

A RETREAT WORK SESSION MEETING WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS AT 9:00 A.M. ON THE 6TH DAY OF NOVEMBER IN THE YEAR TWO THOUSAND TWENTY, AT 11301 POCAHONTAS TRAIL, PROVIDENCE FORGE, VIRGINIA.

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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

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IN RE: INVOCATION/OPENING STATEMENTS

Ms. Paige opened the meeting with an invocation. She thanked all in attendance and those who had been involved preparing for this meeting. She stated that today would be about topics which the Board never seemed to have time to discuss as well as future projects for the County. The Board rarely had an opportunity to hear the wants and needs of the departments and several departments would be presenting today. She suggested the Board needed to discuss much needed projects in the County and specifically noted the renovation of the Historic School. She reported she had spoken with County Administrator Rodney Hathaway about forming a space planning committee to review current and future needs. She stated this had been a difficult year for everyone and expressed her appreciation for the support not only this year but every year since being on the Board. She noted it was her honor to serve and thanked everyone for their time, patience and presence.

Noting it was too early for Dr. Brian Nichols, Superintendent of New Kent County Schools (scheduled for 9:30 a.m.) to present, Mr. Hathaway moved on with other business.

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IN RE: OTHER BUSINESS – ROCK CREEK VILLAS STREETS – RESOLUTION R-44-20

County Administrator Rodney Hathaway reported a request had been received from the Cunninghams (developers of Rock Creek Villas) requesting that the streets within Rock Creek Villas be accepted into the secondary system of state highways for maintenance. He distributed copies of Resolution R-44-20, a resolution requesting VDOT add Rock Creek Villa Drive and Rock Creek Villa Way to the secondary system of state highways. Approval of this resolution today would start the acceptance process with VDOT. VDOT engineers would assess the roads to determine if construction was to VDOT standards and report back to the County. If the streets were found to be ready for acceptance, a resolution to move forward would be presented to the Board at a future meeting. If the streets were found not ready, a punch list would be provided to the developer. Mr. Hathaway noted there were some concerns regarding these roads including the presence of a roundabout and a cul-de-sac. He reported he had been employed in the Planning Department when this project had been developed and he believed the size of the cul-de-sac had been reduced due to environmental issues. He stated the reduced size may not meet VDOT standards.

Ms. Paige noted she was aware of other private roads wanting acceptance by VDOT and asked why the Board was being asked to adopt a resolution for these. Mr. Hathaway reported the standards were different for private roads. He specifically referenced the

Farms of New Kent (FONK) and noted those roads had been designed as private and they were now requesting acceptance by VDOT. The difference with FONK roads was they were still under construction. One of the standards necessary for private roads to be considered was they had to be in existence for twenty years. The streets in Rock Creek Villas did not meet this standard. Mr. Lockwood asked if there were any exceptions to the twenty-year standard. Mr. Hathaway reported VDOT could grant an exception.

Mr. Tiller moved to adopt Resolution R-44-20 requesting that the Virginia Department of Transportation add Rock Creek Villa Drive and Rock Creek Villa Way to the Secondary System of State Highways for Maintenance. 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: OTHER BUSINESS – COUNTY ADMINISTRATION BUILDING HVAC ISSUES

County Administrator Rodney Hathaway reported on issues with the HVAC system in the County Administration Building. The system had been evaluated and the compressor and mother board needed to be replaced at an estimated cost of \$20,000. Mr. Lockwood asked if this was the same system the County would be replacing. Mr. Hathaway confirmed and noted that was why he was questioning the \$20,000 expenditure. He indicated the RFP (Request For Proposals) for the new system should be out the following week. The General Services Department was purchasing space heaters for offices and Department Director Rick Stewart believed adjustments could be made in the system to bring heat into offices. He had also been looking into renting a heating trailer that could be connected to the building ductwork during colder weather. This would cost much less than \$20,000 and would keep facilities heated until the new system was installed. Mr. Hathaway reported the compressor had been replaced several times in recent years and if repaired again, there was no guarantee how long it would last. Bids would be due on December 18<sup>th</sup> and he anticipated bringing a contract to the Board for action at their January 2021 regular meeting. Project construction would begin the end of January or early February 2021. Consideration was also being given to allowing employees to work from home when contractors were in their offices and it could be necessary to close the DMV Select for a week. Board members expressed support for the use of a heat trailer. Ms. Paige asked if Board action regarding funds for this trailer was needed. Mr. Hathaway reported plans were to cover this expense from the General Services Department budget and no additional appropriation was needed.

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IN RE: NEW KENT COUNTY PUBLIC SCHOOLS (NKPCS)

NKPCS Superintendent Brian Nichols distributed copies of his presentation and noted School Board Chairwoman Dr. Gail B. Hardinge would be joining him. He stated it was a tough day for NKPCS and reported a high school senior and daughter of an employee had passed away the previous day. He asked that we keep this family in our thoughts and prayers.

Dr. Nichols thanked the Board for the opportunity to meet and reported he would be speaking on NKPCS priorities as well as returning to school. The School Board had decided they would vote on when each group of students would return and the student body had been divided into the following six cohorts:

- Cohort 1 – K-12 students with Individualized Education Plans (IEPs) with an adapted curriculum; Pre-K students with IEPs. These students had been attending since the second week of school. Online Access Internet Café students had been attending since the first day of school.
- Cohort 2 – Grades K & 1 – Kindergarten orientation was held the week of November 2-6. Plans were for Kindergarten students to return to school on November 9<sup>th</sup> followed by first grade students on November 16<sup>th</sup>.
- Cohort 3 – Grades 2 & 3 – Dr. Nichols reported no date had been set but he was hopeful these students would return prior to the winter holidays.
- Cohort 4 – Grades 4 & 5 – TBD
- Cohort 5 – Grades 6 & 9 – TBD
- Cohort 6 – All remaining grades – TBD

He was hopeful Cohort 4 would follow soon after Cohort 3 and Cohorts 5 and 6 by second semester. He noted 27% of the K-1 families had chosen to remain in a virtual program. Mr. Stiers asked if these students would be required to wear a mask all day. Dr. Nichols indicated they would with the exception of during lunch and outside recess. CDC guidelines suggested students spaced six feet apart would not be required to wear masks but students could be placed as close as three-feet apart with a mask. Six feet of spacing was not an option for New Kent and the three feet of spacing with masks would be necessary.

Dr. Nichols thanked the Board for their partnership and for the CARES (Coronavirus Aid, Relief, and Economic Security) funds and PPE (Personal Protective Equipment). He noted the partnership between the County and NKCPSS was crucial to these return to learn plans.

Dr. Nichols reported NKCPSS had identified four priorities including:

- Opportunities for Students – For a small division, New Kent was providing its students with many opportunities. Specific examples included CodeRVA, Bridging Communities (Career and Technical School), Chesapeake Bay Governor's School, Maggie Walker Governor's School as well as many options provided at the high school. A segment of students was still not being reached and he was charging his team with finding ways to expand career pathways. Students had 32 opportunities for a credit at the high school level while only 22-24 were needed to graduate. This was leaving 8-10 credits that could be put into a career pathway. It was his goal for every graduate to not only receive a diploma but also receive something more such as a dual enrollment degree, a career studies certificate or an internship. He suggested a big pathway that was missing was a connection to military service and reported NKCPSS was actively considering a JROTC (Junior Reserve Officers Training Corps) program. They were also working to expand dual enrollment offerings and to get more NKCPSS teachers certified to teach these courses. Expanding elective options at the middle school level was also a focus. A dual language program was also in the works for elementary students. Students would begin learning to speak a second language in Kindergarten with the goal being that they would be fluent by fifth grade. Spanish was the language being considered.
- Summer Learning – Dr. Nichols reported this program would be for a small group of students and would focus on closing gaps caused by the March shutdown. It would also provide an opportunity to pilot innovative programs such as the dual language program previously mentioned. Opportunities for credit recovery and advancement would be possible at the high school level. The program would also provide another compensation opportunity as well as a recruiting tool for teachers. He reported the teacher pool had never been smaller and all instruction areas were now considered critical shortage areas except for high school history. Teachers were leaving the profession and the pandemic had made this worse. Ms. Paige asked if students would be required to take SOLs. Dr. Nichols reported results of the upcoming election could impact this but as of now,

students would take SOLs but they would not be considered for school accreditation. High school students would need to pass SOLs to receive "verified credit" for graduation. Dr. Hardinge suggested that even if schools were not held accountable for SOLs, there would be pressure on teachers to teach to the content and on students to pass.

