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NEW KENT COUNTY BOARD OF SUPERVISORS
January 14, 2013, 6:00 p.m.
Boardroom, County Administration Building
12007 Courthouse Circle, New Kent, VA 23124

ACTION
AGENDA

CALL TO ORDER (at 6 p.m.)

INVOCATION and PLEDGE OF ALLEGIANCE (led by Mr. Burrell)

ROLL CALL

ANNUAL REORGANIZATION OF THE BOARD: The Board's first meeting of the year is designated as the annual reorganization meeting.

A. Election of officers – the Board will elect a Chairman and Vice-Chairman to serve as officers for 2013

Actions: **Mr. Davis was elected 2013 Chair and Mr. Evelyn as 2013 Vice Chair.** Votes were 4:0:1 (with both Mr. Davis and Mr. Evelyn abstaining from the votes taken on their respective elections).

B. Regular meeting schedule for 2013 – to be established by Resolution R-01-13

Action: **The Board adopted Resolution R-01-13 setting its 2013 meeting schedule, changing the times of the work sessions to 9 a.m. and changing the proposed date of the January work session from January 30 to January 28.** Vote was 5:0.

C. Review of Bylaws – the Board will review proposed changes to its Bylaws; adoption will take place a future meeting at least 30 days away.

Action: **The Board readopted its bylaws with no changes.** Vote was 5:0.

CONSENT AGENDA

Action: **Mr. Evelyn moved to approve the Consent Agenda, with a correction to the commencement date on the county administrator's employment agreement, and that it be made a part of the record.** Vote was 5:0, motion carried.

RESIDENCY ADMINISTRATOR'S REPORT - *Mike Cade, Residency Administrator,
Va. Dept. of Transportation*

CITIZENS' COMMENT PERIOD (3 minutes/person)

ELECTED OFFICIALS' REPORTS

STAFF REPORTS

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APPOINTMENTS

District Appointments:

Mr. Tiller moved to appoint Claude Baldwin as District Two's representative to the Board of Road Viewers to serve a one-year term beginning January 1, 2013 and ending December 31, 2013.

Mr. Tiller moved to appoint Pete Sweet as a District Two representative to the Transportation Safety Commission to serve a four-year term beginning January 1, 2013 and ending December 31, 2016.

Mr. Tiller moved to appoint Lyle Gleason as District Two's representative to the Wetlands Board to serve a five-year term beginning January 1, 2013 and ending December 31, 2017.

Mr. Tiller moved to appoint Beverly King as District Two's representative to the Social Services Advisory Board to complete a term ending June 30, 2014.

Mr. Stiers moved to appoint William Jeffries as District Four's representative to the Airport Advisory Commission to serve a four-year term beginning January 1, 2013 and ending December 31, 2016.

Mr. Davis moved to appoint Edward Pollard as a District Five representative to the Planning Commission to serve a four-year term beginning January 1, 2013 and ending December 31, 2016.

Vote was 5:0, motions carried.

Boards and Commissions not delegated by District

Mr. Burrell moved to appoint Alex Baine as a member of the Board of Building Code Appeals/Board of Fire Prevention Code Appeals to serve a four-year term beginning January 1, 2013 and ending December 31, 2016.

Mr. Burrell moved to appoint Jeannie Gilman as an at-large member of the Clean County Committee to serve a four-year term beginning January 1, 2013 and ending December 31, 2016.

Mr. Burrell moved to appoint Paul Robinson as an at-large representative of the Economic Development Authority to serve a four-year term beginning January 1, 2013 and ending December 31, 2016.

Mr. Davis moved to appoint Pat Bell as an at-large representative of the Economic Development Authority to serve a four-year term beginning January 1, 2013 and ending December 31, 2016.

Vote was 5:0, motions carried.

Regional Board Citizen Appointments

Mr. Davis moved to appoint Lynne Szewczyk as New Kent's representative to the Henrico Area Mental Health & Developmental Services Board to complete a three-year term ending December 31, 2014.

Vote was 5:0, motions carried.

Board Member/Staff Appointments

Mr. Evelyn moved to appoint W. R. Davis, Jr. as the Board representative to the Agricultural and Forestal District Advisory Committee to serve a one year term ending December 31, 2013.

Mr. Evelyn moved to appoint Ron Stiers as the Board representative to the Airport Advisory Commission to serve a one year term ending December 31, 2013.

Mr. Evelyn moved to appoint James H. Burrell as the Board representative to the Historic Commission to serve a one year term ending December 31, 2013.

Mr. Burrell moved to appoint Thomas W. Evelyn as the Board representative to the Parks and Recreation Advisory Commission to serve a one year term ending December 31, 2013.

Mr. Evelyn moved to appoint C. Thomas Tiller, Jr. as the Board representative to the Planning Commission to serve a one year term ending December 31, 2013.

Mr. Evelyn moved to appoint W. R. Davis, Jr. as the Board representative to the Social Services Advisory Board to serve a one year term ending December 31, 2013.

