

A REGULAR MEETING WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS ON THE 10TH DAY OF MAY IN THE YEAR TWO THOUSAND TWENTY-ONE IN THE HISTORIC COURTHOUSE BOARDROOM IN NEW KENT, VIRGINIA, AT 6:00 P.M.

IN RE: CALL TO ORDER

Chairman Thomas W. Evelyn called the meeting to order and thanked everyone for attending. He was sad to report that Dr. Gail B. Hardinge, who had been a New Kent School Board member for almost two decades, had passed away on Mothers' Day morning after a very short illness. Speaking on behalf of the Board, Mr. Evelyn noted Dr. Hardinge meant a lot to them and to the community and had done many great things during her years of service. He stated, "you knew where she stood in all things . . . and she fought for what she believed in." In addition to her service on the School Board, Dr. Hardinge had also served as a Professor at the College of William and Mary and had given tirelessly of herself to the New Kent community. The Board's thoughts and prayers were going out to her family. He asked Dr. Milton A. Hathaway to lead the invocation and Pledge of Allegiance.

IN RE: INVOCATION AND PLEDGE OF ALLEGIANCE

Dr. Milton A. Hathaway stated that he had been close to Dr. Hardinge and they had shared an amazing friendship. He noted Dr. Hardinge had poured her heart out into the community and it would "be up to us to take that mantle and run the rest of the race." He gave the invocation in Dr. Hardinge's honor and led the Pledge of Allegiance.

IN RE: ROLL CALL

Thomas W. Evelyn	Present
C. Thomas Tiller, Jr.	Present
Patricia A. Paige	Present
Ron Stiers	Present
John N. Lockwood	Present

All members were present.

IN RE: CONSENT AGENDA

The Consent Agenda was presented as follows:

1. Minutes
 - a. ~~March 12, 2021 Budget Retreat Minutes~~
 - b. March 31, 2021 Work Session Minutes
2. Miscellaneous
 - a. Approval of Procurement of Chemicals for Water & Wastewater Treatment
 - b. ~~Approval of Easements for Extension of Water & Sewer Services South on Route 106~~
3. Refund
 - a. REFUND – Real Estate Tax – Veteran Exemption
 - b. REFUND – Real Estate Tax – Veteran Exemption
 - c. REFUND – D R Horton Inc - \$469.50
 - d. REFUND – Ryan Homes - \$417.00

- e. REFUND – Ryan Homes - \$417.00
 - f. REFUND – Plumbright Plumbing Inc - \$73.87
 - g. REFUNDS – Plumbright Plumbing Inc - \$517.12
4. FY21 Supplemental Appropriations
- a. SNAP Bond Interest for Quinton Elementary School Construction, \$12,477.65
 - b. Animal Shelter Donations, \$271.
 - c. DMV Animal Friendly License Plate Fees, \$761.80.
 - d. Funds Received from VRSA Insurance, Sheriff - Claim # 02-20-36606-1-AP DOL 3/20/21 (\$1,142.02); Claim # 02-20-36414-1-AP DOL 3/10/21 (\$6,976.57), \$8,118.59.
 - e. Veterinarian Expense Restitution Received, \$264.00.
 - f. Sheriff Extra Duty - Colonial Downs 3/12/21 - 3/20/21 (\$1,791.07), Colonial Downs 2/5/21 - 2/13/21 (\$1,503.62), Colonial Downs 2/19/21 - 3/6/21 (\$2,299.65), New Kent High School 3/5/21 (\$301.42) and New Kent High School 3/10/21 - 3/20/21 (\$559.78), \$6,455.54.
 - g. Farmers Market Registration Fees, \$90.
 - h. Central Virginia Transportation Authority Funds, \$993,585.52.
 - i. School Security Grant, \$20,256.
- \$1,042,280.10 - Total
(\$28,438.58) - Total In/Out - General Fund (1101)
(\$993,585.52) - Total In/Out - Capital (1302)
(\$20,256.00) - Total In/Out - School Grant (2209)
5. Interdepartmental Budget Transfers
- a. School Board – From Appropriation of Funds from Prior Years to Student Services, \$52,102 – cost to replace windows and add a conference room in the Student Services building.
6. Treasurer’s Report: Cash as of March 31, 2021, \$68,799,612.15 including escrow funds.

Mr. Evelyn reported Consent Agenda Item 2.b. Approval of Easements for Extension of Water & Sewer Services South on Route 106 had been withdrawn and would be rescheduled for consideration at a future meeting.

Mr. Stiers reported his file had not contained a Treasurer’s Report for March 2021. The report had not been attached and County Administrator Rodney Hathaway noted the detailed information contained in the Agenda Request stated the cash balance as of March 31, 2021 was \$68,799,612.15 including escrow funds.

Mr. Evelyn drew attention to Consent Agenda Item 4.h. Central Virginia Transportation Authority (CVTA) Funds, \$993,585.52 and noted this was funding for roads within the County. County Administrator Rodney Hathaway reported these funds could be used for all roads in the County. He noted his recent focus had been on the budget but he would soon be bringing a policy for the use of CVTA funding to the Board. A list of possible projects would also be provided for review and prioritization. Ms. Paige noted this funding was to be used for roadways in New Kent but was not to be used for regular maintenance. She also noted she was hopeful the Board of Road Viewers would be involved in the process and that this funding would get some roads off the County’s Secondary Six-Year Plan.

Ms. Paige noted she had not been present at the March 12, 2021 Budget Retreat and therefore could not vote on those minutes. Mr. Evelyn noted Consent Agenda Item 1.a. March 12, 2021 Budget Retreat Minutes would be pulled for consideration by separate vote.

Mr. Tiller moved to approve the Consent Agenda as presented and that it be made a part of the record, with the following changes: Items 1.a. March 12, 2021 Budget Retreat Minutes and 2.b. Approval of Easements for Extension of Water & Sewer Services South on Route 106 were removed. The members were polled:

C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
John N. Lockwood	Aye
Thomas W. Evelyn	Aye

The motion carried.

IN RE: APPROVAL OF MARCH 12, 2021 BUDGET RETREAT MINUTES

Ms. Paige had not been present at the March 12, 2021 Budget Retreat and the minutes for that meeting had been pulled from the Consent Agenda for consideration by separate vote.

