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NEW KENT COUNTY BOARD OF SUPERVISORS

September 14, 2015, 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 (All members were present.)

CONSENT AGENDA

Action: Mr. Burrell moved to approve the Consent Agenda as presented and that it be made a part of the record. Vote was 5:0, motion carried.

SMALL BUSINESS CLOSE UP – DISTRICT 5

RESIDENCY ADMINISTRATOR'S REPORT – Bruce McNabb, Residency Administrator
Virginia Department of Transportation

CITIZENS' COMMENT PERIOD (3 minutes/person)

ITEM 1 National 4-H Week, October 4-10, 2015, Resolution R-32-15 –
Extension Agent Carl Frick

Action: Mr. Evelyn moved to adopt Resolution R-32-15 recognizing October 4-10, 2015 as National 4-H Week in New Kent County. Vote was 5:0, motion carried.

ITEM 2 New Kent County Public Schools – Tennis Court Construction –
New Kent County Public Schools Superintendent Dr. David Myers

Action: Mr. Evelyn moved to approve the transfer of \$319,364.41 from the school set-aside account to the school CIP account for tennis court construction. Vote was 5:0, motion carried.

CLOSED SESSION

Action: Mr. Stiers moved to go into Closed Session pursuant to the following code sections of the Code of Virginia: Section 2.2-3711(A)(1) of the Code of Virginia for discussion of a personnel matter involving an employee of the fire department, Section 2.2-3711(A)(1) for discussion of a personnel matter involving the Deputy Director of Finance, Section 2.2-3711(A)(7) for consultation with legal counsel regarding contract terms contained in the County's agreement to provide reclaimed water to Legend's Golf Course and Section 2.2-3711(A)(29) involving the discussion of the award of a contract for the Historic School involving the expenditure of public funds where discussion in an open session would adversely

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affect the bargaining position or negotiating strategy of the County. *Vote was 5:0, motions carried.*

Action: **Mr. Evelyn moved to return to Open Session.** *Vote was 5:0, motion carried.*

Action: **Mr. Davis made the certification of Closed Session.** *Vote was 5:0, 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 3 PUBLIC HEARING – Ordinance O-13-15 – Amendment to Chapter 22 and Appendix A of the New Kent County Code (Electronic Summons System Fee) – County Administrator Rodney Hathaway

Action: **This Public Hearing was canceled scheduled.**

ITEM 4 PUBLIC HEARING – New Kent Chamber of Commerce Lease - County Administrator Rodney Hathaway

Action: **Mr. Burrell moved to authorize the County Administrator to execute a lease agreement between the County of New Kent and the New Kent Chamber of Commerce to use office space at the New Kent Visitors and Commerce Center.** *Vote was 4:0:1 with Mr. Stiers abstaining, motion carried.*

ELECTED OFFICIALS' REPORTS

STAFF REPORTS

OTHER BUSINESS

APPOINTMENTS

MEETING SCHEDULE: The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on Tuesday, October 13, 2015, and the next work session will be at 9:00 a.m. on Wednesday, September 30, 2015, both in the Boardroom of the County Administration Building.

ADJOURNMENT

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

Meeting was adjourned at 8:03 p.m.

CONSENT AGENDA

- 1. Approval of Minutes**
 - a. August 10, 2015 Business Meeting minutes

- 2. Miscellaneous**
 - a. New Road Names for the Villas at Viniterra: Tempranillo Lane and Tempranillo Court
 - b. Sole Source Procurement – County Administrator authorization to enter into a contract with Verizon Business Network Services, Inc. for Network Service to Public Utilities Building
 - c. Second Amendment to Contract for GIS service with WorldView Solutions

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3. Refunds

- a. \$78.75 to Simmons Electrical Service – Canceled BP#20100-2015

4. FY15 Supplemental Appropriations

- a. Funds to Sheriff's Department for Security at Saude Creek Vineyards, LLC, \$479.72 and Rockahock Campgrounds, Inc., \$661.68
- b. Funds from Vending Machine Sales to be used for Employee Functions for the County, \$390.65 and the Sheriff's Office, \$73.31
- c. Gifts & Donations to New Kent Fire Rescue – TRUIST, \$42.00
- d. Kevlar Vest Grant Funds, (\$6,974.43)

\$8,621.79 Total
\$(3,779.92) Total In/Out – General Fund (1)
\$(4,841.87) From General Fund – Fund Balance (1)