Mr. Evelyn moved to appoint Ron Stiers as the Board representative to the Transportation Safety Commission to serve a one year term ending December 31, 2013.

Vote was 5:0, motions carried.

Regional Boards:

Mr. Davis moved to appoint Thomas W. Evelyn as New Kent's Board representative to the Capital Region Policy Board to serve a one-year term ending December 31, 2013.

Mr. Burrell moved to appoint Rodney A. Hathaway as New Kent's alternate representative to the Capital Region Policy Board (Capital Area Training Consortium) to serve a one-year term ending December 31, 2013.

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Mr. Burrell moved to appoint Thomas W. Evelyn as New Kent's Board representative to the Chickahominy District Health Advisory Board to serve a one year term ending December 31, 2013.

Mr. Davis moved to appoint C. Thomas Tiller, Jr. as New Kent's representative to the Smart Beginnings Leadership Council to serve a one year term ending December 31, 2013.

Mr. Evelyn moved to appoint Kelli Le Duc as New Kent's representative to the Sustainable Transportation Initiative of Richmond Advisory Board to serve a one-year term ending December 31, 2013.

Vote was 5:0, motions carried.

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

Vote was 4:0:1 (Mr. Davis abstaining), motions carried.

MEETING SCHEDULE: The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on February 11, 2013, and the next work session at 9:00 a.m. on January 28 ~~8:30 a.m. on January 30~~, 2013, both in the Boardroom of the County Admin Building (*subject to Board adoption of the proposed 2013 Meeting Schedule*).

CLOSED SESSION

Action: Mr. Burrell moved to go into Closed Session pursuant to Section 2.2-3711A.3 of the Code of Virginia for discussion or consideration of the acquisition of real property for a public purpose or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County; pursuant to Section 2.2-3711A.7 of the Code of Virginia for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel involving the legality of an ordinance; and pursuant to Section 2.2-3711A.29 of the Code of Virginia for discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board.

Vote was 5:0, motion carried.

Action: Mr. Burrell moved to come out of Closed Session. Vote was 5:0, motion carried.

Action: Mr. Burrell made the Certification of Closed Session. Vote was 5:0, motion carried.

ADDED ITEMS

Action: Mr. Evelyn moved to delegate the authority listed in Section 6-64 of the County Code to the Zoning Administrator. Vote was 5:0, motion carried.

ADJOURNMENT

Action: Mr. Evelyn moved to adjourn the meeting. Vote was 5:0, motion carried.

Meeting was adjourned at 8:25 p.m.

CONSENT AGENDA

(Matters included hereunder may be the subject of one motion to approve provided no Board member requests an item to be separated.)

1. **Approval of Minutes**
 - a. Work Session of November 28, 2012
 - b. Special Meeting of December 10, 2012

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- c. Business Meeting of December 10, 2012
- 2. Miscellaneous**
 - a. Change Order in the amount of \$27,600 to the contract with Draper Aden Assoc., Inc. for additional survey and design work for the Route 249 water line upgrade
 - b. Employment Agreement with the County Administrator
 - c. Appropriation of \$162.44 to the Virginia Criminal Justice Foundation Forfeited Asset Sharing Program
- 3. FY13 Supplemental Appropriations**
 - a. To un-appropriate FY13 State Fire Program funds; funds wer appropriated in September and November 2012, \$11,628.53
 - \$(11,628.53)
 - \$ 11,628.53
 - Total
From Gen Fund fund balance
- 4. FY13 Supplemental Appropriations**
 - a. Program income received from FY13 from CDBG Plum Point grant, \$428.43
 - b. Funds received from insurance proceeds, \$6,893.13
 - c. Miscellaneous recovered costs, \$5,498.20
 - d. Donations for the Animal Shelter, \$1,088.00
 - e. Funds received by Extension from outside sources for sponsorship of programs, \$915.00
 - f. Funds received for gifts and donations, \$1,200.00
 - g. Funds to be received from The Supreme Court of Virginia for postage for Juvenile & Domestic Relations District Court, \$1,000.00
 - \$ 17,022.76
 - \$(17,022.76)
 - Total
Total In/Out
- 5. FY13 Carry Forward Appropriations**
 - a. Donations for the IT Department, \$35,656.00
 - b. VDEM Communications Assessment Grant and State Fire Program funds, \$22,076.20
 - \$ 57,732.20
 - \$(48,761.20)
 - \$(8,971.00)
 - Total
From Gen Fund fund balance
From Capital 800 fund balance
- 6. Interdepartmental Budget Transfers**
 - a. *School Board*: \$65.00 from Matls & Supplies NKHS-Voc Ed Sec to Travel NKHS-Reg Ed Secondary
 - b. *Commissioner of Revenue*: \$9,400 from Reserved for Contingency to Other Operating Supplies
- 7. Treasurer's Report:** Cash as of November 2012: \$36,235,011.96

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