Mr. Tiller moved to approve the March 12, 2021 Budget Retreat minutes as presented. The members were polled:

Patricia A. Paige	Abstain
Ron Stiers	Aye
John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Thomas W. Evelyn	Aye

The motion carried.

IN RE: CITIZENS COMMENT PERIOD

There were no citizen comments.

IN RE: VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) – RESIDENCY ADMINISTRATOR’S REPORT

VDOT Resident Administrator Marshall Winn noted a written report on items completed over the past thirty days had been provided and reported on a variety of work at various locations including pothole/asphalt/sinkhole repair, blading gravel roads, shoulder repairs, pipe repair/replacement/cleaning, ditching, tree removal, grass moving and litter pickup. 85 work orders had been received and 96 completed. There had been eight emergency call outs involving potholes/sinkholes, debris/dead animals in the roadway and a vehicle accident. He also reported a large amount of work involving ditch clearing and replacing two pipes was underway on Farmers Drive. This project, which was expected to be completed in three days, would address some of the ongoing drainage issues in the area. Mowing of primary routes was expected to be completed by the Memorial Day weekend.

Mr. Winn drew attention to the Project Development portion of the report.

- A Smart Scale shoulder widening project for Route 155 from Route 249 to Kentfield Parkway was currently in utility relocation and was expected to be advertised in 2021.
- Latex modified surfacing on Route 249 was expected to begin in the next month. Slurry Pavers had begun patching operations in early May in preparation for this project.
- A contract for additional resurfacing on Route 60 had been awarded to Allan Myers. A pre-construction meeting had been held on May 4th and work was expected to begin on May 23rd. Mr. Winn noted details on specific areas to be paved had been forwarded to County Administrator Rodney Hathaway. He turned the floor over to Assistant Residency Engineer Phillip Frazer for an update on pending and closed studies.

Mr. Frazer reported on the following studies:

- A large scale corridor study along Route 60 in the Bottoms Bridge area had been initiated as a result of a signal warrant analysis conducted 16 months ago. It had been determined a signal was warranted and this study would look at the entire area to determine if spacing criteria was met. Because of its size, this study would be tasked out to VDOT's on-call engineer. A number of potential projects could come out of the study, some of which could be completed at the residency level and others could possibly utilize Smart Scale or CVTA (Central Virginia Transportation Authority) funding.
- A large scale corridor study was also in the works for Route 30/Route 33 in the Eltham area. This project would also be tasked out to VDOT's on call engineer. VDOT had previously recommended this area be reconfigured to include a two-way left turn lane. In this scenario, the four lane roadway would be reduced to one lane in each direction with a two-way left turn center lane. This change would make the road more congested but would also reduce speed. Mr. Frazer reported there hadn't been much support for this recommendation and they had moved on to conducting a full corridor study to consider other opportunities. He recommended that one or more individuals representing New Kent participate in the study meetings. Both studies would require special funding and were expected to run longer than the standard 90 days to complete.
- A request for a speed study on Route 610 (Pine Fork Road) had also been received. Mr. Frazer reported he had reviewed the results of a previous study which had shown traffic volume had more than doubled. A new study would be conducted and he expected an additional increase in volume would be seen.
- A speed study on Route 30 from Barhamsville into James City County had been completed and had resulted in a recommendation to lower the speed limit to 50 mph. Signs had been ordered and would be installed by the Hampton Roads Residency to ensure the change took place in James City and New Kent at the same time. Message boards advising drivers of the change would also be placed. Mr. Frazer also reported he would be meeting with Chief Deputy Bailey and Mr. Lockwood to look at possible pull-off locations where law enforcement could use radar to enforce the new 50 mph speed limit.

Referencing the speed study on Pine Fork Road and the significant increase in traffic volume, Ms. Paige asked what would that mean in regards to reducing the speed limit. Mr. Frazer reported a number of things were considered when determining if a speed study is warranted including when the last study was done, traffic volumes and crash data. In most cases where traffic volumes had not changed significantly, a new study would not be recommended. Traffic volumes on Pine Fork Road which had increased from 300 vehicles per day in 2014 to almost 800 in 2020 had been discussed in a recent Transportation Safety Commission meeting and he suggested the daily load could increase to 1,000 or more this year. Ms. Paige noted the County would soon be opening a park on this road. Mr. Frazer noted a speed study request for Route 611 had been delayed until the new school was completed. He asked if the Board would prefer to delay the study on Pine Fork until after

the park was open. Board members confirmed they would prefer to delay until late summer or early fall. The park was slated to open in July 2021.

Board members provided the following comments and reported the following concerns:

Mr. Lockwood expressed appreciation for the work being done on Farmer's Drive. He noted that in spite of the lane closures and delays, he had received no complaints and reported people were pleased to see the work being done.

Mr. Stiers reported he continued to receive many calls about Rockahock Road. He noted approximately one mile of the road had been repaved a couple of years ago but the project was never finished. He noted this road was not in his district but frequently came up in Transportation Safety Commission discussions. He stated this project seemed to keep being pushed back while other roads were repaved. He referenced a project on Route 618 from New Kent into Charles City where an additional foot of road surface had been added to each lane and asked if the same could be done with Rockahock Road to make it easier for motor homes to travel. Mr. Winn indicated widening the road would be a separate project and not a part of regular maintenance. Mr. Stiers suggested it would make sense to widen the road if it was already being repaved. Mr. Winn noted resurfacing and widening were covered by different funding. Mr. Frazer also noted there was no base or road bed and if it could be done, would need to be addressed as a trench widening project. Mr. Winn suggested trench widening would be tough because this road was a part of old Route 60 which had been concrete. Mr. Stiers asked when the road would be repaved. Mr. Winn reported it was scheduled for next year. Mr. Stiers noted next year would start on July 1, 2021. Mr. Winn indicated this project was scheduled for the 2022-23 year. He also noted the big emphasis was on paving roads with 3,500 vehicles per day or more and the most recent count for Rockahock Road had been approximately 700 vehicles. Mr. Stiers indicated he understood what he was saying but noted he would appreciate it if this project could be moved up. Mr. Winn indicated he didn't think that would happen and noted a significant amount of VDOT resources had gone into cleanup after the ice storm earlier this year.

Mr. Tiller noted he was pleased to see pipes had been cleaned at two areas he had previously reported – Longview Road and S. Woodland Circle. He also expressed appreciation for the removal of tree debris from the shoulder on Pinehurst Drive.