5. FY16 Supplemental Appropriations

- a. Program Income Received for FY16 from CDBG Plum Point Grant Participants – July, \$219.00 and August, \$912.67
- b. Donations for the Animal Shelter, \$750.00
- c. Extension Program Sponsorship Revenue for Carole's Garden, \$25.00
- d. Gifts & Donations to New Kent Fire Rescue – Archie & Paulette Crowe, \$200.00
- e. Gifts & Donations to Parks & Recreation – Coastal Plains Environmental, \$200.00 and H.E. Fenner, \$227.50
- f. Funds to the Sheriff's Office from Celerity Cycling for the Hampton Roads Bike Race, \$4,722.74
- g. Funds from VML Insurance – Spartan Engine Scraped Pickup of Volunteer at Station, \$2,951.90
- h. Funds from the Commonwealth of Virginia to Sheriff's Budget for Travel/Extradition of Prisoner, \$192.09
- i. Funds from the Sale of Various Fire/Rescue Apparatus – Vehicles #918, 949 and 907, \$260,965.00
- j. Funds for the VDH-RSAF Grant Program for the Fire/Rescue Department for Three (3) Ambulances, \$94,804.00
- k. Funds for the 2014 FEMA Assistance to Firefighters Grant – Grant ID# EMW-2014-FO-04336 and CFDA Number 97.044, \$318,000.00
- l. Funds for the FY16 Selective Enforcement Grants for Alcohol, \$28,300.00, Speed, \$10,500.00, and Occupant \$5,250.00
- m. Funds from VML Insurance – Fire/Rescue Vehicle #948 Hitting a Stop Sign while Responding to an Accident, \$564.43
- n. Funds to Parks & Recreation from New Kent Youth Association Football, \$888.00
- o. Funds Received from Davenport & Company as a Donation in Support of New Kent University, \$1,400.00

\$(734,419.21) Total
\$(13,253.33) Total In/Out – General Fund (1)
\$(658,627.00) Total In/Out – Capital Fund (7)
\$(44,050.00) Total In/Out – Grant Fund (6)
\$(3,346.88) From Fund Balance – Gen Fund (1)
\$(15,142.00) From Fund Balance – Capital (7)

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6. FY16 Carry Forward Appropriations

- a. Grants, Donations, Incomplete Project Funds for the Fire/Rescue Department:
 - Virginia Power Funds, \$28,089.81,
 - State Fire Programs \$35,595.57,
 - Public Education Donations, \$765.64,
 - Four-For-Life, \$28,396.94,
 - Hazardous Materials Emergency Preparedness Grant, \$16,300
 - SHSP Grant – Risk Assessment, \$12,500
- b. Fund 7 (Capital Fund) Balances:
 - Historic School Campus – Renovation, \$402,890.61,
 - Brd Room Tech Upgrades – Sound Improvement, \$12,714.56,
 - Vehicle Acquisition – Bldg Development, \$21,000.00,
 - New Courthouse Steps & Sidewalk, \$40,000.00,
 - Admin Building Kitchen Renovations, \$29,002.80,
 - New Courthouse HVAC, \$608,068.22,
 - County Facility Rehab Projects, \$38,421.82,
 - MIS Upgrades, \$74,497.30,
 - MIS Technology & Comm Master Plan, \$30,000.00,
 - ISTEA/RSTP Bicycle Route Signage, \$2,000.00,
 - CD-Purchase of Development Rights, \$87,456.00,
 - Affordable Housing, \$16,968.00,
 - P&R Wahrani Nature Trail, \$2,234.56,
 - Park Dev-FNK Proffer – Receipt of Funds Uncertain, \$82,041.25,
 - Park Development – County Funds, \$969,653.83,
 - P&R – Historic Schools Fields/Bleachers, \$38,500.00,
 - Finance-Upgrade Integrated Software, \$597,633.00,
 - NKES Renovations, \$203,869.81,
 - NKMS-HVAC Controls/Fire Alarm Panel, \$204,079.46,
 - Elementary School Roof, \$10,000.00,
 - School Buses, \$36,859.00,
 - Schools Misc Improv/Equipment, \$12,200.00,
 - Appropriation of Funds Frm Prior Years, \$194,367.75,
 - Tennis Court Repair, \$1,826.59,
 - NKES Grounds & Playground Land, \$6,795.53,
 - Vehicle Acquisitions – Sheriff, \$86,912.66,
 - E-911 Voice Recording System, \$508.68,
 - Sheriff IT Security Upgrades, \$1,957.41,
 - Pre-Engineering Radio Infrastructure System Study, \$5,899.75,
 - Public Safety Radio System – 800 MHZ, \$4,410,541.60,
 - Federal Engineering On-Call Tech Support, \$73,303.38
- c. FY15 Funds from the 100 Foot Ladder Truck, \$49,450.00
FY15 Local Funds not used for the Burn Building, \$20,159.93 to provide partial FY16 funds for Ambulance Replacement
- d. Various Computer Replacement Funds (Fund 800):
 - Sheriff, \$5,017.77,
 - Radio Equipment – Sheriff and Fire, \$579.11,
 - Economic Development, \$3,391.48
- e. Extension Office Funds that were received as Donations for Various Programs, \$11,312.29
- f. Selective Enforcement Alcohol, \$10,074.18, Speed \$2,449.04 and Occupant, \$1,403.49
- g. Kevlar Vest Grant Program Funds, \$5,861.60