- Staff Compensation – He reported NKCPs had come a long way in recent years in regard to staff compensation. He noted compensation was more than what was received in the paycheck and reported NKCPs continued to offer and expand a staff wellness program which had helped reduce insurance rates. He also noted NKCPs would like to develop a long-term collaborative plan for wage increases over the next ten years. This would be difficult due to many factors beyond their control. NKCPs would also like to provide additional opportunities for staff to lead and grow professionally. Establishing a wellness clinic for staff was also a consideration. He suggested there may be an opportunity to partner in this and noted it would provide an option to have well checks and quick appointments at a location close to work and reduce staff absence time.
- Space Constraints – NKCPs was very excited about the new elementary school and they were hopeful to have a name for the school by December. The School Board was considering two possible redistricting options which would be shared with the community in January and a decision was expected to be made in March. NKCPs was working with Moseley (architect) who was working with Heartland (the apparent lowest bidder) and NKCPs legal representation to finalize a contract which he expected to have by the end of November. Ms. Paige asked if a Clerk of the Works had been hired. Dr. Nichols reported Clarence Jackson (former New Kent County Building Official) had been working with them on the value engineering items and would also be serving as Clerk of the Works. He also reported a New Kent Elementary feasibility study would be conducted in 2021 to develop a phased renovation plan. This project could be undertaken without shutting the school down once some students were in the new school. Middle school classroom space would soon also be an issue. The second floor addition several years ago had been helpful but there were currently 800 students in the 925 capacity school. The size of the cafeteria had become an issue and some lockers had been removed to expand cafeteria space. He also reported the possibility of redesigning the middle school locker room to make space for two additional classrooms while still keeping sufficient locker room space. One of the biggest unknowns for NKCPs would be how many students would be attending next year. Current enrollment was down 290 from projections and Kindergarten numbers were extremely low. He noted the numbers would pick back up again and stated he believed the plans at the middle school would extend the capacity and make the school work a little longer. The NKCPs Capital Improvement Plan suggested the need for a second middle school in 2027. County Administrator Rodney Hathaway reported debt on the high school would be retired in 2027 to 2028 and that timing would work well. Dr. Nichols noted he would like to also address district office space needs. Staff were currently in four locations and it would be helpful if all were located in one area. He reported they were currently working to clean out the art room located next to the Student Services Office for additional space.

Dr. Hardinge noted the discussions on a new middle school and office space needs were good examples of places where the partnership between the Boards was important. She reported Student Services staff had been concerned about the diesel smell from the shop next to them and had requested an air quality evaluation. At the time the School Board Office had moved across the street (Vaiden House), they had thought the Student Services Office location would be temporary. This was no longer temporary and they were considering expanding into the former art room space. She noted the School Board would appreciate feedback from the Board of Supervisors in regard to school space and noted they were doing what they could with the space available. Ms. Paige stated vision had been used when the property next to Watkins Elementary had been purchased. She announced plans

to form a committee to work on a space plan and noted NKCPS would be included. She was proud of the County for having set aside funding for the new school but this saving had required cuts from other areas to avoid raising taxes. She expressed appreciation to Dr. Nichols and Dr. Hardinge for attending and sharing their vision. Mr. Lockwood thanked Dr. Nichols and Dr. Hardinge for rising to the challenges of this year and stated they had done an admirable job. Dr. Hardinge also thanked the Board and Mr. Hathaway for partnering with Dr. Nichols and the School Board. She reported the average time a superintendent stayed in a division was three years and suggested they played a big part in Dr. Nichols' desire to stay in New Kent. Dr. Nichols noted he was very proud of the partnership and felt he was blessed and was thankful for both boards. Dr. Hardinge noted it was also nice to be able to speak with the Board of Supervisors in an environment that was not about asking for money. She suggested that even if it meant an extra meeting, it would be important to continue to meet to discuss more than the budget. Ms. Paige noted that was the Board's goal, thanked them for all they were doing and encouraged them to stay safe.

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IN RE:           SHERIFF'S OFFICE

Sheriff's Office representatives in attendance included Sheriff Joe McLaughlin, Chief Deputy Lee Bailey, Captain Wiley Carter, Captain Joey McLaughlin, Communications Manager Kathy Cheeley and Dispatcher Sherry James. Sheriff McLaughlin expressed his appreciation for the Board's recent adoption of a resolution (Resolution R-43-20) opposing legislation that would negatively impact qualified immunity for law enforcement officers. Removing qualified immunity would hinder the retention and selection of officers and put the County and officers in a precarious financial situation. He turned the floor over to Chief Deputy Bailey and Communications Manager Cheeley. Several handouts were distributed.

Ms. Cheeley presented the Dispatch staffing request from the County's Communications Review Board. The Review Board consisted of County Administrator Rodney Hathaway, Chief Deputy Bailey, Communications Manager Cheeley, Fire Chief Rick Opett, Deputy Fire Chief Brian Bennett, General Services Director Rick Stewart and School Transportation Director Mervin Hence. She encouraged Board members to ask questions and noted a Dispatch staff member was present and would also welcome questions. She began by reporting current authorized Dispatch staffing included one manager and 11 full time dispatchers with only 8 of those positions currently filled. Given current staffing, annual duty time for a full time Dispatcher was 2,200 hours. Dispatchers were allocated 96 hours of sick leave, 144 hours of holiday leave or more as authorized by the Board, 96 to 144 hours of vacation depending on tenure and 40 hours of mandatory training.

Ms. Cheeley presented overtime data for dispatchers from January 1, 2020 through August 27, 2020 which indicated Dispatcher 1 had worked 212 hours of overtime, Dispatcher 2 had worked 101 hours of overtime and Dispatcher 3 had worked 85 hours of overtime. She noted that in some cases, dispatchers worked overtime to allow other dispatchers to use leave. FY20 overtime paid had totaled \$63,282.89. Overtime paid from January 15 to October 30, 2020 totaled \$48,711.07.

An impressive list of dispatcher job responsibilities was reviewed. Some responsibilities included receiving 911 calls via 25 phone lines. Ms. Cheeley reported two dispatchers were generally on duty at any given time and there was no way they could answer 25 lines. She also reported one event such as an accident on I-64 could generate multiple calls to 911. Chief Deputy Bailey also noted it was necessary for a dispatcher to screen calls to determine if the same accident was being reported multiple times or if there were in fact multiple accidents. Ms. Cheeley noted dispatchers were also responsible for answering the public safety radio dispatch system for the Sheriff's Office, Fire/Rescue, the Virginia State Police,

the New Kent County school system and surrounding area mutual aid requests. Phone calls received in 2019 had totaled 63,976 and had included 11,764 calls to 911 and 52,212 administrative calls. As of October 31, 2020, 51,291 calls had been received.

Ms. Cheeley reported New Kent County covered an area of 223 square miles and had a population of 23,091 based on 2019 Census Bureau information. A National Emergency Number Association (NENA) staffing study suggested New Kent was a medium size public safety answering point (PSAP). Recommended staffing for a PSAP of this size was 16 full time communications officers including 12 dispatchers, 2 supervisors and 2 technical/training/public education staff. Ms. Cheeley stated dispatch personnel was a major need and requested five additional dispatcher positions. This would allow four dispatchers to be scheduled per shift giving staff an opportunity for time off as well as for training. These positions would also reduce overtime, the number of overworked staff, prolonged response to crisis and PTSD. Ms. Cheeley noted several articles regarding PTSD in dispatchers as well as crisis calls had been included in the handouts. Dispatchers often did not receive closure to crisis calls and long-term exposure to such calls would wear on an individual. Additional staffing would also increase training attendance and employee morale.

Ms. Cheeley reviewed a time line example for a recently hired dispatcher. This individual had submitted an application on February 18, 2020 and had been released to a full status on October 1, 2020. Even though this individual had come to the position pre-certified in some areas and with previous dispatcher experience, the training process had taken almost eight months. The process could take more than a year for some individuals.

Ms. Paige asked Dispatcher James if she had received any additional training since her initial training. Ms. James reported receiving training in CPR, Revive and VCIN recertification. Ms. Paige asked if she had worked the 212 hours of overtime. Ms. James indicated she had.

Referencing the slide on 911 calls, Mr. Tiller noted it had been reported that one accident on the interstate could generate multiple calls. He asked if multiple calls for the same event had been added to the count. Ms. Cheeley indicated each call was counted and reminded everyone of the dispatcher's responsibility to determine if each call was related to the original event or a secondary accident.

Referencing Ms. James' comments regarding additional training, Ms. Cheeley noted extensive Human Resources training had also been added this year and dispatchers had completed this during downtime while on the floor. This training had included approximately 8 hours of instruction. She asked Ms. James how long it had taken to complete while working. Ms. James reported it had taken approximately three days.

Ms. Cheeley indicated most were aware Next Generation 911 (NG911) as well as Text 2 911 were coming about. She reported House Bill 727 requiring all public safety agencies to have Emergency Medical Dispatch (EMD) in place by July 1, 2024 had been approved. She also noted ongoing needs such as mandatory recertifications, professional in-service education standards as well as a 40-hour in house training program. Growth would add to call volume and would contribute to the need for increased staffing for patrol, courts and civil process as well as continued increases in NKFR staff and resources. She entertained questions.

Mr. Hathaway asked if the five positions would be enough to get by or would five be the ideal number. Ms. Cheeley indicated five would be the ideal number. Sheriff McLaughlin noted disagreement and stated the minimum NENA standard would be met with the five positions. Ms. Paige noted there were currently 8 dispatchers and the request was for five more. Ms. Cheeley confirmed and noted 11 positions were approved and three individuals

were currently in training. 16 total positions would allow for scheduling four per shift. Chief Deputy Bailey reported on the difficulty they were having getting to full staffing. He noted there was significant turnover and reported a Dispatcher could request annual leave six months in advance and not receive approval until a few weeks before the date. This delay was due to the need to find another dispatcher to work the extra shift. He suggested this was a constant turmoil and was killing morale. Ms. Paige asked if a dispatcher had to find someone to work for them. Ms. Cheeley reported dispatchers were asked to submit leave requests no more than six months in advance. These requests were posted and other dispatchers were notified when shifts were available. Ms. Paige asked if a dispatcher's vacation was dependent on someone working for them. Ms. Cheeley confirmed. Mr. Evelyn asked if New Kent's pay was competitive. Sheriff McLaughlin stated our salaries were behind and suggested this was an issue in addition to low manpower and stress. He reported many new dispatchers found they couldn't do this job 12 hours a day five days a week. Additional positions would allow staff to take leave and give them the opportunity to step away from the floor during a shift to destress. Ms. Paige asked if space was available for the additional positions. Sheriff McLaughlin reported configurations were in place for four dispatch position and noted the space could be reconfigured to accommodate five.