Ms. Paige expressed appreciation for all the work VDOT was doing. She reported several areas in the westbound lane of Route 249 where the travel lane had crumbled. She also reported an area where a culvert pipe had been crushed to the point that water ran over it rather than through it. She indicated she would forward addresses for these areas by email. She noted striping Olivet Church Road had been a topic of discussion for some time and asked when this would be completed. Mr. Winn reported a task order had been submitted for the six miles of road and he would let Ms. Paige know when the work was scheduled. County Administrator Rodney Hathaway reported he had recently noticed dots down the center of the road. Mr. Winn indicated it sounded as though the marking had already been done and the striping could be expected to follow soon.

Mr. Evelyn thanked VDOT staff for being present and noted it was good to see them. It was too early to begin conducting public hearings and Mr. Evelyn suggested the Board move on with Elected Officials Reports.

IN RE: ELECTED OFFICIALS REPORTS

Mr. Stiers reported that because New Kent's high school seniors had been deprived of so much in recent years, some individuals had gotten together to plan a Junior Senior Prom. They had met with Randy Caldwell at Rockahock Campground and he had agreed to lend the Rockadome to host Prom on June 5th. This would not be a school sponsored event and volunteers as well as financial support would be needed. Committee members as well as the students were excited and he thought this was a great thing to do for the County's kids.

Mr. Tiller indicated he had nothing to report.

Mr. Lockwood reported he would be hosting a 5th District Town Hall meeting on Sunday, May 16th at 4:00 p.m. at the Gauthier Vineyard. Discussions would focus on what's happening in the 5th District as well as the County in general. He noted it would be nice to get together to meet new people and added that this meeting would be open to everyone whether they were 5th District residents or not.

Ms. Paige reported on a number of items including:

- Reminding all to be mindful of the additional traffic on I-64 as the weather warmed up. She urged drivers to be extra cautious on Route 249 and Route 60 as traffic backing up on I-64 would be taking these routes to avoid delays.
- Expressing appreciation to staff for their resiliency with the recent moving back and forth while HVAC work was being done in the County Administration Building. She also expressed appreciation to County Administrator Rodney Hathaway for always working in excellence and developing a plan to keep offices functioning during this transition.
- Reporting that her heart was heavy to announce that Jerry Britt, a business man from her district had recently passed away. She noted Mr. Britt was the brother of John Britt and had also been an avid tournament fisher as well as a coach in and around New Kent. She expressed condolences to his family and offered prayers of peace and comfort.
- The New Kent Farmers Market would be opening for the season on Saturday, May 15th from 8:00 a.m. to 11:30 a.m. at the pavilion at the corner of Route 249 and Route 106.
- Thanking Mr. Stiers for his efforts in regard to the Junior Senior Prom. She also thanked New Kent High School students graduating this year for all their endeavors and for those who had supported and helped them accomplish their goals. She congratulated former New Kent graduates graduating from colleges and universities this year and specifically mentioned the graduation of Julianna Jones from James Madison University.

Mr. Evelyn expressed appreciation to public safety staff for their involvement with the Half Corked Marathon and event sponsors, New Kent Winery and Sports Backers. He had received many phone calls the first year this event had been hosted and was pleased to report there had been no calls this year. The event had been well organized and he appreciated the effort that had gone into this. He noted it had been a tough week in New Kent. Not only had the County lost Dr. Gail B. Hardinge and Mr. Jerry Britt, they had also lost Devin Samuels, a 21-year old New Kent graduate. He extended condolences to the Samuels' family and encouraged others to keep them in their prayers. He stated, "we are New Kent strong" and noted the community would pull together as they always did.

IN RE: APPOINTMENTS – DELEGATED BY DISTRICT

There were no appointments delegated by district.

IN RE: APPOINTMENTS – NOT DELEGATED BY DISTRICT

There were no appointments not delegated by district.

IN RE: STAFF REPORTS - BUSINESS VIEW ARTICLE

County Administrator Rodney Hathaway reported copies of an article from the May 2021 Business View magazine featuring an interview with New Kent Economic Development Director Matthew Smolnik had been distributed prior to the meeting. Business View was an electronic economic development magazine distributed to over 820,000 executive readers across North America. This was a great article which showcased some of the best of what New Kent had to offer.

IN RE: OTHER BUSINESS

There was no other business.

Mr. Evelyn noted it was still too early to begin public hearings. He called for a recess at 6:42 p.m. The meeting reconvened at 7:00 p.m.

IN RE: PUBLIC HEARING – FY 2022-2027 SECONDARY SIX YEAR PLAN –
RESOLUTION R-09-21

Before the Board for consideration was Resolution R-09-21 approving the proposed Secondary Six-Year Road Plan for FY2022-FY2027 and the FY2022 Construction Priority List. The Secondary Six-Year Plan (SSYP) was an agreement between New Kent County and VDOT that prioritized and described roadway improvements the County would like VDOT to begin planning for in the next few years. County Administrator Rodney Hathaway reported the County received annual federal and state fund allocations for proposed secondary road improvements. The primary source of funding was TeleFees consisting of lease revenues VDOT received from utility companies that located infrastructure within their right-of-way. The County also received funding from the Commonwealth Transportation Board. New Kent's FY22 allocation was projected to be \$67,422. The recommendation was to use this funding for drainage and road improvements on Route 618 (Olivet Church Road). This work would begin at the intersection of Route 618 and Route 60 and extend northward one mile. This area had been plagued with constant flooding and even a small amount of rain would cause water to cross the road. He noted that because of the small annual allocation, it generally took several years to have enough funds to complete a project. This project was projected to cost \$116,479 and because the previous year's allotment had not been spent, they were in a position to move forward with this project. He entertained questions.

Mr. Tiller noted Henpeck Road had been in the Secondary Six-Year Plan for many years but had been removed. He asked Mr. Hathaway if he thought it would ever get back in the plan. Mr. Hathaway reported cost for Henpeck Road had been projected at several million dollars and had been removed from the plan because it would take many years to save up funding. He noted Central Virginia Transportation Authority (CVTA) funding could be another option for Henpeck Road and could be used to leverage other VDOT funding options. Mr. Tiller reported there was currently a section of Henpeck Road where a foot of the edge was crumbled. VDOT Resident Administrator Marshall Winn reported VDOT would be replacing a pipe in the area and repairing the road surface this summer if not sooner.

