mean more State dollars.
- The Baby Box Program was a campaign to promote safe sleep for infants by developing solutions to reduce the number of child fatalities.
- Ensured all staff members had an Individualized Development Plan.

Mr. Martz indicated he had a request for funding for an emergency position and distributed a memo providing details. He noted New Kent had recently been in the news as a result of an investigation at a private facility in the County (Cumberland Hospital for Children and Adolescents). The NKDSS office had received a total of 27 referrals since February 5<sup>th</sup>, seven of which were directly related to the investigation. NKDSS had also been informed that up to ten additional complaints could be forthcoming from other agencies. Mr. Martz indicated his office did not have the personnel to adequately investigate the number of complaints. He requested additional funds in the amount of \$7,041 in order to hire a part time emergency Family Services Specialist to assist with Out of Family investigations of Child Protective Services complaints associated with recent current events. The County would receive \$2,534.76 in reimbursement from the State. Mr. Martz suggested a part time Family Services Specialist not to exceed 20 hours per week for a time frame not to exceed May 31, 2020 would relieve the potential backlog of investigations.

County Administrator Rodney Hathaway indicated he believed the NKDSS office currently had a vacant CPS worker position. Mr. Martz confirmed and noted Out of Family investigations required a specialized CPS position and the department was down to only one individual who was able to perform these investigations. He reported several telephone interviews were scheduled but none of the individuals had this experience. Mr. Hathaway recommended that no additional funding be appropriated at this time and suggested that because of the number of vacancies in DSS throughout the year, no additional appropriation may be needed. The budget would be monitored and a determination of the need for additional funding could be made closer to the end of the fiscal year. He asked DSS Administrative Services Manager Dana Boothe to correct him if this information was wrong. Ms. Boothe agreed this was a fair assessment. Mr. Evelyn asked what percentage of CPS calls had been connected to recent events. Mr. Martz reported that 26% of the calls in February had been associated with recent events. He also noted individuals who may have had a connection and who had seen the news reports had been reaching out. He expected there would be many more. Mr. Hathaway suggested it was unfortunate that the County was not getting more assistance from the State and noted the County was not involved in the permitting and licensing process for this facility. Mr. Evelyn agreed and suggested the State should provide additional staff support. Mr. Martz reported that each of the calls they received regarding this facility had been reported to the licensing board faithfully over the past several years and it was up to them to decide whether or not to investigate. NKDSS had first reached out with their concerns to the Office of the Attorney General in 2018. This had been followed up with a face-to-face meeting in 2019. He suggested "nobody really got on board with it until February 5, 2020" when the news story aired. Ms. Paige asked if this temporary position may be needed beyond May 31<sup>st</sup>. Mr. Martz reported DSS was given 30 days to conduct an investigation and he expected the bulk of the reports to happen within the next 30 to 60 days. He also noted the vacant CPS position should be filled by that time.

Mr. Martz entertained questions from the Board. Referencing the Job Fair mentioned in the list of accomplishments, Mr. Tiller asked if any individuals had been placed as a result of the event. Mr. Martz reported several individuals had been placed on the spot. He also noted the spring event would be a Job/Resource Fair and would include not only employers but also employment resources. Representatives of Bay Transit, Rappahannock Community College and the Workforce Center would be among resource providers and assistance with resume writing would also be available.

Drawing the conversation back to the requested emergency temporary position, Mr. Hathaway asked if Board members were in concurrence to move forward with filling this position. Board members concurred.

Mr. Stiers reported something not included in the DSS figures was that students in all four schools who did not qualify for free or reduced meals but still needed assistance had been receiving free breakfast and lunch for the past two years. He indicated this had been made possible by The Forge Foundation, an organization of which he was president. Ms. Paige asked the cost of this program. Mr. Stiers indicated the annual cost was approximately \$3,000. Mr. Martz also reported legislation was before the General Assembly for an expanded summer meals program throughout the State for students eligible for free or reduced meals. He was confident this would pass and reported NKDSS would be involved in the implementation. Mr. Stiers suggested the Forge Foundation may be able to also assist. Mr. Lockwood asked how this type of program worked and if students needed to come to the school to be served. Mr. Martz indicated the summer meals programs varied by locality. Some programs involved a once a week pickup of items to be taken home and others offered an opportunity to come and be fed. Each locality decided what would work best. Mr. Martz also reported Thrive Virginia (fka Quin Rivers Community Action Agency) had offered a summer feeding program for several years and DSS would coordinate with them.

