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NEW KENT COUNTY BOARD OF SUPERVISORS

July 8, 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. Tiller)

ROLL CALL (all present)

CONSENT AGENDA

Action: Mr. Evelyn moved to approve the Consent Agenda, 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)

ITEM 1 Consideration of Resolution R-11-13, approving Wilco Hess Travel Plaza CUP application – public hearing held May 13, 2013 and action deferred from the June 10, 2013 meeting at the request of the applicant – *Planning Manager Kelli Le Duc*

Action: Mr. Evelyn moved to approve Resolution R-11-13(R). Vote was 4:1 (Ayes: Burrell, Stiers, Evelyn & Davis; Nays: Tiller), motion carried.

Public Hearings to be held at 7:00 p.m. or as soon thereafter as possible. Speakers are limited to three minutes each, should come to the podium and state their name and address

ITEM 2 PUBLIC HEARING – consideration of request to enter into a lease of real property owned by the County, a portion of tax map parcel number 21-91 located on Pine Fork Road, for farming purposes with no till practices being utilized. – *County Administrator Rodney Hathaway*

Action: Mr. Burrell moved to authorize the County Administrator to enter into a lease agreement on behalf of New Kent County with Mr. Charles H. Evelyn, Jr. for the purpose of farming 8 acres of land on tax map parcel 21-91. Vote was 4:0:1 (with Mr. Evelyn abstaining), motion carried.

ITEM 3 School Board Administration Office relocation update – *County Administrator Rodney Hathaway*

Action: Mr. Evelyn moved to approve the relocation of the following offices for a period of two years and then re-evaluate the situation further:
1- To move the Registrar's Office to the Fire Department space in the Health & Human Services Building and/or look at the potential of adding additional space with Quinn Rivers;

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- 2- To move the Fire Department to the old County Attorney's space; and
- 3- To move the School Board Administration to the Historic Courthouse with the agreement that the Historic Courtroom will not be physically altered in any way.

Vote was 4:1 (Ayes: Stiers, Evelyn, Tiller & Davis; Nays: Burrell), motion carried.

ELECTED OFFICIALS' REPORTS

Action: Mr. Stiers moved to adopt Resolution R-16-13 closing County Offices on July 5, 2013.

Vote was 5:0, motion carried.

STAFF REPORTS

APPOINTMENTS

Mr. Davis moved to appoint Larry Clark as the Board's representative to the Community Policy and Management Team to serve a one-year term beginning July 1, 2013 and ending June 30, 2014.

Vote was 5:0, motions carried.

Mr. Davis moved to appoint Becky Ringley as New Kent's representative to Senior Connections, The Capital Area Agency on Aging Board of Directors, to serve a three year term beginning July 1, 2013 and ending June 30, 2016.

Vote was 5:0, motions carried.

CLOSED SESSION

Action: Mr. Stiers moved to go into Closed Session pursuant to Section 2.2-3711A.7 of the Code of Virginia for consultation with legal counsel and briefings by staff members 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 PPEA projects.

Vote was 5:0, motion carried.

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

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

MEETING SCHEDULE: The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on August 12, 2013, and the next work session at 9:00 a.m. on July 31, 2013, both in the Boardroom of the County Admin.

ADJOURNMENT

Action: Mr. Tiller moved to adjourn. The meeting was adjourned at 8:49 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. May 29, 2013 Special Meeting minutes
 - b. May 29, 2013 Work Session minutes
 - c. June 10, 2013 Business Meeting minutes

2. **Miscellaneous**
 - a. Resolution R-13-13 recognizing services of Karen Cameron to the Social Services Advisory Board
 - b. Contract for On-Call Services with Sydnor Hydro, Inc.
 - c. Contract for On-Call Services with Electrical & Mechanical Resources, Inc.

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- d. Contract for On-Call Services with Atlantic Pump & Equipment Company
- e. Contract for On-Call Services with William E. Britton Electrical Contracting
- f. Contract for On-Call Services with Virginia Electrical Services, LLC
- g. Contract for On-Call Services with Water Well Solutions, LC
- h. Resolution R-15-13 requesting abandonments, additions and discontinuances in the State Secondary System of certain sections of Stage Road
- i. Abstracts of Votes from the June 11, 2013 Democratic Primary Election for recording in the Order Book

3. FY13 Carry Forward Appropriations

- a. Insurance proceeds related to Hurricane Irene for fence repair at the Airport, \$1,100.00
- b. DMV SEL Enforcement Alcohol grant fund, \$1,925.38
- c. Civil War – Step Into 1862, \$727.32

\$ 3,752.70	Total
\$(1,827.32)	From General Fund fund balance
\$(1,925.38)	From Grant 6 fund balance

4. FY13 Supplemental Appropriations

- a. FY12 revenue for the DMV SEL Enforcement Alcohol Grant was posted to an incorrect revenue code and was overlook as an FY12 Receivable. This appropriation is to correctly display the amount of the FY13 Revenue that remains to be collected, \$8,755.41

\$ 8,755.41	Total
\$(8,755.41)	From Grant 6 fund balance

5. FY13 Supplemental Appropriations

- a. Program income received for FY13 from CDBG Plum Point grant participants, \$937.36
- b. Funds received from insurance proceeds – Sheriff, \$4,157.60
- c. Miscellaneous recovered costs – Sheriff, \$2,899.87
- d. Four-For-Life grant funds, \$20,748.00
- e. Donations to the Animal Shelter, \$720.00
- f. SAFER grant funds – volunteer retention, \$106,675.00
- g. Funds from the sale of various fire apparatus noted as Unit 933, 935, 936 and 934, \$19,502.02
- h. Funds reimbursed by the Commonwealth of Virginia for extradition of prisoners, \$3,118.92
- i. Funds for the Smart Drive Virginia grant (CMV), \$33,541.67
- j. Additional FY13 funds for the purchase of jail space, \$221,380.00
- k. FY13 funds for charge card fees/processing, \$20,000.00
- l. FY13 funds for unemployment compensation, \$35,000.00
- m. FY13 funds for General District Court – appointed attorneys fees, \$3,500.00
- n. Additional FY13 funds for Registrar’s Office due to additional elections, \$36,638.00
- o. Additional FY13 funds for the Electoral Board due to additional elections, \$396.00
- p. LEMPG Federal Grant (CFDA #97.042), \$27,932.00
- q. Technology Trusts funds received – Circuit Court, #39,005.00

\$ 576,241.44	Total
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\$(286,432.44)	Total In/Out
\$(289,809.00)	From General Fund fund balance

6. Interdepartmental Budget Transfers

- a. *Parks & Recreation*: \$1,695 between various line items for end of year reconciliation
- b. *Circuit Court Clerk*: \$420 between various line items for end of year reconciliation
- c. *Fire & Emergency Management*: \$57,000 from Pre-Eng Radio Infrs. Sys Study to Replace Engine #1
- d. *Fire & Emergency Management*: \$38,000 from Salaries & Wages and Maintenance Service Contracts to Replace Engine #1
- e. *School Board*: \$20,000 from Contingency Fund – health insurance to Textbook Adoption
- f. *Financial Services*: \$3,300 from between Financial Services and Central Purchasing for Forms Printer Supplies

7. Treasurer's Report: Cash as of May, 2013: \$36,443,693.06

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