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NEW KENT COUNTY BOARD OF SUPERVISORS

November 16, 2016, 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 members were present.)

CONSENT AGENDA

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

SMALL BUSINESS CLOSE UP

NEW KENT UNIVERSITY 2016 GRADUATION

RESIDENCY ADMINISTRATOR'S REPORT – Virginia Department of Transportation
Maintenance Operations Manager
Bruce Puffenbarger

CITIZENS' COMMENT PERIOD (3 minutes/person)

ITEM 1 **Presentation of J. Stannard Baker Award** – New Kent Sheriff's Office Staff

ITEM 2 **Presentation on Quin Rivers' Programmatic Initiatives** – Quin Rivers, Inc. Community Action Agency Executive Director Dr. Jack O. Lanier

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

CLOSED SESSION

Action: Mr. Davis moved to go into Closed Session pursuant to Section 2.2-3711A.1 of the Code of Virginia for discussion involving personnel. Vote was 5:0, motion carried

Action: Mr. Davis moved to return to Open Session and certify the Closed Session. Vote was 5:0, motion carried.

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ITEM 3 PUBLIC HEARING – New Kent Fire and Rescue – PPEA RFP #16-2105, New Fire House #5 – County Administrator Rodney Hathaway

Action: Mr. Evelyn moved to authorize the County Administrator to sign an interim agreement with Evans Construction Incorporated to provide pre-construction services not to exceed \$30,000 for the construction of Fire House #5. Vote was 5:0, motion carried

ITEM 4 PUBLIC HEARING – Application CUP-03-16, Antebellum Assembly Hall/Venue – Planning Manager Kelli LeDuc and applicants

Action: Mr. Evelyn moved to approve Resolution R-52-16 with the following amendment to the CUP (Conditional Use Permit): "If a CO (Certificate of Occupancy) is not issued within five years, the CUP will be rescinded. Vote was 5:0, motion carried

ELECTED OFFICIALS' REPORTS

STAFF REPORTS

Action: Mr. Tiller moved to approve a Public Utilities reimbursement not to exceed \$5,250.00 to Mr. John Tomlin for a portion of the lateral line connection fee. Vote was 5:0, motion carried

Action: Ms. Paige moved to approve a budget transfer in the amount of \$2,225.00 (\$1,500.00 for repairs and paint and \$725.00 for tile) to the Commissioner of Revenue's Office. Vote was 5:0, motion carried

OTHER BUSINESS

APPOINTMENTS

Action: Mr. Evelyn moved to appoint Ms. Michelle Gowdy as a representative to the Farms of New Kent Community Development Authority Board to serve a four-year term beginning January 1, 2017 and ending December 31, 2020. 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 Monday, December 12, 2016, and the next work session will be at 9:00 a.m. on Wednesday, November 30, 2016, both in the Boardroom of the County Administration Building.

ADJOURNMENT

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

Meeting was adjourned at 8:35 p.m.

CONSENT AGENDA

- 1. Approval of Minutes**
 - a. September 28, 2016 Work Session minutes
 - b. October 11, 2016 Business Meeting minutes
 - c. October 19, 2016 Retreat/Work Session minutes
 - d. October 26, 2016 Work Session minutes

- 2. Miscellaneous**
 - a. Approval of Change Order – Design Nine - \$74,500.00.

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- b. Approval of renewal of Public Utilities Contract with Worldview Solutions for Geographic Information Systems (GIS) services.
- c. Authorize the County Administrator to sign the Commonwealth of Virginia Department of Health FY17 Local Government Agreement.
- d. Authorize the County Administrator to sign the proposed Firearms Rider to incorporate into the 2009 Virginia Department of General Services Lease for space utilized by the State Health Department.
- e. Approval of 2017 County Rabies Clinic, January 28, 2017.

3. Refunds

- a. Due to NK/Abbitt, Heath Beverly L Sr, Blackburn Ronald, - erroneous assessment, \$2,873.96.
- b. Due to Mr. Adam Hebert - Land Disturbance Application was not necessary - \$630.00.
- c. Due to Debora G. Fowler-Zehler - Chesapeake Bay Preservation Act Exception Permit Application was not necessary - \$230.00.