In closing, Mr. Martz introduced Family Services Supervisor Maria Terbea. Ms. Terbea had been with NKDSS since 2013 and was responsible for CPS, APS and Foster Care cases. He reported Ms. Terbea had been doing an outstanding job and the department had been well prepared for this recent situation. Several Board members thanked Mr. Martz and staff for all they were doing to serve the community. Mr. Martz thanked the Board for their support.

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IN RE: HERITAGE PUBLIC LIBRARY UPDATE

Heritage Public Library Director Chandra McPherson apologized for her late arrival and reported she had been delayed due to an accident. She distributed copies of the FY19 Heritage Public Library New Kent branch report. She noted library use continued to rise in step with the County's population increase. New patrons had increased by 16%, visits had increased by 15%, program attendance had increased by 23% and the number of items borrowed had increased by 28%. This growth was expected to continue.

Ms. McPherson reported on a number of "Goals in Action" including:

- The number of adult and youth program offerings had doubled.
- The New Kent Branch network/server had been overhauled.
- A new five-year plan had been produced and approved.
- Passport services had generated \$16,000 for library programs.
- Grants, in-kind grants and donations had totaled \$22,000.

Partnerships activities over the past year included:

- The Virginia Museum of Fine Arts mobile museum at the Charles City County Fair
- Weekly off-site story times had been hosted for Head Start students.
- 175 items had been made and donated locally by From the Heart Stitchers.
- Caregivers workshops had been offered in conjunction with Senior Connections.
- Career seeker services were provided in conjunction with Virginia Career Works.
- A WWI and WWII document scanning event had been hosted in conjunction with the Library of Virginia.

Ms. McPherson drew attention to the State Aid Projections portion of the handout. Using an estimated population of 23,066 and a 50% of median value of \$12.23, the estimated minimum local budget per State aid requirements for New Kent County was \$282,097.18. She reported New Kent continued to make progress toward meeting the minimum local budget requirements. The State requirement was to "have local operating expenditures of at least 50% of the median statewide local operating expenditures per capita, two-thirds of which must be from taxation or endowment." She reported it would be necessary to develop a new five-year plan to be presented to the State Library Board if this level was not met this year. She was hopeful that by showing steps were being made in the right direction the library would receive partial if not full funding. She reported she had been asking every year if credit could be given toward this goal for in-kind services provided by New Kent General Services. She also reported she had discussed the possibility of redefining local money in a way that would allow credit to be given for donations. She stressed that she didn't want to leave anything on the table at the State and was working to maximize all available funding. The combined local funding from both Charles City and New Kent helped to reduce the financial expectation from New Kent. She drew attention to the back of the report which contained a collage of pictures depicting free activities and services offered over the past year. Among those activities and services were:

- Meeting rooms that hosted 182 diverse community and education related meetings
- 63,153 books, DVDs, e-Books, audio books and magazines
- 24/7 Wi-Fi at each location
- Maker Space tools and training
- Monthly programs for every age
- Access to databases, internet, printers, scanners and computers

Ms. McPherson reported the library's five-year plan had been posted on their website and included addressing a number of challenges. Items listed among those challenges were:

- Patrons were requesting that the library be open more days.
- Patrons who lived significant distances from the branch were paying to use library facilities in neighboring localities.
- Staffing – Ms. McPherson noted that as the only full-time employee she could only do so much. She reported very hard-working part-time staff were carrying the library programs and she often had to make them put hours worked on their time sheets.
- She was hopeful some of the distance problems for patrons could be solved with an outreach program. She suggested such a program could make regular stops at off-site locations and bring library services as well as internet to the patrons.

Mr. Lockwood asked if Ms. McPherson had stated earlier that donations could be considered as a part of local funding or was this something she was still working on. Ms. McPherson indicated that was something she was still working with the State Library to have determined. She drew attention back to the State Aid Projections portion of her report and noted if donations could be interpreted as a part of the local share, the County's share would be reduced. Ms. McPherson reported there was a big push to get State aid to local libraries and both houses had passed resolutions stating that libraries are a vital community service. She indicated the Heritage Public Library's portion of state funding would be tied directly to the County's population and how close we came to meeting the State Aid threshold. She reported the library would be docked an estimated \$6,000 from last year to this year because of not meeting the threshold. She suggested this may not sound like a huge amount but noted it was about equal to the library's books and materials budget. Mr. Hathaway asked if the additional funding requested would be sufficient to cover an additional day of operations. (The library was currently closed on Thursdays.) Ms. McPherson suggested additional operating time could be a possibility and noted it was a

priority. She encouraged Board members to contact her with any additional questions. She also noted feedback was appreciated and thanked the Board for the opportunity to speak.