Mr. Hathaway asked for the dispatcher salary after completing training. Sheriff McLaughlin reported these positions started at \$34,432 and received an additional \$2,000 once training was completed. Mr. Hathaway suggested that for planning purposes, the cost of each dispatcher including benefits would be \$48,550. Mr. Stiers asked for the "bottom line" number of positions needed. Sheriff McLaughlin and Ms. Cheeley in unison stated, "5."

Sheriff McLaughlin noted his time on the agenda was about up but pointed out other information included in the handouts which had not been discussed. He encouraged Board members to review this and contact him with any questions. Ms. Paige noted the Sheriff's Office agenda time had started late and encouraged him to go on with his presentation.

Sheriff McLaughlin moved on with a review of positions his department was planning to request in FY22. In addition to the five dispatcher positions, six additional patrol deputy positions would be requested. He drew attention to several years of statistical information on the types of services provided and frequency of each. Increases in many areas were noted. He asked Captain McLaughlin to share information on the impact of these additional positions. Captain McLaughlin reported six additional patrol deputies would allow the department to schedule four to five officers per shift compared to the current two to three officers. He reported current staffing was at a bare minimum and School Resource Officers had been assisting since schools were not in session due to COVID. He shared several scenarios such as a domestic situation, a pursuit or a juvenile needing to be transported to a facility which would pull officers away from patrol. He reported these situations often resulted in a supervisor being called back to work additional hours. Sheriff McLaughlin asked Captain McLaughlin to share what was happening in the courts. Captain McLaughlin reported there were more court days than ever and officers were often expected to appear in court after having already worked a long shift on patrol. He also noted there were monthly mandatory training days which were often difficult to schedule. Sheriff McLaughlin reported it was also not uncommon for both day shift patrol deputies to be in court. He also reported the General Assembly Special Session had resulted in additional mandated training for law enforcement officers. Ms. Paige asked if additional training was required in regard to mental health issues. Sheriff McLaughlin confirmed and noted the Governor had signed legislation for the Marcus Alert System. He provided some details of the new requirements but noted he did not see the good intentions of the General Assembly making a true difference in the way mental health cases would be handled. He indicated he would also be requesting the conversion of two part time positions into one full time courthouse security

position as well as a request for an additional civil process deputy. There were more court days per week and the volume of cases and documents to be served was continually increasing. He asked Captain Carter to comment. Captain Carter reported court was currently in session five days a week and multiple courts were in session on two to three of those days. Sheriff McLaughlin reported he would also be asking for an additional detective position. The conversion of a part time Administrative Assistant position to full time would also be requested. This position would provide support to the Captain at the services desk who was currently processing paperwork by himself. Sheriff McLaughlin also indicated he would like to move forward with plans for a Career Development program. This had initially been approved the previous year but had been pulled due to COVID. Mr. Hathaway asked if the request for five dispatcher positions was something the Sheriff would like to have funded now. Sheriff McLaughlin indicated if funded now, the selected individuals would be able to begin their training sooner and reach full status sooner. He noted additional information was in the packet and encouraged Board members to call with questions.

In closing, Sheriff McLaughlin drew attention to 2020 Election Day costs for the Sheriff's Office. The cost of sworn personnel had been \$5,053.11 and the cost for communications had been \$488.11. Total costs had been \$5,541 for 194 total manhours.

Sheriff McLaughlin also noted many had heard about a campaign called "8 Can't Wait" regarding police reform and no use of choke holds. He reported that since 2003 the New Kent Sheriff's Office had met or exceeded all of the 8 recommendations and policies, procedures and training were in place.

Ms. Paige thanked Sheriff McLaughlin and staff for attending and for the information they presented. She stated the Board would take the recommendations under strong consideration and would see what could be done to get additional dispatchers hired prior to the end of the year. Sheriff McLaughlin added that society was at a point where it was no longer safe to send only one deputy to a call. It had also become scary for an officer to make a traffic stop by themselves and the additional positions were being requested due to the increased need for safety as well as to provide additional service.

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IN RE: HUMAN RESOURCES

Human Resources Director Karen Wiscott distributed handouts. She reported Human Resources Generalist Elizabeth Fordham and she were the only employees in the department. Ms. Fordham was currently out on FMLA leaving Ms. Wiscott to run the department by herself which was requiring 60 or more hours per week. The Human Resources Department was responsible for employee related functions such as recruitment, retention, benefits, payroll, performance improvement, administration of Workers Compensation and administration of safety and risk management programs. The department also supported the County's Equal Employment Opportunity (EEO) efforts to ensure fair and impartial treatment was extended to employees and applicants. The department was also responsible for personnel files including maintaining confidentiality as well as ensuring files were complete and the integrity of the contents was maintained. The department also supported Human Resources functions including but not limited to recruitment and employment, job classification and compensation systems, training and development, health and benefit plans, employee wellness initiatives, employee relations, safety at work programs, workers compensation and risk management.

Department goals for FY 2021 and FY 2022 included:

- Continuing to offer lunch and learn meetings that provide training and information to employees and supervisors.

- Creating a Safety Manual and Program to include cleaning up any deficiencies found in the safety audit. New Kent had increased its safety score from 20 to 100 and received a 20% premium discount for Workers Compensation.
- Adding short term and long term disability coverage for VRS Plan 1 and 2 employees. Only employees with the VRS Hybrid option currently had these coverages.
- Reviewing benefit package to identify gaps and trends. The County's insurance broker was running the trends to be sure New Kent was competitive with surrounding localities.
- Increasing OSHA and safety training tracking. Some employees had not completed training and some items identified in the safety audit had not been addressed.
- Auditing files.
- Implementing hearing conservation program and CDL testing.
- Working with Administration to create a career ladder structure to improve career pathways and minimize turnover.
- Creating and implementing an employee performance review program/process.
- Continuing to implement programs in VRSA assessment so that increased premium reduction is achieved.
- Update job descriptions and pay grades for all departments. Minimum wage would increase in May making it necessary for all pay grades to increase. Ms. Paige asked why all pay grades would increase. Ms. Wiscott reported minimum wage was the first paygrade and increasing this grade would result in the need to adjust all other grades.
- Conducting a salary compensation study with a third party company. Exit interviews had revealed salary was frequently the reason for leaving. Ms. Paige asked why the County would conduct a salary compensation study if it could not afford to pay the salaries. Ms. Wiscott stated she felt it was important to identify how bad the problem was and then move forward with making necessary adjustments over a period of time.
- IMPA-CP certification for the Human Resources Generalist.
- Implementing a pre-hire and random drug testing program.

Challenges faced by the Human Resources Department included:

- A part-time employee would be requested in the FY22 budget. This position would include Human Resources Coordinator and Safety Coordinator duties and would help with day to day activities, assist with OSHA compliance and rolling out initiatives such as the safety manual, performance evaluations and employee compensation comparisons.
- Ms. Wiscott reported that after almost three years as Director, the department was still working on reviewing policies and procedures to ensure efficiency and compliance. Switching to Tyler Munis software and NOVATIME time keeping had slowed down progress on other department projects.
- A market adjustment was needed for the Human Resources Director salary.
- Additional office space was needed. Ms. Wiscott reported the department needed an additional file cabinet for employee files but there was no room for it. The office also needed additional storage space as well as a conference table/meeting area.

A summary of current projects included the following:

- The County had partnered with JJ Keller to conduct an OSHA safety audit of County buildings. Meetings with departments to review deficiencies and to make improvement plans had been held.
- The NOVATIME electronic timesheet system had been implemented.
- The Benefit Guide had been revised for FY 2021.
- Open enrollment had been held for all benefit eligible employees virtually. Ms. Wiscott noted this had gone over very well and suggested it may also be necessary to conduct open enrollment virtually the following year.
- Processes for new hire, termination and status changes had been streamlined.
- Focus/awareness of the EAP (Employee Assistance Program) had been increased.

- Drug testing of new hires and random drug testing of current employees had been implemented on October 1, 2020.
- Monthly manager learning topics and trainings had begun and would continue.
- Monthly safety topics/email to all employees had begun.
- A Safety Committee had been created per VRSA standards.
- Safety changes had been implemented in accordance with VRSA standards and New Kent had obtained a 100% safety score and a 20% discount on workers compensation.
- Prior to COVID, Workers Compensation claims were down which was linked to VRSA safety initiatives. It was uncertain how COVID would impact this. The General Assembly had voted to not allow first responders Workers Compensation coverage for COVID and all Workers Compensation cases for COVID exposures at work would be at the County's cost. The County's health insurance company was covering COVID testing.
- Prior to COVID, health insurance claims were down which was linked to health initiatives from Human Resources and the Wellness Committee. She was expecting an estimate on health insurance rates from our Insurance Broker in December. County claims had been trending down but the impact of COVID could not be predicted.