4. FY17 Carry Forward Appropriations

- a. FY16 VA Telecomm Planning Initiative Grant Project Funds, \$90,366.67.
- b. Various County Capital Projects (Fund7) Not Completed in FY16:
 - P&R Wahrani Nature Trail, \$2,094.61,
 - Park Dev-FNK Proffer-Receipt Uncert, \$82,041.25,
 - Park Development - County Funds \$959,103.83,
 - P&R - Historic School Fields/Bleachers, \$33,303.96,
 - New Courthouse - Steps & Sidewalk, \$40,000.00,
 - Bank Building Purchase - New Library, \$900,000.00,
 - MIS Technology & Comm Master Plan, \$2,131.08,
 - Finance - Upgrade Integrated Software, \$831,440.24,
 - Board Room Tech Upgrades - Sound Improvement, \$12,714.56,
 - Pre-Eng Radio Infrs Sys Study, \$5,899.75,
 - Pub Safety Radio Sys-800 MHZ, \$1,811,193.80,
 - Fed Engineering - On Call Tech Support, \$53,364.79,
 - ISTEA/RSTP Bicycle Route Signage, \$1,939.87,
 - New Courthouse - HVAC, \$424,441.22,
 - County Facility Rehab Projects, \$38,421.82,
 - CD-Purchase Dev. Rights, \$101,959.73,
 - Historic School Campus - Renovation, \$329,616.36,
 - Replace MS Bleachers & Sound System, \$176,000.00,
 - High School Track Repair/Resurface, \$169,438.00,
 - Student Serv Bldg Conf Room Sound PRF, \$6,431.85,
 - NKHS Scoreboard Replacement, \$6,025.00,
 - NKMS - Lighting, \$15,890.40,
 - NKMS - HVAC Controls/Fire Alarm Panel, \$28,332.25,
 - Schools Misc. Improv/Equipment, \$20,925.00,
 - School Buses, \$64,398.00,
 - Appropriation of Funds from Prior Years, \$224,252.04,
 - Security Doors, \$51.08,
 - GWES - Roof Equipment, \$38,714.05,
 - NKMS - Gym Floor Replacement, \$125,000.00,
 - Tennis Court Construction, \$2,015.35,
 - NKHS Roof Repairs, \$1,949.02 and
 - Affordable Housing, \$28,761.00.
- c. Various County Airport Projects (Fund 97) Not Completed in FY16
 - Terminal Building Improvements, \$3,862.67,
 - Rehab of Taxiway Design - Local, \$3,433.50,
 - Rehab of Taxiway Design - State, \$18,783.03,

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- Rehab of Taxiway Design – Federal, \$281,742.75,
- Perimeter Fence – Local, \$10,000.00,
- Perimeter Fence – State, \$40,000.00,
- Security Improvement – Local, \$1,259.77,
- Security Improvement – State, \$11,338.00,
- Build New Kent Airport Bus Center, \$22,705.18,
- Disadvantage Bus Enterprise – 2%, \$240.00,
- Disadvantage Bus Enterprise – 8%, \$960.00,
- Disadvantage Bus Enterprise – 90%, \$10,800.00,
- MIRL/REIL Design – 2% Local, \$2,000.00,
- MIRL/REIL Design – 8% State, \$8,000.00,
- MIRL/REIL Design – 90% Federal, \$90,000.00,
- Ramp Rehabilitation – 2%, \$1,900.00,
- Ramp Rehabilitation – 8%, \$7,600.00 and
- Ramp Rehabilitation – 90%, \$85,500.00
- d. Various County Public Utility Projects (Fund 98) Not Completed in FY16
 - Domestic Meter Supply, \$3,442.67,
 - Chemicals, \$1,436.50,
 - Chemicals, \$312.50,
 - Chemicals, \$412.50,
 - Contract Services, \$5,621.51,
 - Water/Sewer Testing, \$3,800.00,
 - Chemicals, \$35,247.01,
 - Machinery & Equipment, \$2,150.00,
 - Contract Services, \$448.00,
 - Repairs & Maintenance, \$2,700.00,
 - Chemicals, \$893.00,
 - SCDA System Installation – Water, \$87,850.00,
 - SCDA System Installation – Sewer, \$11,200.00,
 - Vehicle Replacement, \$22,000.00,
 - Intercom Larger/Smaller Water System, \$41,978.56,
 - Ground Level Tank Maintenance, \$686,231.83,
 - Reclaimed Water Line Extension, \$20,000.00,
 - Water Supply Plan Feasibility Study, \$166,832.55,
 - SCADA – Replace Current Servers, \$35,050.00,
 - Microwave Antenna – Admin & Courthouse, \$46,338.67,
 - Interconnect Water System Study, \$19,115.00,
 - GIS Utility Mapping & Updates, \$11,278.11,
 - Parham Landing SBR Diffuser Maint, \$58,000.00,
 - Aqua Aerobics Computer Upgrade, \$14,813.00,
 - Ext Water UP Rt. 33 From Rt. 360 to I-64, \$151,626.68
- e. Computer Replacement Funds (Fund 800) Unspent in FY16
 - Sheriff, \$3,578.34
 - \$8,660,697.91 Total
 - (\$558,586.45) Total In/Out - Airport (97)
 - (\$90,366.67) From Fund Balance - Grants (6)
 - (\$6,537,849.91) From Fund Balance - Capital Projects (7)
 - (\$41,538.45) From Fund Balance - Airport (97)
 - (\$1,428,778.09) From Fund Balance - Water/Sewer (98)
 - (\$3,578.34) From Fund Balance - Computer (800)