Mr. Evelyn opened the public hearing. There being no individuals wishing to speak, the public hearing was closed.

Ms. Paige moved to adopt Resolution R-09-21 approving the proposed Secondary Six-Year Plan for FY 2022-2027 and the FY 2022 priority list. The members were polled:

Ron Stiers	Aye
John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Thomas W. Evelyn	Aye

The motion carried.

Mr. Evelyn noted the next six agenda items were public hearings associated with adoption of the annual budget. County Administrator Rodney Hathaway would give one presentation including information on all items and then public hearings would be conducted on each item individually. Copies of the presentation had been distributed prior to the meeting.

IN RE: FY22 BUDGET PUBLIC HEARINGS OVERVIEW

County Administrator Hathaway reported the proposed FY22 budget included keeping the real estate tax rate at \$0.79, tangible personal property at \$3.75 and airplanes, machinery and tools at \$0.75. Proposed tax levies included a recommendation to reduce the Bottoms Bridge water and sewer district ad valorem rate from \$0.13 to \$0.11.

The various advertised proposed tax levies included:

- Real Estate - \$0.79 per \$100 of assessed valuation – no change.
- Vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia - \$0.79 per \$100 of assessed valuation – no change.
- Public Service Corporation Real Property - \$0.79 per \$100 of assessed valuation – no change.
- Tangible Personal Property not otherwise exempt or set out - \$3.75 per \$100 of assessed valuation – no change.
- Public Service Corporation Tangible Personal Property - \$3.75 per \$100 of assessed valuation – no change.
- Special Rate for Tangible Personal Property not otherwise exempt or set out for one vehicle per qualified Fire-Rescue Volunteer or Auxiliary Volunteer - \$1.875 per \$100 of assessed valuation – no change.
- Airplanes - \$0.75 per \$100 of assessed valuation – no change.
- Machinery and Tools - \$0.75 per \$100 of assessed valuation – no change.
- Bottoms Bridge Sewer/Water District *Ad Valorem* tax - \$0.11 per \$100 of assessed valuation - a \$0.02 decrease.

The proposed FY22 budget totaled \$80,711,106 and was based on keeping the \$0.79 real estate tax rate. Mr. Hathaway reported this was the third lowest tax rate in the nine localities making up the Richmond Region. An increase of \$3,695,824 was anticipated in General Revenue Funds over FY21. He noted New Kent had seen a lot of growth even with the impacts of COVID. Additional real estate tax revenue in the amount of \$1,312,212 and personal property tax revenue in the amount of \$655,832 had been identified. He reported the General Assembly had passed legislation giving counties the authority to charge a meals tax up to 6%. He was recommending New Kent increase its meals tax by 2% which would generate \$591,880 in additional revenue. Given the County's current growth, this was expected to increase over time. The proposal also included restricting the additional meals

tax revenue for future Capital projects. Mr. Hathaway also reported he had heard comments from the community suggesting the County had no projects on which to spend this additional revenue and that increasing the meals tax was not necessary. He reminded everyone that the Board had borrowed \$22 million in 2020 to move forward with building a new elementary school. The County had started planning for this school in 2014 and because they had done so, they had been in the position to not increase real estate taxes to fund this school. He noted meals tax was a revenue that would not only be paid by County residents but also by others choosing to dine in New Kent County.

Mr. Evelyn noted the Board had borrowed \$22 million for the school and asked Mr. Hathaway to share the total cost of the school for the record. Mr. Hathaway reported the total cost would be \$35 million. The borrowing had been reduced by using funds the Board had been setting aside for this project and \$4 million in revenue from Rosie's Gaming Emporium. Mr. Stiers asked what percentage of that funding had been meals tax. Mr. Hathaway reported the Board had set aside real estate tax revenue to fund the elementary school. When additional real estate revenue had been generated each year by growth, those funds had been set aside for the school project. Mr. Stiers noted his question was how much meals tax money had gone to the school project. Mr. Hathaway noted no meals tax revenue had funded the school project but the Board had an opportunity now to set aside tax revenue that was not only funded by New Kent residents but also by others in the region. This recommendation was an attempt to not solely burden New Kent residents.

Getting back to his presentation, Mr. Hathaway reported other revenue increases included \$304,550 in Sales and Use Tax, Public Service Corporation Real Estate Tax totaling \$286,162, a \$200,999 increase in existing meals tax revenue, \$88,900 in increased recordation tax, Compensation Board funding of \$87,628, an increase of \$82,990 for permits, \$70,00 in interest revenue and \$14,670 in other revenue.

In response to concerns regarding a meals tax increase, Mr. Hathaway drew attention to a listing of future capital projects with a total estimated value of \$140 million. These projects had been identified as needs and were currently scheduled for future years in the County's Capital Improvement Program (CIP). These projects included:

- New Middle School - \$50 million.
- New County/Schools Administration Building - \$40 million. Capacity was currently an issue for both government and school administration offices.
- New Fire Station 2, 4, 6 & 7 - \$20 million. Stations 2 and 4 would be replaced and 6 and 7 would be new stations. Station 6 would be in the Bottoms Bridge area and Station 7 at the Courthouse area. It was the County's goal for Fire-Rescue to be able to respond within 6.5 minutes. The Courthouse was on the edge of the response area for Station 1 and Station 3 making current response times approximately 8.5 minutes. With the large student population, reducing this time was extremely important.
- Elementary School Renovation - \$15 million. These renovations would be necessary so that similar educational experiences could be available at the existing elementary schools as would be available at the new Quinton Elementary School.
- Pine Fork Park - Phase 2 (Field House, Tennis Courts, Lighting, etc.) - \$6 million.
- Historic School Renovation - \$4.5 million. Preliminary plans for renovation as a community/event center as well as a meeting place for the public had been prepared.
- Animal Shelter - \$4.5 million. This was a project which was very much needed but due to available funding had been pushed back numerous times over the years.

Mr. Hathaway noted the County was looking at \$140 million in needed capital projects. He also noted the County's financial consultant, Davenport and Associates, had previously

reported the County was financially strong but was nearing its debt capacity. They had stated the way to increase the County's debt capacity was to increase its sources of revenue. The increased meals tax would be in line with this advice and would help fund some of the projects already in the County's CIP.