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\$8,533,550.42	Total
\$(2,930.80)	Total In/Out – General Fund (1)
\$(41,748.75)	Total In/Out – Grant Fund (6)
\$(107,091.05)	From Gen Fund (1) Fund Bal
\$(977.96)	From Grant Fund (6) Fund Balance
\$(8,371,813.50)	From Capital Fund (7) Fund Balance
\$(8,988.36)	From Computer Replacement Fund (800) Fund Balance

7. Interdepartmental Budget Transfers – FY15

- a. Animal Protection:
 - From Salaries & Wages to Overtime, (\$386.00),
 - From Salaries & Wages to Medical Examinations, (\$863.00)
- b. Buildings & Grounds:
 - From Salaries & Wages (043020-1200) to Salaries & Wages (042030-1100), (\$5,544.00),
 - From FICA/Medicare to Salaries & Wages, (\$549.00)
- c. Building Inspections:
 - From Gasoline to Salaries & Wages, (\$834.00),
 - From Gasoline to Retirement – VSRS, (\$84.00)
- d. Circuit Court Clerk:
 - From Reserved for Contingency to Salaries & Wages, (\$9,508.00)
- e. Circuit Court Judge:
 - From Travel (Convention & Education) to Judge’s Full Time Secretary, (\$836.00),
 - From Travel (Convention & Education) to Retirement - VSRS, (\$83.00),
 - From Travel (Convention & Education) to Hospital/Medical Plans, (\$204.00),
 - From Travel (Convention & Education) to ST/LT Disability Premium, (\$136.00)
- f. Clerk of the Board:
 - From Reserved for Contingency to Salaries & Wages (\$20,340.00),
 - From Part-Time Salaries & Wages to FICA/Medicare, (\$980.00),
 - From Part-Time Salaries & Wages to Retirement – VSRS, (\$785.00),
 - From Travel (Convention & Education) to Hospital/Medical Plans, (\$1,108.00)
- g. Commissioner of Revenue:
 - From Part-Time Salaries & Wages to Overtime, (\$34.00)
- h. Commonwealth Attorney:
 - From Maintenance Service Contracts to Salaries & Wages, (\$835.00),
 - From Maintenance Service Contracts to Grant Funded Wages, (\$1.00),
 - From FICA/Medicare to Retirement – VSRS, (\$86.00)
- i. E911 Systems:
 - From Part-Time Salaries to Salaries & Wages, (\$1,127.00)
 - From Part-Time Salaries to Overtime – Salaried, (\$4,747.00)
- j. Fire & Emergency Management:
 - From Reserved for Contingency to Part-Time Salaries & Wages, (\$16,321.00)
- k. Fire-Rescue:
 - From Mach & Equip-Life Safety Equip to Part-Time Overtime, (\$157.34),
 - From LODA to Special Duty-Colonial Downs, (\$539.18),
 - From Salaries to Overtime, (\$3,709.42),
 - From Retirement to Overtime, (\$1,152.64),
 - From LODA to Overtime, (\$146.82),

