

VIRGINIA:

At a regular meeting of the Board of Supervisors of the County of Northampton, Virginia, held in the Board Chambers of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, on the 11th day of February, 2014, at 4:00 p.m.

Present:

Laurence J. Trala, Vice Chairman

Richard L. Hubbard

Larry LeMond

Granville F. Hogg, Jr.

Oliver H. Bennett

The meeting was called to order by the Chairman.

Closed Session

Motion was made by Mr. Trala, seconded by Mr. Bennett, that the Board enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

(A) Paragraph 1: Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

*Appointments to boards, committees*

(B) Paragraph 3: Discussion or consideration of the condition, acquisition, or use of real property for public purpose, or of the disposition of publicly held property.

(C) Paragraph 5: Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

(D) Paragraph 7: Consultation with legal counsel and briefings by staff members, consultants, or attorneys pertaining to actual or probable litigation, and consultation with legal counsel employed or retained by the Board of Supervisors regarding specific legal matters requiring the provision of legal advice by such counsel.

All members were present and voted "yes." The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Board had entered the closed session for those purposes as set out in paragraphs 1, 3, 5, and 7 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each Board member confirmed that these were the only matters of discussion during the closed session.

The Chairman read the following statement:

*It is the intent that all persons attending meetings of this Board, regardless of disability, shall have the opportunity to participate. Any person present that requires any special assistance or accommodations, please let the Board know in order that arrangements can be made.*

Board and Agency Presentations:

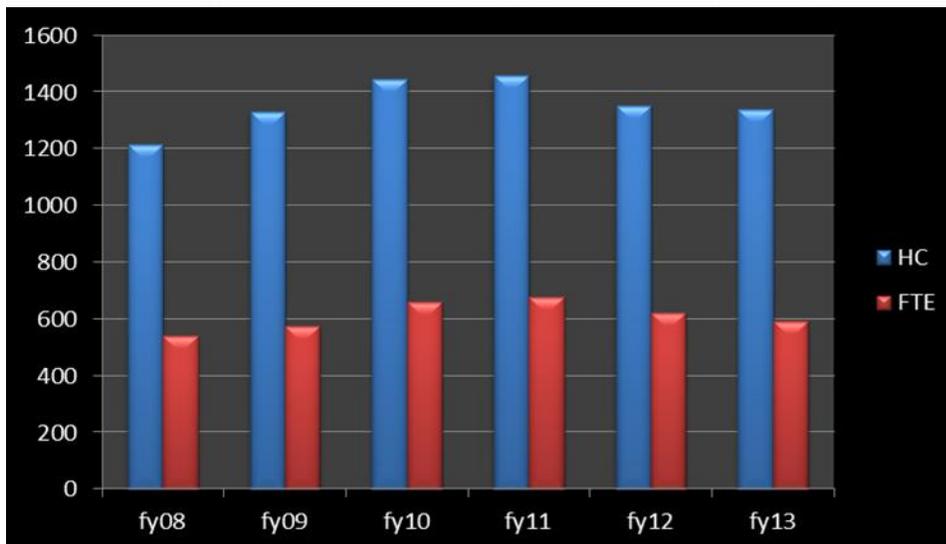
(1) Dr. Linda Thomas-Glover, President of Eastern Shore Community College, provided an update relative to the College's current activities through the following powerpoint presentation:

# Eastern Shore Community College

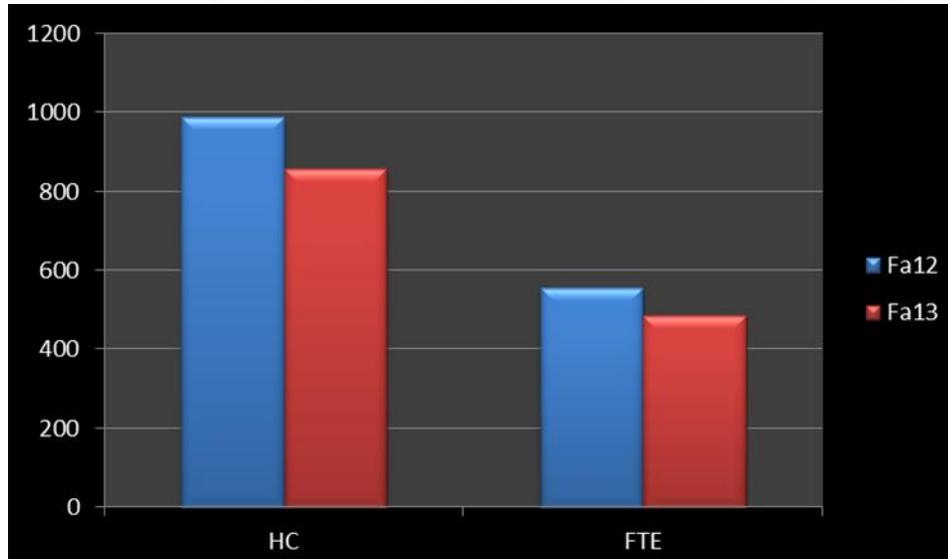
Presentation to  
Board of Supervisors Northampton County

Dr. Linda Thomas-Glover  
February 11, 2014

## ESCC Annual Enrollment Trends



## FALL 2013 vs. Fall 2012



## Enrollment & Retention 2014

- Opened Saturday, Jan. 4<sup>th</sup>
- Exploring New Program Offerings
- Examining Student Retention Activities
- Securing external funding opportunities
- Targeting increased efficiencies in operational functions