A summary of past projects included the following:

- New hire reporting deficiency was corrected.
- Labor law poster non-compliance was corrected.
- OSHA reporting non-compliance was corrected.
- HIPPA filing non-compliance was corrected.
- Compliance with Library of Virginia filing standards and organized and purged files.
- Safety trainings to become OSHA/VOSH and DOLI compliant were implemented.
- Health insurance premium collection errors were corrected.
- Tyler Munis and NOVATIME software were implemented.
- Benefit vendor relationships were improved and vendors were replaced as needed.
- A 3<sup>rd</sup> party COBRA vendor was implemented to become compliant and more efficient.
- The Human Resources Director was issued a County cell phone making Human Resources available 24/7.
- The Human Resources Director became IPMA-SCP certified.
- The Human Resources Director was elected by the Virginia Chapter of IPMA to be on the Scholarship Committee in 2020 after being selected for the 2019 Scholarship award.

Ms. Wiscott entertained questions. Ms. Paige stated Human Resources was asking for a part time person. Ms. Wiscott confirmed and stated Human Resources had been in need of additional support prior to Ms. Fordham going on leave. She stated the department was not functioning as efficiently as it should and reported there continued to be gaps in areas such as OSHA and DOLI. Ms. Paige asked if these gaps were because of Human Resources or because of employees. Ms. Wiscott stated some factors were lack of employee support and some department heads were not helping to push the initiatives. Ms. Paige asked how a part time position would help. Ms. Wiscott stated the position could push employees to follow through and assist with completing the safety manual. She reported she was working approximately 60 hours a week and could not sustain that forever. She noted Ms. Fordham also frequently worked over and a part time position would help alleviate this. The County was growing as was the number of employees and she had not had time to focus on some projects because she was picking up many of Ms. Fordham's responsibilities. Ms. Paige asked how long Ms. Fordham had been on leave. Ms. Wiscott reported she had been out three full weeks and had been out three days a week in October. Ms. Paige asked what was being done to address this situation. County Administrator Rodney Hathaway reported Ms. Fordham was currently in a protected leave status. Ms. Paige asked if a temp service could be an option. Mr. Hathaway noted that had been offered but the issue was finding time to train a temp employee. Ms. Wiscott also noted in most cases temp employees did not have

human resources/Tyler Munis knowledge. Ms. Paige stated whether it was a temporary part time position or a part time position, it would still be necessary to provide training. Ms. Wiscott agreed but stated it would not be good use of her time to train an individual who may only work a few weeks. Mr. Hathaway reported Senior Payroll Administrator Margaret Jefferson was providing some support but was at the limit as to what she could do. Mr. Evelyn noted he had hired temporary CPAs in the past and asked if temps were available in the human resources field. Ms. Wiscott reported she could find no one with public sector experience. She reported a number of new employees had been hired and she had not had much time to focus on finding a temp. Ms. Paige asked how many new employees had been hired. Ms. Wiscott reported 13 had been hired since Ms. Fordham had been out.

Mr. Hathaway reported Human Resources had been added to the agenda to make the Board aware of some of the new initiatives recently undertaken. Many had been things he had wanted to undertake for some time but had not felt the proper staffing was in place for successful implementation. He suggested the Board may hear from unhappy employees but noted the reason behind many of these changes was the insurance companies. He noted it was paying off and the County was seeing premium reductions as a result.

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IN RE:           ECONOMIC DEVELOPMENT

Economic Development Director Matthew Smolnik distributed handouts and noted he had been looking forward to the opportunity to talk with the Board. He reported he would focus on five topics including:

- Timing and development of projects
- EDA budgets and funding
- Visitors and Commerce Center update
- Colonial Downs
- Current activity and outlook

Timing and Development of Projects – Mr. Smolnik asked the question, “What is economic development?” He reported Economic Development Authority (EDA) member Pat Bell had suggested the answer was “deferred gratification.” He noted this was correct and instant success was rare. He also noted there was no tangible product and that a relationship or trust could not be held in one’s hand. He shared several specific examples of projects including “Project Negroni” which New Kent had first become involved in on August 13, 2018. As of September 18, 2020, an extension had expired and the deal had been off - 767 days and no outcome for New Kent County. He noted that although this had not been a successful project, a great deal had been learned from the process. Another example of a project which had come to fruition was the New Kent Gymnastics Center. The EDA incentive worksheet had been completed on July 30, 2018 and a temporary certificate of occupancy had been issued in September 2020.

EDA Budgets and Funding – Mr. Smolnik reported the EDA budget was made up of three components: Business Incentive, Operating and Marketing. Business Incentive funds were used to encourage business to come to New Kent or to expand operations in the County. \$490,000 had been allocated for this program over the past fifteen years. \$211,195 had been awarded and paid and \$144,712 had been awarded with payment pending. \$134,000 remained in the Business Incentive budget and \$33,775 remained in COVID loan program funding. The EDA Operating budget was based on a fiscal year and the current budget was \$19,700. Mr. Smolnik reported COVID had greatly reduced current year expenditures and estimated \$14,000 would remain at the end of the year. The Marketing budget was based on a calendar year and the current budget was \$38,340. Year to date expenditures were \$17,257 and he estimated \$12,000 would remain at the end of the year. The EDA’s most

recent balance sheet indicated an unencumbered balance of \$2,104.53. The projected Operating and Marketing budget balances plus the unencumbered fund balance totaled approximately \$28,100. He asked the Board to consider the question of how do you set a Marketing budget (anticipated to be \$33,000) in January/February 2021 and an Operating budget (anticipated at \$20,000) in July of 2021. The \$134,000 in the Business Incentive budget was specifically earmarked for that program and could not be used in the Operating or Marketing budgets. The EDA would need additional funding to keep moving forward with their efforts and programs. He reported that when meals tax had originally been considered it had been stated that 1¢ would go to Economic Development, 1¢ to Parks and Recreation and 2¢ to schools. Times had gotten tight and these funds had been moved to the General Fund. He suggested the Board may want to consider looking to the meals tax again as an option to fund the EDA budget. He used a faucet analogy suggesting a maximum amount could be set and once reaching that amount, the faucet could be turned off.

Visitors and Commerce Center Update – Mr. Smolnik stated it had been said that you never get a second chance to make a first impression. He noted potential as well as new residents, out of state travelers, day trippers and business prospects were coming to the Visitors Center. The building had originally been opened in 2007 and the LOVE sign had been added in 2019. He also reported the Visitors Center was working on becoming a Certified Tourist Information Center through the Virginia Tourism Corporation. He stated “tourism is Economic Development” and noted affiliation with the Virginia Tourism Corporation would help New Kent spread a broader net. He thanked the Board for approving a resolution (R-41-20) in support of the Visitors Center becoming a Destination Marketing Organization which would open the door to many other tourism resources. A landscaping project was currently underway and a table and bike rack would be installed. He noted displays in the center were outdated and he reported on touring other visitor centers to learn more about the technology and interactive displays in use. He suggested the center needed a rejuvenation to include updated photographs depicting more of the County’s assets and the replacement of stock photographs currently on display.

Colonial Downs – Mr. Smolnik reported revenues from Colonial Downs had been holding steady and suggested the County was on track to receive \$6.5 million this year. Rosie’s would open with 150 machines in Dumfries in 2021 and voters in Bristol, Danville, Norfolk and Portsmouth had approved referendums for casinos the previous week. Each passed referendum would allow Colonial Downs to add up to 600 machines in the Commonwealth to offset the impact of casinos. Colonial Downs would also be allowed to host one day of live racing for every 100 machines in operation which could equate to 40 to 45 days of racing.

Current Activity and Outlook – Mr. Smolnik reported the commercial, industrial and residential markets remained strong. The residential market was extremely strong and additional rooftops would help attract businesses to the County. New Kent was getting noticed even though it was still a rural community in terms of economic development with only 23,000 people and 15,000 vehicles per day on our busiest roadway. He stressed the importance of having a trained workforce which was a key component of business recruitment. The focus on strengthening business and personal relationships to develop a trust in the County as a whole would continue. He closed by reviewing a table listing New Kent business making capital investments in recent years. The table indicated total investments had been \$91,126,900 and those investments had resulted in 359 new jobs.

Mr. Smolnik closed by expressing his appreciation to the Board and to County Administrator Rodney Hathaway for their support. He stated there was no “I” but it was a “we” and a “us.” He further stated he enjoyed the work he was doing and would continue to work to move New Kent in the right direction.

Ms. Paige thanked Mr. Smolnik and reported his name had come up several times while attending regional meetings. The comments had been that New Kent had a really good person in Economic Development and that he was "New Kent brand." She stated she was a firm believer in branding and noted the Board had received several New Kent branded items that day. She stated Mr. Smolnik's job could not be measured by how many businesses were coming but by relationships being built and the time and energy he was investing were much appreciated. Ms. Paige indicated the Board would be considering EDA funding through the budget process in months to come.

The meeting recessed briefly for lunch.

