

A BUDGET WORK SESSION OF THE BOARD OF SUPERVISORS WAS HELD ON THE 23rd DAY OF MARCH IN THE YEAR TWO THOUSAND ONE OF OUR LORD IN THE COURTROOM IN THE OLD COURTHOUSE AT 8:40 A.M.

---

IN RE: ROLL CALL

Mrs. Ringley re-convened the meeting, which began on March 12, 2001.

Rebecca M. Ringley	Present
Dean E. Raynes	Present
W. R. "Ray" Davis	Present
James H. Burrell	Present
Julian T. Lipscomb	Present - arrived at 8:50

---

IN RE: OVERVIEW

Mr. Emerson presented an overview of the draft budget for FY2001 – 2002. Mr. Emerson and Chairman Lipscomb had determined it was only necessary to meet with some of the departments, that it was unnecessary to meet with the departments having basically operating budgets. The budget for general fund expenditures requested is \$15,785,335. Essentially right now the budget is out of balance by \$1,181,800. He stated at this point it would take a 13 ½ cent increase on real estate tax to balance the budget for 2001-02. The budget process is behind this year partly due to the problems with the General Assembly not being able to agree on their budget. Not knowing what monies will be received from the State greatly affects the New Kent County budget. If the House joins the Governor, we could possibly see a 7-10% reduction in funding from state revenues. Mr. Emerson and Mrs. Altemus are trying to determine where the Treasurer is in terms of collections.

At this point, to fund all capital requests would mean to practically deplete the capital fund. Mr. Emerson stated the budget must be adopted by July 1, 2001, but for contract purposes the Schools need to know earlier what will be appropriated to them. Mrs. Ringley pointed out the Schools were requesting \$750,000 over their last year's budget. Mr. Emerson pointed out the number he had given them for being over budget did not include the additional \$400,000 requested by the Schools, it included only the additional \$347,081 requested by the Schools.

Mr. Emerson urged the members to ask questions as the day moved along.

---

IN RE: CLOSED SESSION

Mrs. Ringley made a motion to go into closed session to discuss a personnel matter pursuant to §2.1-344(a)(1) of the Code of Virginia.

The members were polled:

Rebecca M. Ringley	Aye
Dean E. Raynes	Aye
W. R. "Ray" Davis Jr.	Aye
James H. Burrell	Aye
Julian T. Lipscomb	Aye

Mrs. Ringley stated:

Whereas, the New Kent County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.1-344.1 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirement by Virginia law were discussed in closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Rebecca M. Ringley	Aye
Dean E. Raynes	Aye
W. R. "Ray" Davis Jr.	Aye
James H. Burrell	Aye
Julian T. Lipscomb	Aye

---

IN RE: SHERIFF'S OFFICE

Sheriff F. W. Howard, Lt. Col. McLaughlin, and Nancy Lindsay presented the Sheriff's Office budget. Sheriff Howard reviewed his responsibilities and his staff distribution (law enforcement, courts, jail, animal protection, school resource officers.) Sheriff Howard discussed the success of the SROs and told the Board that Danny Patterson was out having surgery and was probably going to have to be replaced as the high school SRO. He was working out the specifics directly with Dr. Geiger but stated the schools wanted more time than he could afford to give them, stating his department was already short staffed. Sheriff Howard also talked about how the number of court cases was increasing and how this increase was very costly to his department. Along these lines, the cost for incarceration has tripled in the County. Presently there is \$150,000 budgeted for jail costs. By way of example, one recent month was \$42,000. Sheriff Howard reported the Governor had put a freeze on some Comp Board money this year as well as cutting \$54 million in the Comp Board budget for next year. Sheriff Howard also discussed the high turnover rate for his department's employees and how costly this is to his department.

On another subject, Sheriff Howard stated he hoped the Board did everything in their power to keep the weigh station out of New Kent. This would be a huge burden/cost to the County.