5. FY17 Supplemental Appropriations

- a. Program Income received for FY17 from CDBG Plum Point Grant Participants, \$947.67.

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- b. Donations for the Animal Shelter, \$966.00.
- c. Extension Program Sponsorship Revenue for Special Projects, \$639.00.
- d. Gifts & Donations to New Kent Parks and Recreation: Talley Sign Company, (\$125.00), Kenneth & Sandra Blake, (\$20.00), Angela Perdue, (\$40.00), Janice & Stephen Caldwell, (\$20.00), Renno & Bonnie Marchetti, (\$20.00), Gregory & Lisa Chiles, (\$20.00), Catherine & James Conner, (\$20.00), Christi Walker, (\$20.00), & Misc. Cash, (\$80.00), \$365.00.
- e. Gifts & Donations to New Kent Fire & Rescue: D.J. & B.D. Rondeau, (\$200.00), Clifton & Anna Davis, (\$100.00) & TRUiST, (\$42.50), \$342.50.
- f. Gifts and Donations to the New Kent Airport for the Fall Flight Festival: Carol M. Mabe, (\$25.00), David B. Nance, (\$50.00), Golden Age Aero, LLC, (\$100.00), Rodney R. Molina, (\$100.00) & Misc. Cash, (\$135.00), \$410.00.
- g. Funds for Security Detail: New Kent County Public Schools Fall Football Events, \$597.46
- h. Funds for the FY17 Grand Illumination: Gary L. Green, LLC, (\$100.00), Active Life Fitness Center, (\$100.00) & The Williamsburg Chocolatier, Inc., (\$25.00), \$225.00.
- i. Funds Received from VML Insurance – Public Utilities – Lightning Strike 6/17/16 (Repairs Not Performed Until FY17), \$8,509.00.
- j. State Funds for Postage for Juvenile & Domestic Relations Court, \$850.00.
- k. Funds for FY17 Selective Enforcement Grants for Alcohol, (\$28,300.00), Speed, (\$10,500.00) and Occupant, (\$5,250.00) Plus FICA for Each, \$52,806.56.
- l. Correct Appropriation for Additional State/Federal Approved Services to 811 IV-E (AFDC) Foster Care & IV-E Adoption Subsidy (812), \$481.10 and \$22,600.00.
- m. FY17 Local Emergency Management Performance Grand (\$27,932.00) – CFDA# 97.042.
- n. Correct Appropriation for Additional FY17 Funds Received from the Commonwealth for Victim Witness, \$441.00.
- o. FY17 Public Safety Radio System – 800 MHZ Bond Interest (July, August & September 2016), \$1,845.39.
- p. Additional State & Federal Funding with a Local Match for the Design Phase of RAMP Rehabilitation at the Airport, \$55,000.00.

\$151,435.58 Total
(\$32,864.63) Total In/Out - General Fund (1)
(\$49,125.00) Total In/Out - Grants (6)
(\$1,845.39) Total In/Out - Capital Projects (7)
(\$54,310.00) Total In/Out - Airport (97)
(\$8,509.00) Total In/Out - Water/Sewer (98)
(\$3,681.56) From Fund Balance - General Fund (1)
(\$1,100.00) From Fund Balance - Airport Fund (97)

6. FY17 Interdepartmental Budget Transfers

- a. County Administrator – From Contingency to Special Events, \$5,500.00.
- b. County Administrator – From Public Safety Radio Sys. – 800 MHZ to Federal Engineering, Inc., \$40,000.00.
- c. Fire-Rescue – From Contingency to Operation Supplies – Hose/Nozzle, \$41,014.40.
- d. General Services – From New Courthouse HVAC to County Access Control Upgrade, \$160,000.00

7. Treasurer’s Report: Cash as of September 2016, \$26,335,499.18

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