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IN RE: TAYLOR TRACT PROPERTY PURCHASE

County Administrator Rodney Hathaway indicated the Board had previously discussed the purchase of the Taylor tract and reported everything was in place to move forward. He reminded everyone that the County had purchased 80 acres adjacent to G. W. Watkins Elementary School the previous year. The title search on that property had revealed an old road crossing the property as an access to the Taylor tract. Given that there could be some requirement to provide access to the Taylor property, it had been suggested that consideration be given to purchasing the property as a means to limit that liability and to increase the acreage held by the County to 100 acres. Mr. Hathaway reported the total purchase price would be \$61,152 (\$60,000 purchase plus \$1,152 in closing costs). He recommended the Board take action to appropriate \$61,152 from the County's Capital Reserve account for the purchase of additional land adjacent to G. W. Watkins Elementary School for the future construction of school facilities. He reported the closing documents were ready for Mrs. Taylor to sign at the closing attorney's office. Mr. Evelyn suggested the motion should state that the land was not only for future school facilities but also County facilities. Mr. Hathaway agreed. Mr. Tiller asked how recently the access road had been used. Mr. Hathaway suggested the road had not been used in twenty or more years and had at one time been the access to a home. Mr. Lockwood asked if the property was twenty usable acres. Mr. Hathaway reported some wetlands were present but most of the property was usable. Mr. Lockwood asked how much the County had paid for the 80 acres previously purchased. Mr. Hathaway reported the price had been \$700,000.

Mr. Evelyn moved to appropriate \$61,152 from the County's Capital Reserve account for the purchase of land adjacent to G.W. Watkins Elementary School for the future construction of school and/or county facilities. The members were polled:

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

The motion carried.

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IN RE: SOUTH QUAKER ROAD RIGHT-OF-WAY REQUEST – NEW ELEMENTARY SCHOOL

County Administrator Rodney Hathaway reported VDOT had requested an extended road transition requiring additional right-of-way on Quaker Road for the new elementary school project. This right-of-way would impact the property adjacent to the school site which was owned by Journey Christian Fellowship. The engineer for the school project had expressed concerns regarding the increased construction costs, additional design time needed for revisions and additional review time for VDOT. VDOT had agreed to waive this requirement if Journey Christian Fellowship would provide a letter stating that this extended transition would cause a burden on the church property and their future planned use. Mr. Hathaway noted that although a waiver would save time on the project, it would not help resolve potential traffic congestion issues. He suggested the Board should consider the current condition of Quaker Road and whether or not it could adequately serve the school. Mr.