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IN RE: OTHER BUSINESS – COX COMMUNICATIONS BROADBAND SERVICE  
EXTENSIONS – CARES ACT FUNDING

County Administrator Rodney Hathaway reported the County had partnered with Cox Communications to submit several small projects for CARES Act funding consideration. Notification had been received that \$33,055 had been approved to fund three line extension projects totaling 2,542 linear feet. Those projects consisted of an extension at 6211 Mihalcoe Lane bringing service to four households, an extension at 9619 Old Forge Road bringing service to one household and an extension at 8050 Vineyards Parkway bringing service to one household. Acceptance of this funding, which had to be spent by December 25, 2020, would require that New Kent sign an agreement with the State. He stated this needed to be moved on quickly because of the deadline and he did not feel comfortable waiting until the Board's next meeting. He suggested the County could enter into a MOU (Memorandum of Understanding) with Cox that in the event they were not able to complete the work by the deadline, there would be no liability to the County. He asked the Board if they were comfortable moving forward with these projects as long as Cox would hold the County harmless. Mr. Stiers questioned the connection of only one household on Old Forge Road and suggested this would be the most popular address in the neighborhood. Mr. Hathaway reported the projects had been requests Cox had already received, the engineering work had been completed and they felt could be completed by the deadline. He asked the Board if they were comfortable with moving forward pending County Attorney Brendan Hefty's approval of the MOU. The Board noted general agreement and Mr. Evelyn asked if a motion was needed. Mr. Hefty stated a motion authorizing the County Administrator to enter into a MOU in a form approved by the County Attorney was needed.

Mr. Evelyn moved to authorize the County Administrator to enter into a Memorandum of Understanding with Cox Communications in a form approved by the County Attorney for the completion of several small service extension projects utilizing CARES Act funding. 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: BROADBAND FEASIBILITY STUDY REPORT – DESIGN NINE, INC.

Copies of Design Nine's New Kent County Fiber Broadband Analysis report had been distributed. Design Nine, Inc. President Andrew Cohill joined the meeting by conference call. Design Nine had been asked to review several documents pertaining to the construction, operations and financing of a fiber network in New Kent. Those documents included a report titled "Existing Broadband State," an undated report titled "Summary of Feasibility Estimate" and a financial spreadsheet titled "NKC Broadband Authority Preliminary Feasibility Estimates." Mr. Cohill noted the findings were discussed in detail in the report and he provided the following summary of key items

- Design Nine agreed with the overall market size and proposed service areas, although they noted some possible fiber routes passed through existing cable service areas. They suggested this may impact the ability to receive grant funding for those areas.
- They believed the prices proposed for services were optimistic. Standard and premium pricing were much higher than typical. Mr. Cohill suggested middle to low income households may struggle with the proposed \$120 to \$180 per month pricing.
- While they believed most of the capital expenditures could be funded with grants, they noted it could take as much as a year to prepare a grant application, submit it, have it reviewed, and receive an award. Even with an excellent application, an award was not guaranteed and he suggested it may be necessary to develop a broader "basket" of funding sources. He also noted capital expense was one area where the documents and Design Nine's findings had been close. Design Nine had projected a cost of \$11.7 million over ten years compared to the \$10.3 million in the feasibility study. The feasibility estimate was assuming \$8.5 million would be provided by grants requiring a cash match of approximately \$1.8 million. Mr. Cohill noted most federal grants required a 10-15% match. He suggested this may be an amount the County could manage but pointed out their findings had suggested the revenue projections were very likely too high.
- The report noted several operational expenses seemed unusually high and if revenue targets were not met, expenses could quickly outstrip revenue. Mr. Cohill suggested the salary for the Executive Director was extraordinarily high and at \$200,000, was twice as much as expected for a nonprofit network. Mr. Hathaway reported the figure had been based on a salary of \$150,000 and benefits valued at \$50,000. Mr. Cohill stated the number of proposed staff was high and all showed exactly the same cost of \$81,000 per year. He also suggested proposed pole rental fees were extraordinarily high.
- They had found the details of the proposed network required more explanation. It had not been possible to evaluate technical information because there was no explanation in the documents provided. Questions such as were benefits included in the salary figures, was this an aerial or underground design and was it a GPON or Active Ethernet design could not be answered. No details had been provided on the equipment vendor, equipment costs or costs for labor and construction materials. A successful grant application would require a very detailed network design. He also suggested proposed circuit pricing for cell towers at \$8,000 per month was highly optimistic and reported Gig circuits could be found as low as \$2,000 per month. County and K-12 school internet costs had been projected to increase from \$12,000 per month to \$17,000 per month. He suggested this monthly cost should drop substantially rather than increase.
- They had not been able to determine the exact route for the proposed fiber. Four service areas were proposed, but they were not contiguous routes and they had not been able to tell what route the proposed "fiber ring" would take.
- They could not determine what business model was intended. They believed, from the service items described, that the Authority would be using a retail service model in which residential and business customers would buy internet directly from the Authority. Because of legal restrictions, most Authorities in Virginia had pursued a wholesale business model by leasing network infrastructure to private sector providers. The business model chosen would affect every aspect of network planning: the technical

design, the routes, the funding, and operations. They strongly recommend the Authority identify the business model and thoroughly evaluate the regulatory and financial issues.

Design Nine had agreed a high performance network in New Kent was financially feasible. The report suggested the high level of operational expenses could be supported only if you agreed that the market projections, take rates and cost of services were correct. Mr. Cohill stated they did not believe the revenue figures were where they needed to be. Design Nine had also recommend consideration of a fiber/wireless hybrid model which could be built more quickly and at less expense. He entertained questions.

Mr. Hathaway noted projections from the Broadband Advisory Committee (BAC) had suggested the Authority would be cash positive in year four. He asked Mr. Cohill if he agreed with this position. Mr. Cohill indicated he did not agree. He reported Design Nine had done a financial analysis and drew attention to a spreadsheet included in the report. They had adjusted revenue and expenses to more realistic levels and their findings had indicated the project could be done for \$11 to \$12 million and could become cash positive in year six. He pointed out there could still be shortfalls in years seven and eight and suggested that by year ten it may be possible to begin returning some revenue to the County. He suggested there were a number of ways to make this project financially sustainable but they did not agree with the projections they had been given.

Mr. Lockwood stated the BAC had projected they would be cash positive in year five. Mr. Hathaway indicated he believed they had shown year four but suggested whether it was four or five compared to Design Nine's year six, there wasn't much difference. Mr. Lockwood also noted the BAC had reported they did not have an engineering study and their numbers were estimates when they presented their plan. He indicated they had also stated expenses had been estimated on the high side. Referencing the BAC, Mr. Hathaway noted this was not what the members of the group did every day and expressed his appreciation for their work. Mr. Lockwood asked if any members of the BAC had met with Design Nine to explain their figures. Mr. Hathaway indicated he had given BAC member Charles Karow the contact information and he asked Mr. Cohill if he had contacted him. Mr. Cohill reported he had not been contacted. Ms. Paige asked if the Board could be given some time to review this report. Mr. Hathaway agreed and indicated he could set up a meeting between the BAC and Design Nine if the Board wished. Mr. Lockwood suggested that was a good idea and noted the report would be helpful to the Board in determining the next steps and costs. Mr. Hathaway agreed. He reported Cox Communications had indicated they could provide service to the majority of the County for \$10 million but he was a little concerned with this number given they were already providing service to 40% of the County. Ms. Paige suggested Mr. Hathaway should move forward with arranging for the BAC to meet with Design Nine. Mr. Hathaway thanked Mr. Cohill for his presentation and indicated he would contact him with possible meeting dates. Mr. Cohill indicated he would be glad to help and noted his firm would be interested in continuing to help New Kent make a good decision. He suggested there were ways to finance this without creating a lot of stress or strain and noted fiber would be a critical infrastructure resource. He stated an investment in fiber would be a forty-year asset and there were innovative financing strategies to make it happen. He looked forward to being able to continue helping New Kent.

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IN RE:                   PARKS & RECREATION – PINE FORK PARK

Parks and Recreation Director Kim Turner and Assistant Director Jason Baldwin distributed several handouts. Ms. Turner reported Parks & Recreation departments across the country had seen a shift in services as a result of COVID. She noted her department would normally be heavily into programming and although their role had shifted, they were still trying to

offer some familiar services. It had been necessary to make some unpopular programming decisions in recent months and they needed to be more innovative and adaptable than ever. People were eager to use Pine Fork Park and some were venturing out onto the property although it was still very much a construction zone and not open to the public. Ms. Turner noted Administration would be speaking on the Strategic Plan later in the day and noted the future plan identified resiliency, accessibility to public spaces, quality of life, public gatherings, expanded services such as WiFi in parks and community partnerships as key components. These components would impact many departments and Parks & Recreation would be at the forefront of helping to implement the Strategic Plan. She stated the Board had graciously supported the Pine Fork Park project and noted they were being as fiscally responsible as possible. She drew attention to the "Additional Expenditures" handout and noted the Board had previously taken action to fund several items on the list but additional funding would be needed to complete the park. A number of items on the list had originally been included in Phase I but additional Project Management services had been needed and some of the funding had been used to cover this. Other funding had been used to cover unexpected storm water management redesign as well as a corrective action plan and for ADA (Americans with Disabilities Act) support. Assistant County Administrator Justin Stauder had coordinated a meeting with County Administrator Rodney Hathaway, County Attorney Brendan Hefty, Project Manager Brian Camden and Parks & Recreation staff and some action plans had come from that meeting. Drawing attention to the "Additional Expenditures" sheet, Ms. Paige asked if any resolution for Item 1 – Design Services and Special Inspections and Item 2 – Stormwater Management Redesign and DEQ Corrective Action Restoration had come from this meeting. Mr. Hathaway noted there were two issues, the environmental issues and the construction of the concession building. In regard to the concession building, Mr. Camden and Mr. Hefty were preparing a letter to be sent to the contractor (Centennial) requesting a meeting with them and their bond agent and putting them on notice that the County may draw on their surety. Mr. Evelyn asked if Bruce Howard Contracting would be involved in this meeting. Mr. Hathaway stated Bruce Howard had performed and the County was very satisfied with their work. He noted there had been some delays but stated most had been because Centennial had fallen behind which had prevented Bruce Howard from completing their work. He further noted the issues with the stream channel and BMP remained but stated the County believed these had been built to design and did not consider Bruce Howard to be at fault. They were working through the design issues with Jeff Staub/SilverCore and the County's contract with SilverCore was \$67,000. He reported Construction Manager Brian Camden had recently completed work on a similar but smaller park in a neighboring locality and had indicated the engineering and design costs had been \$300,000. He stated that although the County had gotten a good deal from SilverCore, it didn't mean we should accept just any quality of work. Mr. Evelyn suggested the cost to the County could be significant and SilverCore would have insurance for this. Mr. Hathaway reported the County did not feel they should pay any more engineering costs and a meeting was being requested with SilverCore to discuss how the County could be made whole. He noted Mr. Hefty would also be involved in this meeting. Mr. Hefty indicated he would be happy to meet and a discussion on how we've gotten to this point and the County's position was necessary. He noted the contract was two years old, the construction had been underway for a year and a lot had happened during that time. He suggested the fair thing to do would be to give SilverCore an opportunity to explain and hopefully work this out. Mr. Hathaway noted this was at the point where several contractors involved were pointing fingers at each other and the County's position was that it was SilverCore who needed to make the County whole. He reported SilverCore had suggested the surveyor had not provided them with sufficient information but noted they had never requested any additional information.