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From Medical Plans to Overtime, (\$890.00),
From Life Insurance to Overtime, (\$1,485.75),
From Workers Compensation to Overtime, (\$6,156.17),
From Professional Services to Overtime, (\$1,795.39),
From Repairs & Maintenance to Overtime, (\$362.10),
From Building Project Upgrades to Overtime, (\$331.05),
From Repairs & Maintenance-EMS Equipment to Overtime, (\$273.98),
From Repairs & Maintenance-Dry Hydrant to Overtime, (\$129.00),
From Repairs & Maintenance-Hose & Nozzle to Overtime, (\$464.11),
From Repairs & Maintenance-SML Engine to Overtime, (\$289.37),
From Repairs & Maintenance-Light Shop, (\$90.00),
From Maintenance Service Contracts to Overtime, (\$588.14),
From Maint. Serv. Contracts-Extraction to Overtime, (\$990.00),
From Maint. Serv. Contracts-Ladder, (\$7.50),
From Advertisements to Overtime, (\$710.00),
From Electric Service to Overtime, (\$1,877.98),
From Heating Service to Overtime, (\$4,058.65),
From Postage to Overtime, (\$103.89),
From Telecommunications-Cellular to Overtime, (\$931.10),
From Telecommunications to Overtime, (\$88.28),
From Telecommunication Equipment to Overtime, (\$109.54),
From Leased Wan Lines to Overtime, (\$405.00),
From Motor Vehicle Insurance to Overtime, (\$95),
From Volunteer Insurance to Overtime, (\$66.00),
From Lease/Rent of Equipment to Overtime, (\$334.60),
From Lease/Rent Equipment-EMS Equip to Overtime, (\$61.50),
From Lease/Rental of Buildings to Overtime, (\$50.96),
From Mileage to Overtime, (\$223.52),
From Travel (Convention & Education), (\$677.04),
From Repair Personal Gear to Overtime, (\$14.90),
From Repair Portable Equipment to Overtime, (\$115.05),
From Dues & Association Memberships to Overtime, (\$267.00),
From Office Supplies to Overtime, (\$1,052.38),
From Janitorial Supplies & Services to Overtime, (\$103.08),
From Repair & Maintenance Supplies to Overtime, (\$1,083.30),
From Books & Subscriptions to Overtime, (\$142.92)
From Operation Supplies-EMS Equipment to Overtime, (\$90.71),
From Maint Serve Contracts-Small Eng to Part-Time Salaries, (\$500.00),
From Operation Supplies-Small Engine to Part-Time Salaries, (\$837.12),
From Operation Supplies-Extraction to Part-Time Salaries, (\$622.90),
From Street Signs to Part-Time Salaries, (\$154.00),
From Promotional Materials to Part-Time Salaries, (\$1.21),
From Mach & Equip-All Fire Departments to Part-Time Salaries,
(\$1,406.70),
From Mach & Equip-EMS Equip to Part-Time Salaries, (\$919.83),
From Mach & Equip-SCBA Shop to Part-Time Salaries, (\$8.30),
From Mach & Equip-Life Safety Equip to Part-Time Salaries, (\$11.00),
From Turn-Out Gear Replacement to Part-Time Salaries, (\$23.24),
From Furniture & Fixtures to Part-Time Salaries, (\$11.71),
From Haz Material Response Equipment to Part-Time Salaries, (\$411.48),
From Operation Supplies-EMS Equipment to Part-Time Salaries, (\$429.95),
From OSHA Compliance Expense to Part-Time Salaries, (\$508.67),
From Mach & Equip-All Fire Departments to Part-Time Salaries,
(\$4,915.96),

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- From Maint Serve Contracts to Part-Time Salaries, (\$450.00)
 - l. Economic Development:
 - From Repairs & Maintenance to Overtime, (\$210.00)
 - From Printing & Binding to FICA/Medicare, (\$422.00)
 - From Advertising to Part-Time Salaries & Wages, (\$2,100.00)
 - From Travel (Convention & Education) to Part-Time Salaries & Wages, (\$1,825.00)
 - From Office Supplies to Part-Time Salaries & Wages, (\$2,081.00)
 - m. Receptionist/Switchboard:
 - From Reserved for Contingency to Salaries & Wages, (\$380.00)
 - n. Registrar:
 - From Part-Time Salaries & Wages to Salaries & Wages, (\$834.00)
 - From Part-Time Salaries & Wages to Retirement-VSRS, (\$85.00)
 - o. Schools:
 - From Instructional Materials – NKES to Improvement – Software/Online Content, (\$4,590.00)
 - From Instructional Materials – GWES to Improvement – Software/Online Content, (\$4,590.00)
 - p. Sheriff:
 - From Part-Time Salaries & Wages to Salaries & Wages – Overtime, (\$13,552.00)
 - q. Sheriff Courts:
 - From Part-Time Salaries & Wages to Salaries & Wages, (\$11,497.00),
 - From Part-Time Salaries & Wages to Health Insurance, (\$63.00)
 - r. Treasurer:
 - From Hospital/Medical Plans to Salaries & Wages, (\$7,153.27)
 - From Hospital/Medical Plans to Overtime, (\$108.37)
 - From Hospital/Medical Plans to FICA/Medicare, (\$257.12)
 - From Travel (Convention & Education) to Retirement – VSRS, (\$338.64)
 - s. Utility Administration:
 - From Gasoline to Salaries & Wages, (\$3,845.00),
 - From Gasoline to VRS/Retirement, (\$86.00)
 - t. Utility Fund:
 - From On-Call Pay to Salaries and Wages, (\$204.00)
 - From On-Call Pay to Overtime, (\$816.00)
- 8. Interdepartmental Budget Transfers – FY16**
- a. Commissioner of Revenue:
 - From Reserved for Contingency to Commissioner of Revenue, (\$2,002.07)
 - b. Community Development:
 - From Full-Time Salaries to Part-Time Salaries, (\$29,700.00)
 - c. County Attorney:
 - From Salaries & Wages to Legal Professional Services, (\$60,000.00)
 - d. Schools:
 - From Tennis Court Repair to Tennis Court Construction, (\$1,826.59)
- 9. Treasurer’s Report:** Cash as of July 2015, \$29,351,335.45

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