---

IN RE:            INFORMATION SYSTEMS

Jonathan Stanger, Manager of Information Systems, spoke to the Board with regard to the needs of his department. Mr. Stanger stated there was a need for software which would update tax maps and link to the Commissioner's Office. This would be added to the New Kent web site. There also is a need within the county for some new aerial photography. Several of the Board members had suggestions for Mr. Stanger in trying to obtain aerial photos at no cost through other agencies. Mr. Stanger also discussed the fact that the County offices will need a new server in the near future. The industry standard is to replace servers every three years as the warranty runs out and the cost of repair is so very high. Also, the computers will need to be upgraded to Windows 2000 and that will be an additional cost. Lastly, the web site was discussed. Joan Gray has been transferred to Canada and our web site has gone by the wayside. It was discussed as to whether we should contract with someone else to complete the site or keep trying to get VIPNet to complete the project. As this is an important process, there was a consensus of the Board to have Mr. Stanger obtain 3 prices and proceed with getting a contractor to finish the site.

---

IN RE:            REGISTRAR'S OFFICE

Ms. Gwendolyn Ellyson, Registrar, presented her budget to the Board. Mrs. Ellyson was only asking for \$5,340 more than her present budget. Mrs. Ellyson discussed the need for new voting equipment in light of the recent punch card machine foul up in Florida. She estimated the cost of new voting equipment to be approximately \$125,000. Redistricting was also discussed. November 1, 2001 is the deadline. The State is presently working on redistricting. If New Kent districts change, that will be another cost for the Registrar's Office -- mailing is expensive. Mrs. Ellyson reminded the Board that the Comp Board has cut funding to constitutional offices and it appears Mrs. Ellyson and the Electoral Board will receive no raise.

---

IN RE:            QUIN RIVERS

Mr. Chuck Emmons appeared on behalf of Quin Rivers. Mr. Emmons reviewed with the Board the mission of Quin Rivers. They presently have 351 clients but predict they will have 450-500 by the end of July. Mr. Davis had spoken with Mr. Emmons regarding transportation for several dialysis patients in the Eltham area and Quin Rivers will be helping out in this area. Mr. Emmons did say that because of the expense of drivers and vehicles, Quin Rivers wanted to be the "transportation of last resort" but certainly would help whenever possible.

---

IN RE:            AIRPORT

Mr. Michael St. Jean, Airport Manager, reviewed the airport budget. Mr. St. Jean reviewed the improvements to the airport which had occurred during the past year. Mr. St. Jean stated there were several things needing to be done at the Airport, i.e., relocating the rotating beacon, tree removal in the drainage area, etc. The idea of buying a fuel truck was discussed. Mr. St. Jean

hopes to bring to the Board A T-hanger proposal which would include leasing and replacing the hangers. Mr. Emerson told the Board leasing the hangers would be a “no risk” proposition for the Board and there would be many benefits such as no collection. Along these lines, Mr. Emerson stated there presently is a \$1.25 tax on aircraft. He told the Board they may want to think about lowering that tax -- maybe as low as \$.50 in an effort to attract more aircraft traffic. If a new truck is added and new hangers installed, it is hoped more valuable aircraft will come to use the facility and this would increase the Airport’s ability to obtain grant funds. Mr. Emerson also told the Board there was a need for expansion of the runway.

---

IN RE: SOCIAL SERVICES, CSA AND OFFICE ON YOUTH

Ms. Marianne Powell, Director of Social Services, and Ms. Jessica Forsythe reviewed the budgets for Social Services and the Office on Youth. Ms. Powell introduced Ms. Forsythe as the new coordinator for the Office on Youth. She also told the Board what they hope to be doing next year. The biggest change is the federal mandate to use the EBT system -- this is similar to a welfare debit card -- rather than using food “stamps” as in the past. Stores taking in \$100 or more in food stamps will be trained by the State is use of the EBT system. Mr. Raynes asked about their request to purchase a new vehicle. Ms. Powell explained this would be a replacement vehicle but that she was trying to get the vehicle this year. Another item of interest was that the courts in New Kent will now require an attorney present for Social Services matters and this will present more of an expense to Social Services.