Ms. Paige noted the Board had funded items 1 and 2 on the "Additional Expenditures" handout and asked if the County was made whole for these items, where the budget would stand. Mr. Hathaway noted these items had been subtracted leaving a \$371,259.47 balance to complete the project. Ms. Paige asked if \$371,259.47 was the amount over budget. Mr. Hathaway noted the Board had previously appropriated \$325,591.11 for items 1 and 2 making the total over budget \$696,850.58. Ms. Paige asked several questions regarding other items. Ms. Turner pointed out many of the items had originally been included in the Phase I budget but were eliminated to cover other additional costs that had arisen. Ms. Paige questioned the size of the maintenance building. Mr. Baldwin reported the 2,500 sq. ft. maintenance building had been reduced from 5,000 sq. ft. and pointed out the building would be prefabricated and OSHA compliant. Noting pesticides and other chemicals would be stored there, Mr. Baldwin reported it was necessary to include an emergency shower and eyewash station to meet OSHA requirements. Ms. Paige asked if the artificial turf mentioned in item 5 would cut down on maintenance costs. Mr. Baldwin confirmed. Ms. Paige asked if any of these items could be moved to a future phase. Ms. Turner reported Phase II planned for FY22 would include lighting and Phase III would be scheduled beyond that. She drew attention to the "Pine Fork Park Gifts" handout and reported there had been a lot of excitement several years ago. She suggested the excitement was now gone and the reasons were that it had taken so long and that many people were tapped out given the pandemic. There were still opportunities for sponsorships and there were several clubs interested in providing support. She also noted grants were an option but many required the locality to provide a match. A commitment had been made to give these items to the community in Phase I and she suggested these services had become an expectation.

Mr. Evelyn noted he served on the Parks and Recreation Advisory Commission and suggested if the Board saw fit, he would be interested in attending the meetings with the contractors. The general consensus was that he should attend. Ms. Paige stated she wanted to see how close to on budget this project could be and suggested needs vs. wants could make the difference. Since being on the Board, all projects except for one had been completed on budget and she wanted to understand what Phase II and Phase III included.

Ms. Turner noted the back of the "Additional Expenditures" handout included information on Option 1A for paving the remainder of the trail system at a cost of \$136,546.17. The handout indicated paving would make the trail fully ADA accessible and allow for more days of use. Mr. Hathaway noted this was an option and he felt that at some point in time it would be necessary to pave the trail.

Ms. Paige thanked Ms. Turner and Mr. Baldwin for their presentation and noted she looked forward to receiving an update on the results of the meetings. Mr. Hathaway noted funding was needed to move forward with the items on the list. He asked if the Board wished for a request for an appropriation to be brought back at the November 12<sup>th</sup> meeting. Mr. Evelyn suggested there wouldn't be enough time to meet with the contractors prior to the next meeting. Mr. Hathaway agreed. Mr. Hefty noted there were two issues; one being that the construction of the concession stand was behind schedule and the other was that some of the work that had been done needed repairs. He stated meetings needed to be held to determine the plans to complete the project and suggested this would be the start of determining the path forward. He also noted the concession building construction delays were now impacting Bruce Howard's ability to fulfill their contract. Mr. Hathaway noted Bruce Howard had already pulled equipment and suggested there would be remobilization costs. He stated it was the County's position that Centennial should pay this costs. Ms. Paige asked what the Board would need to consider at its next meeting. Mr. Hathaway noted the Board would be asked to appropriate a minimum of \$357,566.64 (after reductions

for a walking trail credit and scoreboard credit totaling \$13,692.83) in funds to move forward with completing the project. He noted this would exclude Option 1A for paving the remainder of the trail system. Mr. Evelyn asked for the funding source of the additional funding. Mr. Hathaway reported there were a number of capital projects on the horizon and indicated he was recommending borrowing to include the park and several other capital projects to which the County was already obligated. After some discussion, the general consensus was to wait to make a decision.

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IN RE: COUNTY ADMINISTRATOR – PART 1

FY22 Budget Goals & Objectives - County Administrator Rodney Hathaway provided an overview of his FY22 budget goals and objectives and encouraged the Board to provide input on other goals and objectives. The FY22 budget process had just started with budget request packets having recently been released. Mr. Hathaway's list included:

- No Real Estate or Personal Property Tax Increases - He noted this was the number one goal and he was hopeful it could be achieved.
- Water & Sewer Rate Reduction – Many new customers were being added to the utility system resulting in increased revenue. Public Utilities had a healthy reserve balance and he believed they could afford to reduce rates. Mr. Stiers asked what the reduction would be. Mr. Hathaway reported Public Utilities had recently submitted their CIP (Capital Improvement Program) request which had been forwarded to Davenport and Associates for analysis. The Davenport analysis would be a big factor in determining what the County could afford. Mr. Stiers asked if there was any possibility that personal property tax could be cut. Ms. Paige noted there were two amendments on the November ballot and there were currently 120 or more 100% disabled veterans residing in New Kent who would pay no personal property tax if the amendment passed. These veterans were already paying no real estate tax. Mr. Hathaway also reminded the Board that the Sheriff's Office and other departments had spoken earlier in the day regarding the need for additional positions to be funded by the County's operating budget. Reducing personal property tax rates would take further from the operating budget and he suggested it could be looked into but he felt it would be difficult. Mr. Stiers suggested rates could be reduced on certain items such as campers which were often used only a few times a year. Ms. Paige suggested the tax with the most impact on citizens was real estate and stated a home was a necessity but personal property was a choice.
- Ad Valorem Rate Reduction.
- Fulfill Upcoming Commitments – Mr. Hathaway stated he would speak more on these commitments payable in the next fiscal year in the next section of his presentation.
- Implement Broadband Construction Project – Mr. Hathaway reported a plan should be in place this fiscal year so the County would be ready to move forward with construction. His recommendation was to consider utilizing Colonial Downs money, estimated at approximately \$6 million per year, to fund this project. He suggested this funding could allow the project to be built with no tax increase. Mr. Evelyn suggested that would be a wise use of the funding. Mr. Lockwood stated he would like the County to retain some ownership of the infrastructure. Mr. Hathaway agreed and suggested the County should retain ownership of the middle mile infrastructure which would give the County some leverage to the last mile. He noted RiverStreet (a broadband design vendor the County had been working with) had indicated they were open to the County owning the infrastructure and had also indicated they were interested in building out the system and being responsible for its operation. County Attorney Brendan Hefty suggested there were several options in which the County could retain some ownership and specifically referenced a long-term lease with a provider. He noted he had seen other localities try to own, manage and operate a broadband system and they had found they were becoming a part of the cost and had eventually decided to get out of managing and

operating. He suggested the private sector would most likely be able to provide the service more efficiently. Mr. Lockwood stated he felt if the County was going to provide the funding for most of the infrastructure, they should at least have some ownership.

- Establish a Full-Time Public Information Officer (PIO) Position – Mr. Hathaway reported this position had been considered in the past and the need was becoming greater. He didn't feel the County was doing a very good job of telling our story and noted broadband was a good example. The County had been working on broadband but continued to be beat up on social media. He suggested it was difficult to be effective with the PIO responsibilities being added to the responsibilities of an existing position. Ms. Paige noted this position had strongly been considered prior to COVID and she felt there would be plenty of work to be done. Mr. Stiers asked if this would need to be a full-time position. Mr. Hathaway indicated he did believe it would require a full-time position with this individual being responsible for New Kent University, supervision of the receptionists, public outreach, publication of a weekly newsletter, news media communication, emergency management support and website and social media postings. More information would be available as the FY22 budget process progressed.
- Increase Staffing for Sheriff's Office – Mr. Hathaway stated he believed the Sheriff's Office did have a staffing issue. He felt Dispatch was more of a priority than deputies but he did feel additional deputies were needed. Ms. Paige suggested the presentation from the Sheriff's Office had given her the impression that the major issue for dispatchers was the lack of help. Mr. Hathaway also noted this was one of the most stressful jobs in the County and he invited Board members to visit Dispatch to see operations first hand. Mr. Lockwood also noted the large number of overtime hours was likely adding to the stress. Mr. Stiers noted the Sheriff had indicated dispatchers were an immediate need and asked if the Board should discuss possibly funding additional positions now. Mr. Hathaway indicated he would like the Board to direct him to bring information on possibly funding three positions to the November 12<sup>th</sup> meeting. He believed funding was available to cover this and suggested it would cost approximately \$75,000 for the remainder of the year. He reminded the Board that when discussing fulfilling upcoming commitments, an additional \$75,000 would need to be added to fund these positions for a full year. He noted the full cost of five positions would be \$250,000. The general consensus was for Mr. Hathaway to bring information to the November 12<sup>th</sup> meeting on funding three dispatcher positions.