Evelyn asked if there was any plan to widen Quaker Road from Dispatch Road. Mr. Hathaway reported a lengthy deceleration lane would be constructed but no other improvements were planned. Mr. Lockwood asked for confirmation that the waiver would only be granted if Journey Christian Fellowship would sign a statement indicating the additional right-of-way would be a burden on their property. Mr. Hathaway confirmed. Mr. Stiers asked if this had been discussed with the Pastor of Journey. Mr. Hathaway reported there had been no discussions with the church and noted he had wanted to have a conversation with the Board before approaching them. He also reported the Sheriff had expressed concerns regarding the condition of Quaker Road during the review process. He had suggested the entire road needed to be widened. Mr. Hathaway pointed out that obtaining a waiver would reduce the already limited improvements. Mr. Evelyn noted the information provided suggested the additional cost would be about \$250,000 and went on to suggest this was a small amount given the overall project and it would result in some improvements to the road. He suggested there was no question Quaker Road was dangerous and with more traffic being generated by the new school and church facilities, requirements to extend the transition lane should not be waived. Discussion on the expansion of the transition lane continued. Mr. Hathaway suggested if the Board wished to move forward with seeking a waiver, he would approach the church with a request for them to sign a statement indicating it would be a burden on their property. Mr. Lockwood asked if VDOT had approved the original plans and was now asking for more. Mr. Hathaway indicated VDOT had not approved the original plans and their response had been that an expanded transition was needed. Mr. Lockwood noted the project engineer had felt the plans were sufficient to handle the expected traffic flow. Mr. Hathaway confirmed and indicated the information provided was in response to VDOT's comments. Ms. Paige asked for confirmation that the letter to Journey would be "a letter of ask". Mr. Hathaway confirmed and indicated the County was in no position to mandate that Journey do anything. Ms. Paige asked what would happen if the County sent a letter and the response was no. Mr. Hathaway indicated there was nothing the County could do and the project would move forward with building out the full extension. County Attorney Brendan Hefty advised that the Board would also need to determine how they would get the right for the expansion to be built over Journey's property. He suggested it would be necessary to negotiate an easement. Mr. Evelyn asked if the question would now need to be resolved between VDOT and Journey. Mr. Hathaway indicated it would be an issue between New Kent and Journey and the County would need to purchase the additional right-of-way. He reported Journey had been very cooperative thus far and there had been several very positive meetings. Mr. Tiller asked how much additional right-of-way would be necessary. Mr. Hathaway reported the drawings suggested it was approximately 200 feet in length but would have varying widths. Total area had not been included on the plans. Mr. Hathaway indicated he could follow up with the engineer. Mr. Hefty asked if the Board had decided to not pursue the waiver and noted if a waiver was desired, they would need to take action. The general consensus was to not seek a waiver.

Mr. Hathaway also reported the bid date for the new school had been February 25<sup>th</sup> but had been pushed back to March 3<sup>rd</sup> because some of the potential bidders had requested additional time. Ms. Paige asked if the schools would be putting out a bid request for a project manager. Mr. Hathaway indicated he had not seen any requests for proposals for a project manager but he had been told the schools were pursuing hiring one.

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IN RE: PERRETZ & YOUNG WORK AUTHORIZATION APPROVAL

County Administrator Rodney Hathaway reported this request was in support of the expansion of the Bridging Communities Regional Career and Technical Center (BCRCTC) to

add a diesel shop training facility in addition to existing facilities. He reported the center had received notice approximately a year ago that its diesel program did not meet certification requirements. As a result, the options were to build a larger facility or to significantly reduce the number of participants. BCRCTC had originally put out a request for quotes for engineering and design work for a new diesel training facility. After doing so, they had approached the County asking if the County would coordinate the design and engineering process. Mr. Hathaway had agreed and pointed out that a signed work order had been included in the information provided. County procurement policy required that any expenditure over \$30,000 be approved by the Board of Supervisors and this project had been quoted at \$31,350. BCRCTC had transferred funds received from participating schools and the Virginia Community College System for this project to the County. He asked the Board to appropriate \$31,350 from the School Diesel Shop Construction Fund for architectural services provided by Perretz & Young Architects, P.C. for the diesel shop training facility. Mr. Hathaway also reported a civil engineering contract had also been signed for this project with SilverCore which, at \$27,500, was under the \$30,000 requirement. Mr. Lockwood suggested \$60,000 in engineering for a 4,000 square foot metal building seemed to be out of line and further suggested he couldn't imagine the building would cost that much. (The proposed diesel shop facility is 4,800 square feet in size.) Mr. Hathaway reported he had learned from BCRCTC staff that the proposed building was being modeled after a similar facility built in Richmond County which had come in at approximately \$600,000. He suggested engineering costs were usually between eight and twelve percent of the total project cost and these costs were within those limits. Mr. Lockwood questioned a \$600,000 price for a 4,000 square foot prefab metal building. Mr. Hathaway agreed this was a large amount of money but also noted he had told the BCRCTC Board that because of the visibility, a plain metal building would not be sufficient on this campus. He indicated the Board would have an opportunity to review the plans prior to moving forward. Mr. Evelyn pointed out the suggested price was \$125 per square foot which he didn't feel was unreasonable. Ms. Paige asked for confirmation that this project would not be county-funded. Mr. Hathaway confirmed but noted some of the funding would be coming from New Kent Schools.

Mr. Tiller moved to appropriate \$31,350 from the School Diesel Shop Construction fund for architectural services provided by Perretz & Young Architects, P.C. for the planning of a new Bridging Communities Career and Technical Center diesel shop training facility. The members were polled:

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

The motion carried.