The Office on Youth has undergone a tough time of late but they hope things will improve with the addition of Ms. Forsythe. With regard to CSA, Ms. Powell hopes things are not as bad as what the rumors are coming out of the General Assembly.

With regard to the jump in funds requested for CSA -- Mr. Davis asked Ms. Powell to please contact the School Board and try to determine why there is such a dramatic increase in funds requested for FY 2001-02.

---

IN RE: PUBLIC SAFETY

Mr. Larry Gallaher, Director of Public Safety, spoke with respect to Volunteer Fire Departments and Ambulance/Rescue Squads. He stated some of the important items included an ambulance in need of replacement, a fire station in need of replacement, and he suggested the self-contained breathing apparatus bought by the Fire Department 5 years ago be paid off, saying he thought that had finally gotten through to the Fire Department that they need to follow proper accounting procedures when purchasing equipment. Mr. Gallaher stated he was requesting basically the same budget as last year for Ambulance/Rescue. The need for paid personnel arises again when you begin thinking about the pay per call issue we face with James City County. Also, Mr. Emerson stated James City County has said they are “not into foreign aid.” At this point, pay per call may be a bargain but the Board members need to be aware these costs will escalate.

---

IN RE: SOIL AND WATER

Mr. Brian Noyes made a presentation on behalf of Soil and Water Conservation, giving the Board an idea of the strategic plan and the long term plan for their office. As Mr. Noyes' office had requested a 10% increase in funding from New Kent, Mr. Emerson asked Mr. Noyes how they had arrived at this number, i.e., what sort of formula they used. While Mr. Noyes pointed out the important services they provide to New Kent, he did not appear to really have an answer to how they arrived at the requested 10% increase.

---

IN RE: COMMONWEALTH'S ATTORNEY

Mr. Linwood Gregory presented the budget for his office, stating his budget was basically the same with the addition of extra money for court transcripts and interview transcripts. There have been so many court cases the cost of transcripts has risen. Mr. Emerson pointed out to the Board the County's share of Mr. Gregory's budget is \$30,840. In closing, Mr. Gregory asked if the Board could assist him in having the outside of his building better maintained during the summer, i.e., the grass needs to be cut a couple of times a month.

---

IN RE: GENERAL DISTRICT COURT

Ms. Marie Cagwin, Clerk of the General District Court, reviewed her budget requests with the Board. Ms. Cagwin justified her budget overages by saying she had had to purchase some recording equipment not previously budgeted for, and also copier charges are rising. She felt a priority within her department was for shelving, stating previously \$2,000 had been budgeted for this shelving but costs had risen dramatically and the shelving was now \$6,000.

---

IN RE: PUBLIC WORKS

Mr. Charles Loving, Director of Public Works, discussed his department's budget. The Board discussed several things with Mr. Loving such as a new county garage and new HVAC system in the courthouse. Specifically, Mr. Loving has researched the HVAC system and found it would cost \$182,000 to temporarily fix the system and \$464,000 to replace it. It was the consensus of the Board that a "quick fix" was not the way to go with the system. Mr. Loving also discussed the steps at the administration building. To replace the steps would cost \$53,760. It was the consensus of the Board to do a "quick fix" on the steps -- cap the steps and add a center rail. Mr. Emerson also reported to the Board he was exploring alternatives to the Board Room renovation but did not have any prices as of this date. The generator issue was again revisited and discussed. As the vote was not overwhelming but still in favor, the Board will need to move in that direction. Mr. Emerson stated a possibility would be to borrow that money from the Virginia Resource Authority. This needs to be researched. Mr. Loving also discussed the extension of utilities down Rt. 33 and Mr. Emerson touched on the CDBG grant.