Upcoming Commitments – Mr. Hathaway provided an overview of upcoming financial commitments including:

• L3 Harris Maintenance Contract	\$258,000
• SAFER Grant – County Share	\$185,000
• Inmate Housing	\$100,000
• Eliminate School Chromebook CIP	<u>\$200,000</u>
TOTAL	\$743,000

He noted the maintenance contract on the emergency radio system would start in FY22 as would the County's \$185,000 share of the SAFER Grant. The cost of inmate housing increased annually and an additional \$100,000 was projected to be needed in FY22. Chromebooks were currently funded in part by CIP funds and in part by operating funds. Since this was an annual expense, plans were to move this entirely to operating in FY22.

Potential Capital Projects – Mr. Hathaway provided an overview of potential capital projects including:

• Administration Building HVAC	\$900,000
• Courthouse Building HVAC	\$1,200,000
• US Postal Service	\$900,000

• Historic School		<u>\$4,500,000</u>
	TOTAL	\$7,500,000

He noted the estimate for the Administration Building HVAC project was \$900,000 but actual cost would not be known until bids were in. He also reported CARES funding was being utilized for the engineering and design of the Courthouse Building HVAC system. That project was estimated to cost \$1.2 million but had not been put out to bid. The design and engineering were complete on the US Postal Service project and the County was in the process of securing permits and final site plan approval before putting out to bid. He also reported thanks to Ms. Paige, access issues had been resolved with VDOT. The Historic School renovation would address some of the space issues with Cooperative Extension and Parks and Recreation and would bring a public building back on line as a community asset. Some space could be used as a Senior Center, Community Center or programming space for Extension and Parks and Recreation. Mr. Stiers stated the \$4.5 million price estimate was several years old. Mr. Hathaway indicated the price had been \$4 million several years ago. He also suggested the additional funding needed for Pine Fork Park could be borrowed.

Debt Service on \$7,500,000 - Potential capital projects totaled \$7.5 million and he noted the debt service on \$7.5 million at 3.5% for 25 years would be \$455,055.

Additional Revenue Options to Fund Capital Projects – Mr. Hathaway reported General Assembly action had given localities the same taxing authority as cities. This action would allow localities to initiate a meal tax without a referendum. He also reported New Kent’s meals tax had been capped at 4% compared to cities with no caps. If the New Kent meals tax was increased by 2%, the annual revenue projection would be \$560,000. This would allow the County to borrow close to \$10 million but no more than was necessary would be borrowed. He stated this may not be popular with restaurants but pointed out this would be a pass through tax and would not be taken from profits. Many of those paying the meals tax would not be New Kent residents making this an opportunity for revenue generated by non-residents. A cigarette tax could also be another revenue option. Historically only Towns and Cities could charge a cigarette tax. A 60¢ per pack cigarette tax would generate approximately \$438,000 in revenue. He recommended that if the Board decided to charge a cigarette tax, that it be used to fund the County’s Capital Reserve as this was a revenue stream expected to trail off over time as smoking became less popular. Ms. Paige asked if a cigarette tax could be used to fund the Economic Development Authority. Mr. Hathaway indicated that was an option. Mr. Stiers stated a 2% increase didn’t sound like much but would total 12% with a 6% sales tax plus a 6% meal’s tax and he felt that was a lot.

Space Planning – Mr. Hathaway reviewed a list of 22 departments and noted 14 were out of space and five had reported immediate staffing needs. A number of departments had also reported storage and file space were an issue. He shared his long range vision and reported he felt the County would have to consider building a new County Administration/School Building eventually. He proposed a four story building with space allocated as follows:  
1<sup>st</sup> Floor – Payment Center including Commissioner of Revenue, Treasurer, Registrar and possible School use.  
2<sup>nd</sup> Floor – School Administration  
3<sup>rd</sup> Floor – Shared Board Room, AV Center and Conference Rooms  
4<sup>th</sup> Floor – County Administration, Finance and Human Resources

With the addition of this building, space in the current County Administration Building could be allocated as follows:

Top Floor – Permit Center including Planning, Building Development, Environmental and IT Offices

Bottom Floor – Fire & Rescue Administration, the Emergency Operations Center and IT Server Room

Once the Historic School was renovated, space in that facility could be allocated as follows:  
Top Floor – Parks & Recreation Office, Extension Office, Senior Center and Community Center

Bottom Floor – Storage

The Historic School Cafeteria (east wing of Historic School) could also be used for expansion of the Bridging Communities Career and Technical Center.

Mr. Hathaway noted space at the Courthouse was also an issue. The upstairs had been built out a number of years ago to add a courtroom and Commonwealth's Attorney Office space which was now full. His vision for the Courthouse would be to expand the existing building. He noted this expansion could require the purchase of some adjacent land.

Mr. Hathaway also indicated it would eventually be necessary to build a new school maintenance building. The current location would be needed to expand parking for the Historic School and removing the existing building would improve the aesthetics of the campus. This could possibly be a shared facility with New Kent General Services.

Mr. Lockwood noted Mr. Hathaway had referred to this as a long-range plan and asked how long he was suggesting. Mr. Hathaway stated this could not be considered until some existing debts were paid off and suggested that would be at least five years out. He noted New Kent Schools would also be looking to add an additional middle school by that time. Mr. Lockwood noted the previous Board had set aside funds for the construction of the new elementary school and asked if something similar would be done in preparation for the middle school construction. Mr. Hathaway suggested creating a set aside next year would be difficult because of the other obligations previously noted. The following year would be a reassessment year and he stated he felt it would be much easier to create a set aside in that fiscal year. He also suggested if the Board chose to move forward with a cigarette tax, that revenue could also be allocated to a set aside fund. Ms. Paige suggested the set aside fund should be called the County Set Aside Fund rather than School Set Aside Fund. Mr. Hathaway agreed. Ms. Paige noted there were many things the Board could use these funds for other than a school. Mr. Evelyn also suggested the Board should be thinking about and preparing for the possibility of an economic downturn/recession. Board members concurred. Mr. Stiers asked Mr. Hathaway if he was planning to propose any borrowing in the FY22 budget. Mr. Hathaway noted there was the potential for the previously mentioned \$7.5 million to be borrowed next year if not this year. Mr. Stiers noted the Board had just borrowed \$26 million for the new elementary school and stated he did not feel they should borrow any more. He asked what the County's total debt would be after borrowing the \$26 million. Financial Services Director Rebecca Guthrie indicated information on the County's total debt and debt maturities would be included in her presentation.

Ms. Paige asked Mr. Hathaway to pause his presentation for the Board to hear from Financial Services. The remainder of Mr. Hathaway's presentation would be revisited later.

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IN RE: FINANCIAL SERVICES

Financial Services Director Rebecca Guthrie distributed copies of her presentation as well as several spreadsheets. Topics to be discussed included the FY22 budget process, current revenue trends, FY22 budget obligations, CARES Act update, Department of Financial Services update and long term initiatives. She began by providing an overview of the FY22 budget calendar. She pointed out the budget process started in early September 2020 with

the goal of adopting a budget by the end of April 2021. State Code required the budget be adopted by June 30<sup>th</sup>. She noted two of the spreadsheets were the proposed FY22 Capital Improvement Plan for General Government and Public Utilities.

Ms. Guthrie reported the total outstanding debt was \$60,871,406 with \$12,994,047 of that being for County projects and \$47,877,359 for School projects. A significant portion of this debt (eight projects) would be paid off between 2025 and 2028. Paying off these debts, the largest of which was the high school at \$22,783,952, would open up the County's debt capacity making borrowing for projects such as a new middle school or a new County Administration Building easier. She stated a set aside fund was also a good option.

Ms. Guthrie noted County Administrator Rodney Hathaway had briefed the Board on FY22 budget obligations and she would not spend much time on this. She noted an Assistant IT Director position totaling \$52,857 had been added to the list presented by Mr. Hathaway. This addition brought the total to \$785,857. The County's obligation to the SAFER Grant would increase by \$185,000 per year until the County's total reached \$740,000. There were a significant number of FY22 obligations as well as other considerations including:

- Employee benefit increases - VRS, Health Insurance, and LODA (Line Of Duty Act)
- VRSA Insurance increase due to significant increase in automotive accidents in FY21
- Continued COVID-19 Impact on revenues and the economy
- New Elementary School - Operating Impact - estimated to be a little over \$2 million
- Colonial Downs - Revenue Impact from competing casinos

Ms. Guthrie reported the FY21 budget had been reduced by 2% (\$738,327) in the areas of sales tax, real estate tax, recordation fees, personal property tax, business licenses and meals tax due to COVID-19. She drew attention to a chart depicting actual revenue compared to the budget and noted all categories were exceeding budgeted amounts. She stated this was wonderful but noted it was uncertain how long this trend would last. She suggested there should be some increases due to growth in these categories for FY22 but noted FY21 collection rates would not be known until December.