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IN RE:           NOMINATIONS – BOARD OF EQUALIZATION

Mr. Evelyn moved to nominate William Wallace for Circuit Court appointment as a member of the Board of Equalization to serve a term ending December 31, 2020.

Mr. Stiers moved to nominate Russell Beyer for Circuit Court appointment as a member of the Board of Equalization to serve a term ending December 31, 2020.

Mr. Lockwood moved to nominate Maurice Gauthier for Circuit Court appointment as a member of the Board of Equalization to serve a term ending December 31, 2020.

The members were polled:

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

The motions carried.

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IN RE: OTHER BUSINESS – REPLACEMENT STREET SIGNS IN BRICKSHIRE

Mr. Stiers reported he had received an email from Ben Peck on behalf of the Brickshire Homeowners Association (HOA). The HOA was in the process of purchasing approximately \$120,000 in new street name signs for the community and had run into some difficulty getting their preferred sign posts approved by the County. They wished to use a round black aluminum post with a breakaway which was approved by VDOT. The HOA had spoken with Sheri Adams in the Planning Department and had been informed that County policy was that all street signs within the County had to meet both County Code and VDOT specifications. It had been suggested that the proposed sign posts did not meet County Code. Mr. Stiers asked for clarification as to what could be used and suggested what was being proposed was of much better quality than angle iron used throughout the County. Planning Director Kelli LeDuc reported she had been contacted by the HOA Manager Rebecca Agee by email the previous week. Ms. Agee had requested a copy of the County's specifications for street signs. Ms. LeDuc indicated she had forwarded copies of both County and VDOT standards to Ms. Agee and noted she was not aware of any phone calls with other Planning staff members. County Administrator Rodney Hathaway referenced Section 86.63 of the New Kent County Code which regulated street signs and noted this section stated County approval was needed. He suggested the HOA submit their proposed specifications to the County and the County would forward the information to VDOT for approval. Mr. Stiers indicated the HOA had reported they already had received VDOT's approval. Mr. Hathaway indicated the County would need a record of VDOT's approval and suggested if VDOT had given their approval, there should be no objections from the County. He noted there were no specifications for sign posts in the County Code but noted the County did have a set of specifications which was being used for the County's sign contractor. He suggested if a community wanted to install signs that met VDOT's standards and were above and beyond specifications used by the County, there should be no issue. Mr. Stiers suggested he would have Mr. Peck follow up with Ms. LeDuc and asked if it would be okay to verbally tell the HOA that they could move forward with their plans. Ms. LeDuc agreed and suggested if VDOT had given their approval, the County would have no issues. She noted that when the County was tasked with replacing signs, the cheaper metal posts were used. Ms. Paige asked if the County should get a copy of the VDOT approval. Mr. Hathaway suggested VDOT's approval should be documented in the County's records.

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IN RE: OTHER BUSINESS – REDUCTION OF PLANNING COMMISSIONER NUMBERS

Ms. Paige asked Board members to consider a future conversation regarding the possible reduction of the number of Planning Commission members. She indicated she would like

the Board to weigh the pros and cons and asked them to think about this and be prepared for a future discussion.

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IN RE: OTHER BUSINESS – AGENDA REQUEST FORM REVISION - MADAM CHAIR

Mr. Tiller noted the current agenda request forms contained the wording "Mr. Chairman" and asked if this could be revised to state "Madam Chair".

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IN RE: OTHER BUSINESS – PRESENTATION OF FY21 BUDGET/FIREHOUSE CHATS

County Administrator Rodney Hathaway reported the FY21 Budget would be presented at the Board's March 9<sup>th</sup> meeting. He also reported staff was working on community engagement in an effort to get budget information out to the public. The public would be invited to participate in "Firehouse Chats" being planned for all five County fire stations. No dates had been set but sessions would be scheduled for both morning and evening hours.

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IN RE: ANNOUNCEMENT OF UPCOMING MEETINGS/ADJOURNMENT

Ms. Paige announced the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Monday, March 9, 2020 and the next work session at 9:00 a.m. on Wednesday, March 25, 2020, both in the Boardroom of the County Administration Building. The Board will also meet for a Budget Retreat at 9:00 a.m. on Friday, March 13, 2020 at the Providence Forge Recreation Center.

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

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

The motion carried.

The meeting was adjourned at 10:28 a.m.