Mr. Hathaway presented an overview of proposed new FY22 expenditures for new FY22 revenue totaling \$3,695,824. He noted the Board currently had \$688,440 in the Reserved for Contingency line item and the County's financial policies required a minimum of \$300,000. Board members had individually been discussing additional needs/requests with various departments and he pointed out they did have some flexibility to allocate \$388,440 to address some of those requests. Proposed expenditures included:

- New Personnel Actions totaling \$1,733,891 - Mr. Hathaway noted personnel actions had been discussed numerous times and he would expand on these later in his presentation.
- Contingency Increase – One Time Appropriation totaling \$1,419,862 - Unappropriated Quinton School Operations (\$2,045,000 minus \$625,139).
- FY21 School Set Aside Transfer reduction of \$3,150,574. Allocations to the set aside account would be discontinued as a result of the start of construction of Quinton Elementary School and repurposed to principal and interest for this new school's bond.
- Increase in Debt Service Transfer of \$1,296,023 for Quinton Elementary School. Total Debt Service would be \$1,354,702 but because of savings in the County's Debt Service account as a result of payoffs and refinancing, the true cost would be \$1,296,023.
- Transfer to School Board – FY22 Quinton Elementary School start-up operating costs totaling \$625,139.
- New Capital Set Aside totaling \$591,880. This funding would be generated by the proposed 2% increase in meals tax designated specifically for future capital projects.
- Contingency Increase of \$343,590.
- Annual School Board Transfer totaling \$250,000.
- Sheriff – Communication Systems totaling \$202,635 - Annual maintenance contract on County's emergency communications system beginning in FY22.
- Human Resources Salary Study totaling \$100,000 and drug testing and safety assistant funding totaling \$17,170.
- Inmate Housing totaling \$48,000 - per diem increase as well as an expected increase in the number of days of confinement.
- Bay Transit totaling \$46,662 – Bay Transit had reduced its FY21 \$60,000 annual collection due from New Kent by using one-time CARES Act funding. This funding was not expected to be available in FY22 and the County would pay the full \$60,000.
- Henrico Mental Health totaling \$36,493 – new staff per state formula.
- Registrar totaling \$34,238 –\$21,600 in annual rental for the APEX Building, \$4,500 in voting machine maintenance and the balance for utility services to the rental property.
- Central Purchasing – Munis upgrade/training and maintenance service contracts totaling \$29,699.
- Fire Department totaling \$25,457 – additional operating costs for Station 5.
- Anticipated commercial insurance increases totaling \$20,000.
- Other & Non-Major totaling \$25,660 included various collective increases plus \$20,160 for non-major capital.

Expanding on proposed personnel actions totaling \$1,914,792, Mr. Hathaway noted the following recommendations:

- A 4% Cost of Living Adjustment (COLA) increase for all County staff with the exception of public safety totaling \$285,201 was proposed.
- Public Safety Positions – Fire & Sheriff increases totaling \$740,845. An additional \$5,500 was being proposed for public safety staff members. Mr. Hathaway noted it was

becoming more difficult to fill positions in these departments and these increases were proposed to make New Kent more competitive with surrounding localities.

- Three new communications officers approved in FY21 totaling \$158,913. These positions had not been budgeted in FY21 and would be picked up in FY22.
- Voter Registration increase totaling \$87,608 – This increase was the result of minimum wage increases, extended voting (45 days prior to the election) and the possibility of three elections in FY22.
- A 3.5% Employee Health Insurance Renewal increase totaling \$78,456 – The County would absorb this increase.
- County Administration totaling \$64,427 – New Public Relations Specialist Position to support improved public outreach.
- Building Inspections totaling \$63,667 – New Building Inspector Position.
- Economic Development totaling \$58,821 – New Administrative Assistant Position.
- Information Technology totaling \$48,567 – New CTO positions – FY21 included only 6 months of funding.
- Constitutional Officers 5% COLA totaling \$33,557 per General Assembly.
- Registrar increase totaling \$23,906 – The General Assembly had taken action to require pay parity between the Voter Registrar and the County Treasurer.
- Fire – Three ALS (Advanced Life Support) incentive increases of \$5,000 each totaling \$18,582 with benefits.
- Various salary adjustments resulting from minimum wage increases and staff turnover totaling \$16,153. Minimum wage would increase to \$9.50 per hour beginning May 1, 2021 and to \$11.00 per hour beginning January 1, 2022.
- Parks and Recreation – Maintenance Supervisor Salary Increase of \$10,000 totaling \$11,843 with benefits.
- Financial Services – Salary Market Adjustment of \$7,500 for the Financial Services Director totaling \$9,061 with benefits.
- Economic Development – Salary Market Adjustment of \$5,000 for the Economic Development Director totaling \$6,012 with benefits.
- Environmental – Promotion of an Environmental Inspector to a Senior Environmental Inspector - \$5,000 increase to base totaling \$6,078 with benefits.
- Planning – Staff promotion to Senior Planner totaling \$6,063 with benefits.
- Victim Witness – Salary Market Adjustment of \$5,000 totaling \$6,012 with benefits.
- Building Inspections – Salary adjustment of \$3,222 for the front counter position totaling \$3,874 with benefits.
- Environmental – Promotion to Administrative Assistant II – Salary Adjustment of \$3,000 totaling \$3,608 with benefits.
- Human Resources – Salary Market Adjustment of \$2,000 for the Human Resources Director totaling \$2,417 with benefits.
- An increase of \$180,901 in Other Funds (Non-General) was also noted and included COLA, Insurance, Staff Turnover, Pay Plan Adj and On-Call.

A review of employee compensation and benefits indicated the following:

- \$5,500 Base Salary Increases for Public Safety Staff.
- 4% Cost of Living Adjustments for County Staff/5% for State Supported Positions.
- Health insurance rates increase of 3.5% to be absorbed by the County.
- VRS rates would remain at 10.94%.
- Health Credit rates would remain at 0.22%.
- VRS Group Term Life Insurance rates would remain at 1.34%.
- VML Auto, Liability and Workers Compensation Insurance rates were not yet available. \$20,000 was currently budgeted to cover any increase.