She reported New Kent had received two CARES (Coronavirus Aid, Relief, and Economic Security) Act payments of \$2,014,601 totaling \$4,029,202 which had to be spent by December 30<sup>th</sup>. She drew attention to a CARES Act Relief Fund Expenditure Plan spreadsheet and reported the status of this funding was constantly monitored. As of November 4<sup>th</sup>, \$1,261,724.61 had been spent. All funding had been budgeted to projects expected to be completed by the deadline.

Ms. Guthrie reported the Financial Services Department was actively involved in the FY22 budget process as well as the FY20 audit and closing. The audit was going smoothly and, with the CAFR (Comprehensive Annual Financial Report) due date having been extended to December 15<sup>th</sup>, they were on track to meet that target. Auditors would be presenting the CAFR at the Board's December meeting. She reported they had been conducting interviews to fill a part-time accounting position, an individual had been selected and an offer had been made. The department had also been heavily involved in debt issuances this year. She specifically noted the VPSA (Virginia Public School Authority) debt for the new elementary school and the VRA (Virginia Resources Authority) refunding of Public Utilities debt.

Long term initiatives for the Financial Services Department included:

- Cross-training all Positions - The responsibilities of each position would be documented to make it easier for another staff member to perform those duties.
- Updating Financial Policies - This was in the works and the County's Financial Advisors had reviewed the policies and submitted comments.

- Updating Procurement Manual – This was also in the works.
- Financial Services Strategic Plan - Ms. Guthrie reported she would like to develop a Strategic Plan specifically for Financial Services in the next few years.
- Budget Process Involvement – Ms. Guthrie noted the importance of having Board interaction early in the process and she hoped meetings such as this would continue.

Mr. Evelyn asked how long Assistant Financial Services Director Larry Clark planned to continue working. Ms. Guthrie reported February 2<sup>nd</sup> was her baby's due date and Mr. Clark had graciously offered to stay through the duration of her maternity leave. She noted they had been in the process of filling this position since she had been working here (January 13, 2020) and there had been many interviews. They were finding it difficult due to the specialized nature of government accounting and wanted to find someone with that experience. She suggested that in an ideal world, they would find someone soon so they would have an opportunity to work with Mr. Clark. Mr. Clark had been very kind to offer to stay as long as the County needed him and she noted she believed he would retire sometime in 2021. Ms. Paige reported she often found Ms. Guthrie in the office after hours and on weekends and noted she had done a tremendous job of cleaning up and closing out. She also suggested the morale in the office had improved tremendously. She thanked Ms. Guthrie for her presentation and congratulated her on the pending birth.

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IN RE: COUNTY ADMINISTRATOR – PART 2

Ms. Paige noted there were a number of other items on the agenda and asked County Administrator Rodney Hathaway if he would share information on the final three items included in his presentation – Strategic Plan Update, Legislative Agenda and Board Member Goals & Objectives.

Strategic Plan – Mr. Hathaway reported they were coming to the end of wrapping up the Strategic Plan, goals and objectives were being finalized and the work should be completed with two to three more meetings with the steering committee. The information would be presented to the Board for review and comment prior to being released to the community. He stated that it was his plan that once the Strategic Plan was complete, focus would shift to the Comprehensive Plan and some funding may be needed for a consultant to lead the County through that process. Mr. Tiller suggested the Board may want to consider asking the members of the Strategic Plan Steering Committee to work on the Comprehensive Plan. Mr. Hathaway agreed there should be a lot of community and public engagement and estimated it would be an 18-month process. He noted the third phase would be to review development ordinances to be sure they were in line with the goals of the Comprehensive Plan and the Strategic Plan. Mr. Evelyn asked when the redistricting process would begin. Mr. Hathaway reported he expected the process to begin in Spring 2021 once data was received from the Census Bureau. He noted he also wanted redistricting to be a very public process and noted there had been a great deal of growth in the County over the past ten years. He suggested there would most likely be more changes than in previous redistricting cycles and it would be extremely important for the community to be engaged in the process.

Mr. Hathaway also suggested the Board should be thinking about how the County approached code enforcement. Many calls were being received requesting zoning enforcement although many were not zoning related but were more related to code enforcement. He stated he would be asking Planning to bring some options for a code enforcement ordinance to the Board. Having an ordinance in place would put the County in a better position to address some of the issues. The ordinance would not necessarily have to apply to the entire County and there were different ways this could be rolled out.

Legislative Agenda – Mr. Hathaway reported he had planned to discuss topics for the Legislative Agenda at this meeting but in the interest of time would defer to a future meeting if the Board wished. The general consensus was to defer and Ms. Paige suggested they should move on to Board Goals and Objectives.

Board Member Goals and Objectives – Ms. Paige asked if any Board members had brought topics for discussion or would they prefer to hold them for future discussion. Mr. Lockwood indicated he had several topics which he could cover quickly. He reported a number of individuals had asked him if the County would be restoring the AFD (Agricultural Forestal District) Program. The Board had taken action to not allow any new additions in FY20 and he had several property owners in his district who were interested in joining. He suggested the Board could consider this for a future agenda item. Referencing Economic Development Director Matthew Smolnik’s comment about Route 33 in Eltham being a high volume traffic area in the County, he reported he received many calls from citizens concerned about the traffic. He noted the speed limit was 45 and this was a huge truck corridor. Ms. Paige reported Sheriff McLaughlin had sent a letter which had gone to Secretary of Transportation. She had also spoken with VDOT Engineer Bart Thrasher who had indicated they would look into what they could and could not control. Mr. Lockwood noted speed was not the only concern but also the excessive noise from trucks jake braking. He suggested a noise ordinance could address this. Mr. Hathaway noted he had seen “No Jake Braking” signs in other states and didn’t know if that was an option in Virginia but indicated he could look into this. Mr. Lockwood suggested if there was no resolution through VDOT, the County’s Legislative Agenda should include giving localities the ability to override a VDOT speed reduction request rejection. He referenced a recent accident at the intersection of Barnes Road and Old Stage Road in James City County where two individuals had passed away. He reported the last time VDOT had done a speed study at this intersection, their solution had been to put up signs stating, “Warning, Turning Traffic Ahead.” He reported he had been talking with James City County Board of Directors Chairman Sue Sadler regarding working together to get a reduced speed limit from the Stonehouse community to Mt. Nebo Road. He stated the Board members lived in the County and knew the situations that were occurring daily and he felt they should have more authority in setting speed limits.

Mr. Stiers noted he understood everyone was ready to go but he did have an item for discussion. He suggested the Board should consider changing the County’s payment process to allow for a ten-day grace period on real estate tax payments before a 10% late fee was charged. He reported Treasurer Charles Evelyn had agreed this would help the citizens and could be implemented. Mr. Hathaway indicated that could be looked into and noted he liked what Hanover County was doing in regard to a grace period.

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IN RE:           AWARDS AND RECOGNITIONS

Ms. Paige stated she knew this had been a long day but she didn’t want to rush this portion of the meeting. She stated everyone had gone through a tremendous year with COVID and no one had believed it would still be an issue. She noted each Board member had received a tote bag of items that had been donated by other agencies with which the County was affiliated and a list of those agencies had been included in the bags. She stated she wanted the Board members to feel like they were at a real conference/retreat and suggested the collection of gifts would help give that perception. She stated the Board had been through a lot and asked them to imagine what the County staff working with her had gone through. She noted she would like to take a moment to recognize some of those who worked so hard to make the Board look so good. Those she recognized included:

- Executive Assistant to Administration Krista Eutsey – She expressed appreciation to Ms. Eutsey for all of her support and for keeping the County informed through social media. She presented her with a New Kent County portfolio and computer tote bag.
- Deputy Clerk to the Board Wanda Watkins – She thanked Ms. Watkins for her accurate minutes, for providing meals for Board meetings and for her dedication and hard work. She presented her with a New Kent County portfolio and computer tote bag.
- Assistant County Administrator Justin Stauder – She thanked Mr. Stauder for his support during this trying year and for always smiling. She presented him with a New Kent County portfolio, computer bag and a bag of gifts similar to those received by the Board.
- County Administrator Rodney Hathaway – Ms. Paige stated that Mr. Hathaway made the Board look so good and that the County was blessed to have him. She stated she didn't know how he was able to retain all of the information that he did and expressed appreciation for his unwavering dedication. She presented him with a clock, a New Kent County portfolio, computer bag and a bag of gifts similar to those received by the Board. Mr. Hathaway stated that he enjoyed working with the Board and indicated that having the team that he did made his job much easier. He noted New Kent was fortunate to have so many dedicated directors and staff that loved New Kent County.

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IN RE: CLOSING STATEMENTS/ADJOURNMENT

Ms. Paige addressed her fellow Board members and thanked them for their support through this year. She hoped they saw the value of today's meeting and noted that even though it had been a year of uncertainties, she suggested every day should be considered a miracle. She announced the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Thursday, November 12, 2020, and the next work session at 9:00 a.m. on Wednesday, November 25, 2020, both in the Boardroom of the County Administration Building.

Mr. Tiller moved to adjourn the meeting. 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.

The meeting was adjourned at 4:11 p.m.