Mr. Loving told the Board he had researched the feasibility of adding another compactor pad to the Rt. 612 refuse site. This would be an expensive proposition and there really is not enough

room to add one. Mr. Emerson stated the answer may be to wait for the increased demand for another site. He also stated in the near future the Board may want to consider charging for refuse as many counties already are doing. Mrs. Ringley stated she felt we should wait for the increased demand for another site rather than adding another compactor pad.

---

IN RE:           PARKS AND RECREATION

Marcy Greenberg, Parks and Recreation Coordinator, presented her department's budget. As her department is developing as the Board hoped it would, it is needing more people for opening/closing facilities, awards, etc., which runs up costs. Of their requested \$141,737, \$55,000 is budgeted for the new land which may be donated to the County. Chairman Lipscomb thanked Ms. Greenberg for her hard work. Mr. Emerson stated he had heard only positive comments with regard to the Parks and Recreation Department.

---

IN RE:           HEALTH DEPARTMENT

Dr. Ted Tweel, Mr. Steve Fuhrmann, and Ms. Gale Bazzichi presented the Health Department's budget to the Board. Dr. Tweel stated their budget request was based on what they felt they needed to continue to support New Kent. Mr. Emerson pointed out the 10.38% increased requested. Mr. Fuhrmann responded that ¼ of the district's on-site service is in New Kent and they have adjusted their staff accordingly, giving New Kent 1.6 people. The Board members expressed concern that the Health Department seemed to be way behind in their work. Mr. Lipscomb inquired as to whether New Kent would be better off hiring their own sanitarian. Dr. Tweel said some counties were doing that -- it just depended on what the county was looking for. In response to questions about the timeliness of the health department, Dr. Tweel stated he stands behind his people 100%. Ms. Bazzichi stated she felt things were getting better and some of their staffing problems were getting resolved. Mr. Fuhrmann asked the Board to pass along to their constituents the information that the General Assembly is steering these inspections toward the private sector and while this is happening, it puts the Health Department in a conflicting situation.

---

IN RE:           COMMISSIONER OF REVENUE

Mr. John Crump, Commissioner of Revenue, reviewed his department's accomplishments, goals, objectives and strategies. Mr. Emerson reminded the Board they give Mr. Crump's office \$104,638. Mr. Crump stated his office was as current as they had ever been with regard to their work load. He commended his staff and said while he would like to have new software to make things more accessible to the public, it would be difficult for him to support a new system without compensating his staff. He, too, was concerned about the Governor's budget cuts and the Comp Board cuts.

After talking about new available software, Mr. Raynes stated it seemed that the Commissioner's Office might be fine using the programs they are now using until we see what is going to happen with the web page.

---

IN RE:           TREASURER'S OFFICE

Mr. Herb Jones, Treasurer, presented the budget for his office. Mr. Jones requested a couple of changes in two line items -- one in the program/customization from \$1,500 to \$500 and one in dues/associate memberships to \$700. He discussed the fact that the State had allocated \$20,000 for part time salaries that he has been using for Sharon Jones. Mr. Jones reported collections were good except for personal property which were at 85%, largely due to Commercial Carrier and problems associated with them.

---

IN RE:           ADJOURNMENT

As a final matter of business, Mr. Emerson asked if the Board would like to see any of the other departments and reviewed the list with the Board. Mr. Emerson asked the members if they wanted to meet again or if they would like him (Mr. Emerson) to work up some figures and bring them back to the Board. It was the consensus of the Board to have Mr. Emerson work with the figures and meet at a later date to discuss them.

With respect to the HVAC system in the courthouse, Mr. Emerson stated he would not suggest the cheaper "stop gap fix" and he would be inclined to encourage the Board to pay the \$400,000 to move forward and fix the system properly.

With respect to the supplementation of deputies' salaries, Mr. Emerson stated it might be possible to implement the new pay plan on December 1, 2001 thereby reducing the contribution of the County. Mr. Emerson also asked if the Board would like him to examine the salaries of the Social Services department. The Board indicated they wanted Social Services included in the pay plan

The Board adjourned at 5:30 p.m.