A major capital improvement budget totaling \$4,379,130 was being recommended. These items had been discussed previously. Items included but were not limited to:

- \$1,500,000 for Airport Obstruction Removal – The County's share would be \$30,000.
- \$698,700 for the replacement of six school buses.
- \$495,000 for County vehicle replacements - seven Sheriff's Office vehicles.
- \$225,000 for data networking infrastructure.
- \$200,000 for notebooks for the School Board.
- \$180,645 for body cameras for the Sheriff's Office.
- \$150,000 for resurfacing parking lots.
- \$120,000 for School Board district-wide paving projects.
- \$107,307 for County vehicle replacements.
- \$102,154 for County computer replacements.
- \$100,000 for New Kent Middle School HVAC replacements.
- \$92,518 for taser replacements.

Projects would be funded through several sources including non-proffer capital cash reserves totaling \$2,347,100, existing proffer allocation cash reserves totaling \$522,350 and state grants totaling \$1,509,680. Mr. Hathaway reported he encouraged departments to go after grant opportunities and they had been doing a great job in this area.

Mr. Hathaway reviewed the Public Utilities budget and noted a 1% reduction in water and sewer rates was being proposed and no changes were recommended for connection and availability fees. This was possible due to growth and he believed this would be an ongoing trend. The budget proposal also included dropping the Bottoms Bridge Service District ad valorem tax rate by \$0.02 to \$0.11 per \$100 of assessed value. Mr. Tiller interjected that he believed the Board had discussed a \$0.05 decrease in this rate. Mr. Hathaway reported \$0.02 had been advertised but noted the Board could opt for a larger reduction. The proposed FY22 budget was \$8,141,292 compared to \$5,806,413 in FY21. This increase was due to more capital projects scheduled for FY22. The proposed FY22 capital projects budget was \$3,110,000 compared to \$839,000 in FY21. Projects planned for FY22 included:

- \$1,300,000 for solids stabilization and dewatering at the Parham Landing Wastewater Treatment Plant
- \$700,000 for storage tank replacement at The Colonies water system.
- \$700,000 for Route 106 utility extension.
- \$150,000 for site planning for a utility operations center.
- \$100,000 for land acquisition for the Pamunkey River withdrawal project.
- \$100,000 for replacement of grit classifiers at Parham Landing.
- \$25,000 for Shad/Herring Study in connection with the river intake and pipeline mitigation projects.
- \$35,000 for vehicle replacement.
- \$17,000 for computer replacements.

Mr. Hathaway closed by noting State Code required the Board to wait at least ten days after the public hearing before adoption. Action would be scheduled for the May 26, 2021 work session meeting. He entertained questions.

Mr. Tiller asked if any other Board members had any issues with reducing the ad valorem rate by \$0.05 and noted he would rather see a \$0.05 reduction than \$0.02. He stated this would show more effort on the Board's part to eliminate this tax. He also stated Public Utilities Director Larry Dame had previously said the Board could do away with this tax this year if they wished.

Mr. Evelyn noted Mr. Hathaway had stated the Board could decide to go with a larger reduction and asked how much revenue was generated by each cent. Assistant Director of Financial Services Larry Clark reported each cent of ad valorem tax generated \$25,090. Mr. Evelyn reminded the Board that Mr. Hathaway had previously reported \$388,000 was available for the Board to allocate.

Mr. Stiers stated he thought a 2% reduction in water/sewer rates was being considered. Mr. Hathaway indicated they could go back and look at the numbers but noted his only concern was the large amount of capital projects pending for Public Utilities. He wanted to be sure the Board was not setting itself up for potential increases in future years. He indicated he could prepare some numbers for the work session.

Ms. Paige stated the Board was first talking about projects and funding for those projects and then following up that conversation with suggestions that 1% and 2% reductions were nothing. She noted the projects would still be there and she believed the Board should be saving for those projects rather than taking the "get a penny, spend a penny" approach.

Mr. Hathaway noted there was a healthy amount of funding in the contingency line item. He reminded the Board that a salary study at a cost of \$100,000 was being proposed in the FY22 budget. He suggested some of the contingency funding could be used to address the findings of the study. Ms. Paige noted the contingency was \$688,000, the study would be conducted for \$100,000 and the Board had no idea how much it would cost to address the findings. She also noted projects included in the CIP for future years totaled \$140 million. Mr. Hathaway reminded the Board that if the meals tax increase was adopted, there would be an additional \$592,000 in annual revenue for capital projects. He also noted it was not all gloom and doom and reminded the Board that some of the County's existing debt would be paid off in 2026 and 2027 and this, coupled with the funds the County would be putting aside now, would put the county in a better position in five to six years. Ms. Paige asked Mr. Hathaway if he didn't believe it was better to save \$688,000 than \$300,000. Mr. Hathaway agreed. Ms. Paige noted that when the Board talked about maintaining or reducing taxes and helping the citizens, they also needed to remember there were a lot of things coming down the pipe line. She agreed that it was not all gloom and doom but also noted it was not all happy days either. She also stated it would take two to three years to know the full effects of COVID on the nation and New Kent County.

Mr. Stiers stated he had brought up reducing personal property tax for senior citizens at the Board's last work session. He asked if this was no longer being considered. Mr. Hathaway reported it was still being considered but noted applications for the senior rate were due April 1st therefore the reduction could not go into effect until FY23.

Mr. Hathaway also reviewed proposed fee changes to be considered. He reported department heads were asked annually to evaluate fees charged by their departments for various services. Several revisions were being recommended including:

- General Services had submitted an increase in the Freon appliance disposal fee from \$10 per unit to \$15 per unit. This increase was based on vendor disposal charges through the Central Virginia Waste Management Authority.
- Several fee charges were proposed for Parks & Recreation facility non-resident rentals.
- A new \$5 electronic summons fee for Courts.
- A 1% reduction was also proposed for water/sewer rates.

He noted this concluded his presentation and he entertained questions.

IN RE: PUBLIC HEARING – PROPOSED TAX LEVIES FOR FISCAL YEAR 2022

Details had been included in the FY22 Budget Public Hearings Overview.

Ms. Evelyn opened the public hearing. There being no one wishing to speak, the public hearing was closed.

IN RE: PUBLIC HEARING – FOOD AND BEVERAGE TAX INCREASE

Details had been included in the FY22 Budget Public Hearings Overview.

Ms. Evelyn opened the public hearing. He provided brief instructions and called Mr. J.B. Benson of 3902 Homestead Road, Lanexa to the podium. Mr. Benson thanked Board members for what it takes to put a budget together and noted they were in an unenviable position. He provided some background information on how the meals tax had come to be in New Kent County. He reported a referendum had been a legal requirement when the citizens had voted for a 4% meals tax in November 2004. He stated the current budget included a 50% increase in meals tax raising it by \$0.02 to \$0.06. He noted there was no longer a legal requirement to hold a referendum to raise this tax, but because the 4% tax had been imposed as a result of a referendum, he would like to see another referendum to let the citizens decide if the rate should be increased. He suggested many citizens were not aware that a 50% increase was being proposed and reported he had talked with several citizens who had heard nothing about this. He stated that in the interest of transparency and openness he hoped the Board would consider holding a referendum to let the people decide. He thanked the Board for the opportunity to speak.

David Adams of Adams Sports Mart, 9021 Pocahontas Trail, Providence Forge also spoke against the food and beverage tax increase. Mr. Adams reported Adams Sports Mart had been at this location for approximately 65 years and he had been in business when the \$0.04 meals tax was first put in place. He noted the past year had been a tough time for many businesses and any increase would be tough. He stated the people would pay the tax but the Board would never hear the complaints his employees at the cash register would hear. He added this was not needed with inflation and everything else going on in the country. He reported the Exxon terminal in Richmond was currently out of gas and gas prices were skyrocketing. He noted the meals tax was just another form of a tax that people would have to pay. He asked where it would end and how many different taxes would people have to keep paying. He understood the County Administrator had a lot of things on his list that he would like to get done but there were a lot of things on his personal list that he would like to get done that he couldn't always afford to do. He asked the Board to reconsider the proposal to increase the tax and stated that just because they could, didn't mean they had to. He noted \$0.02 here and \$0.05 there would all add up for the community. He also noted it had been suggested this would be a tax paid by people passing through but added that the local people eating here all the time would be paying the tax all the time too. He thanked the Board for the opportunity to speak.

Thomas A. Miller of 14400 Winding Grove Lane, Lanexa also spoke against the food and beverage tax increase. Mr. Miller stated he was opposed to increasing the meals tax from 4% to 6% and reported if this passed, this would put New Kent County at the top of meals tax rates charged in Virginia. He reported there were several other counties who were considering raising their rates from 4% to 6% and added that he wasn't sure all counties were aware that they now had this authority. He stated "but because you can, I don't think that you should." He reported a meals tax referendum had been included with a school

bond referendum for several years and was never passed. He asked the Board to consider if this increase went to referendum, would it pass. He suggested the one industry suffering more than any other was the restaurant business. He further suggested 20% of restaurants in Virginia had closed and many others were finding it difficult to staff their businesses. "Help wanted" signs could be found at every restaurant in the County and now the Board was considering increasing the meals tax by 50%. He didn't think it was right this year or for the community. He thanked the Board for the opportunity to speak.

Mr. Evelyn thanked the gentlemen for the comments. There being no others wishing to speak, the public hearing was closed. He asked Board members if they wished to comment.

Mr. Lockwood reported on recent contacts with some of his constituents as well as others in the County who were not in support of the meals tax increase. These contacts had been few compared to the number of emails and calls received asking him to support the increases in pay for the Sheriff's Office and Fire-Rescue. He reminded everyone that the plan was for the revenue generated by the meals tax increase to be set aside for capital projects. He also reminded everyone that the money set aside annually to build a new school would now go toward operating that new school. He noted the Board frequently discussed helping senior citizens and others having a difficult time paying real estate tax that only comes from property owners in New Kent. He stated a portion of the meals tax would be paid by someone other than residents. He added that the number could be inflated by calling it a 50% increase but it would still only result in a \$1 increase on a \$50 check. He didn't think that would stop anyone from going out to eat or cause them to short the tip for wait staff. He closed by stating this was an opportunity to generate additional revenue and for it to not be paid exclusively by residents of the County.

Mr. Stiers stated timing was everything and suggested the timing of this increase was off with what restaurants had been through in the past year. He knew \$0.02 was what was advertised but pointed out that was truly a 50% increase over the current rate. He wondered how residents would react if they were told the Board was proposing a 50% increase in real estate tax. He noted it had been reported that more meals taxes were collected in the summer months and it had been suggested the reason for this was tourists. He indicated he wasn't sure that was a true indication because he thought everyone went out to eat more in the summer months. He added that he truly felt that the more a customer had to pay in tax, the less they would leave in a tip. He was totally opposed to this increase and had been saying so since the March 12th Budget Retreat.

Mr. Evelyn reported he had talked with four restaurant owners and two of the four had suggested it would not impact their business and had reported this had been the best year they had ever had. The community had come out and supported local restaurants and had truly exemplified the "New Kent Strong" ideal. He agreed it had been a tough year for small businesses in general and noted he was not a proponent of tax increases. He stated New Kent should be proud of keeping the real estate tax rate the same. New Kent's rate was the third lowest in the Richmond area and he added that he believed the meals tax in Richmond was 7.5%. He would be totally against the increase if the revenue generated would be put back into the operating fund. He felt that one of the accomplishments of this Board had been to hold the revenue generated by Colonial Downs aside for capital projects. This decision had meant they had been able to move forward with capital projects without putting pressure on fixed income families by increasing real estate taxes. New Kent was growing and the Board had to find a way to provide services to the constituents they served. He understood the comments made by Mr. Benson and Mr. Miller regarding a referendum but added this public hearing had been advertised, he had been out in the

community talking about this and he didn't know how much more they could do. He added that constituents had the responsibility to keep up on what their County's government was doing and they had been given the opportunity to speak. He entertained a motion.

Mr. Stiers moved to deny approval of the proposed increase in the food and beverage tax from 4% to 6% for FY22. The members were polled:

John N. Lockwood	Nay
C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Nay
Ron Stiers	Aye
Thomas W. Evelyn	Nay

The motion failed.

Mr. Lockwood moved to approve Ordinance O-08-21 amending Chapter 66 of the New Kent County Code (Taxation) to increase the food and beverage tax from 4% to 6%. The members were polled:

C. Thomas Tiller, Jr.	Nay
Patricia A. Paige	Aye
Ron Stiers	Nay
John N. Lockwood	Aye
Thomas W. Evelyn	Aye

The motion carried.

IN RE: PUBLIC HEARING – PROPOSED AMENDMENTS TO APPENDIX A – FEES OF THE
NEW KENT COUNTY CODE - COURTS, PARKS & RECREATION AND REFUSE

Details had been included in the FY22 Budget Public Hearings Overview.

Mr. Evelyn opened the public hearing. There being no individuals wishing to speak, the public hearing was closed.

IN RE: PUBLIC HEARING – PROPOSED FY22 NEW KENT COUNTY BUDGET

Details had been included in the FY22 Budget Public Hearings Overview.

Mr. Evelyn opened the public hearing. He provided brief instructions and called Dr. Milton A. Hathaway of 9001 Crumps Mill Road, Quinton to the podium. Dr. Hathaway reported he was speaking as the Interim President of the Political Action Committee for the New Kent NAACP (National Association for the Advancement of Colored People). The Committee had thoroughly reviewed the budget and supported it fully. He felt it was a very progressive budget and although he understood it was difficult to be excited about an \$80 million budget, he was excited about the long-term dividends this budget would pay for the County. He also noted the last fourteen months had been challenging financially for families and the County. He reported that there had been so many little things the Board had done that citizens had mentioned to him as a pastor and he thanked the Board for all they had done to help citizens get through this most difficult time. He added that he was excited about the budget for several reasons including the competitive salary study. He noted New Kent was losing quality people and the study would pay long-term dividends. He also noted that as a

pastor he was excited about the County's plans to install fiber optic broadband service. Although streaming and internet use had become a big part of everyone's lives, there were still areas of New Kent that did not have access and the possibility of getting fiber optic was exciting. Referencing the draft Envision New Kent Strategic Plan, Dr. Hathaway stated he loved it and felt it was a quality report. In terms of the budget, he offered two challenges to the Board. The first was in regard to housing affordability which was of great concern. The average cost of a home in New Kent was constantly going up and the Board needed to be sure enough options were available. The second challenge was to find some way to support assisted living for senior citizens. Many who reached the point of no longer being able to live independently were forced to move out of New Kent to find assisted living support. He encouraged the Board to support assisted living in the County so seniors could remain within the community. He closed by again expressing his appreciation for all the Board had done and thanking them for the opportunity to speak.

Mr. Evelyn thanked Dr. Hathaway for his comments. There being no other individuals wishing to speak, the public hearing was closed.

IN RE: PUBLIC HEARING – PROPOSED AMENDMENTS TO APPENDIX A – FEES OF THE
NEW KENT COUNTY CODE – WATER/SEWER RATES

Details had been included in the FY22 Budget Public Hearings Overview.

Mr. Evelyn opened the public hearing. There being no individuals wishing to speak, the public hearing was closed.

IN RE: PUBLIC HEARING – PROPOSED FY22 NEW KENT COUNTY PUBLIC UTILITIES
BUDGET

Details had been included in the FY22 Budget Public Hearings Overview.

Mr. Evelyn opened the public hearing. There being no individuals wishing to speak, the public hearing was closed.

IN RE: OTHER BUSINESS/ANNOUNCEMENTS

Budget Preparation Comments (1) - Ms. Paige expressed her appreciation to all who had worked on the FY22 budget. She added that no one knew the number of hours spent in conversations, calls, emails and reviews during the development of the budget and staff had worked diligently while still handling the other tasks and duties of their positions. She noted that after six years on the Board she now understood why as soon as one budget was adopted, work would begin for the next year. She stated that it was disheartening to see one set of numbers and then when it was time to vote there would be a whole different set of numbers. She added that she was all about being a good steward of tax payers' dollars as well as of the time spent by staff in preparation of the budget. She commended staff who had worked so diligently and specifically mentioned Assistant Financial Services Director Larry Clark, the Financial Services Department and the Budget Review Committee.

RiverStreet Networks Presentation Follow Up – Mr. Evelyn noted that he as well as other Board members had been frustrated by a recent presentation from RiverStreet Networks regarding the County's broadband expansion plan. He had asked County Administrator Rodney Hathaway to reach out to RiverStreet to schedule a retreat in early June for further discussions on where New Kent was in the expansion process and what needed to be done

to move forward. Referencing Rev. Hathaway's earlier comments during the FY22 Budget public hearing, he noted the lack of broadband service was a major concern of the community. He asked Mr. Hathaway if he could provide an update. Mr. Tiller also noted broadband was not on the County's CIP list. Mr. Hathaway reported broadband was not on the CIP list because he hoped this was a project that would begin in this fiscal year. He further reported having several conversations with RiverStreet and indicated he also had not been pleased with the recent presentation. He felt they could have done a better job of explaining the true costs and reminded the Board that \$49 million had been the figure presented. He had since learned the County would be responsible for \$25 million of this if there was no grant funding. Grant options were available and RiverStreet would be pursuing those on New Kent's behalf. The County's responsibility would be to build the back bone and the middle mile of the project and RiverStreet would be responsible for the last mile (from County road to residence). Most cable companies would extend service up to 300 feet of the road with the cost for installation beyond that being the responsibility of the home owner. RiverStreet had reported they would extend service up to 1,200 feet off the road with anything beyond that being the home owner's responsibility. Mr. Hathaway reported he would like the Board to consider the possibility of using some Colonial Downs set aside funds for a grant program to provide some support to homes further than 1,200 feet off the road. He reiterated that the total responsibility to the County would be \$25 million without grant funding and grant funding would be pursued. Mr. Evelyn reported he had asked Mr. Hathaway to set up a special meeting with RiverStreet that would be devoted totally to the broadband plan. Board members noted agreement with this plan.

Budget Preparation Comments (2) – In regard to the budget process, Mr. Lockwood noted that although the Board did agree that things needed to get done, they did not always agree on how they should be done. He appreciated the fact that everyone was civil, kind and courteous when discussing the issues. He noted that at the end of the day, they may disagree on some points but they all had to live together. He expressed appreciation to the citizens of New Kent for being thoughtful and reaching out to the Board to provide input.

IN RE: ANNOUNCEMENT OF UPCOMING MEETINGS/ADJOURNMENT

Mr. Evelyn announced the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Monday, June 14, 2021 and the next work session would be held at 9:00 a.m. on Wednesday, May 26, 2021, both in the Boardroom of the County Administration Building.

Mr. Tiller moved to adjourn. The members were polled:

Patricia A. Paige	Aye
Ron Stiers	Aye
John N. Lockwood	Aye
C. Thomas Tiller, Jr.	Aye
Thomas W. Evelyn	Aye

The meeting was adjourned at 8:11 p.m.