## Average College Costs 2012-13

Tuition & Fees, Room & Board, Books & Supplies, Transportation,  
Miscellaneous

	Single Year	Four Years	Five Years
Private 4Yr.	\$44,750	\$179,000	\$223,750
Public 4 Yr.	\$22,826	\$91,304	\$114,130
ESCC	\$10,194 \$ 4,796 T,F,B,S	N/A	N/A

## FINANCIAL AID 2012-2013 (aid year 2013)

	2011/12	2012/13
	1285	1254
	1040	986
	885	829
	\$2,594,362.25	\$2,380,183.35

*(Information did not transmit cleanly; first line is "Total applications", second line is "Completed apps", third line is "Students awarded", and fourth line is "total aid disbursed").*

## FALL 2013 ENROLLMENT PROFILE

- Full-time: 31%                      Part-time: 69%
- Gender: Males - 33%;      Females - 67%
- Age: <22 years - 56%
- First time in college: 18%
- Northampton County: 25.6%



## NCPS Enrollments @ ESCC

(Prior June Grads)

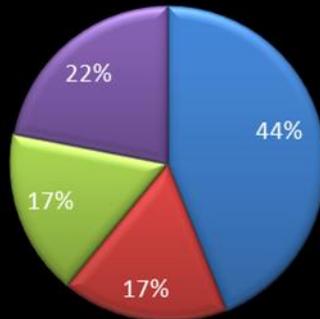
	Total	Career -Tech	Transfer
Fall 2011	29	9	20
Fall 2012	34	6	28

	Total	Formerly DE	Not Formerly DE
Fall 2011	29	3	26
Fall 2012	34	6	28

## During 2012/13 Academic Year

### 182 Credentials Awarded

■ College Transfer ■ Career/Tech ■ Certificates ■ Career Stud. Cert.



## S<sub>cience</sub> T<sub>echnology</sub> E<sub>ngineering</sub> M<sub>ath</sub> (H)Focus

- STEM SUMMITT - 2<sup>nd</sup> Annual in April
- NSF Grant Award - \$200,000 (over three years)
- Hosted SPACETEC Conference (underway now)
- Valley Proteins Grant – targeting Ind. HVAC
- Student Interns @ NASA (ongoing)

## Update: ESCC STEM Internships

	NC	AC	Total
Internships completed	8	19	27
Individual student participants	6	11	17
Offered full-time employment at NASA	-	5	5
Offered part-time employment at NASA	-	1	1
Other full-time employment	1	3	4
Transfer to 4-yr institution	1	-	1
Currently enrolled @ ESCC	1	5	6

## Student & Faculty Highlights

- **Angelica Garcia** – 2013/14 Valley Proteins Fellow
- **Ashley Burr** – Eva Hardy Commonwealth Legacy Scholarship
- **Robin Rich-Coates**: Faculty Scholar/Seminar Leader for the 2014 Phi Theta Kappa International Honors Institute
- Med. Assisting Graduates; 5 took National Certification Exam; 100% pass rate.

## GED Update

- 65 successful completers between July 1 and December 31, 2013.
- The first GED 2014 tests will be administered on February 14, 2014, at ESCC.
- Enrollment in Adult Education is currently 191 which is on target to meet the annual enrollment goal.

## Adult Education Offerings in Melfa

Enrollment Category	Number
ESL	13
Adult Education	78
Total	91
County of Residence:	
<b>Northampton</b>	<b>17</b>
Accomack	74

GED Classes: M-F am; M-Th afternoon, T/Th Evenings;  
ESL Classes: Mon/Wed evenings

## Off-Campus Sites for Adult Education: Northampton County

Enrollments	Numbers
Adult Education	17
ESL	6
Total	23

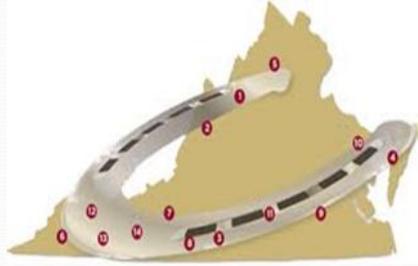
Class Locations	ESL	GED
ESCAAA Hare Valley	√	√
Eastville Social Services	√	√
Kiptopeke Elementary	√	√

## Workforce Training Update

- ESCC's customized training work is up by about 50% thanks to several factors:
  - Availability of new VCCS grant funds to provide discounts in pricing of 20-30% (depending upon various factors)
  - Improving economy
  - Addition of Gay Baynes as a training facilitator (VCCS statewide award winner)

## Virginia Rural Horseshoe Initiative

- The Virginia Foundation for Community College Education has launched the Rural Virginia Horseshoe Initiative to tackle the challenge of preparing people in the state's **rural crescent** for the jobs of the future.
- One in four Virginians across parts of the Rural Horseshoe have less than a high school education - and this initiative, using programs and resources through 14 of Virginia's Community Colleges, seeks to change that.
- Fund full-time career coaches in high schools across rural Virginia.
- \$1,000 credit to those who earn a GED to help pay college costs not covered by financial aid.



## Upcoming Events

- Host SPACETEC Conference Feb. 11/12
- Counselor Open House - February 14<sup>th</sup>
- Heritage Festival – February 22<sup>nd</sup>
- Regional Job Fair – March 11<sup>th</sup>
- Career Night Out – March 13<sup>th</sup>
- Distinguished Alumni Program – March 21<sup>st</sup>
- Second STEM Summit – April 11<sup>th</sup>
- Graduation – May 16<sup>th</sup>

## Looking to the Future..

- Last biennium, ESCC renovation of original building approved.  
*“Due to the age and particular design of this facility it will be difficult to renovate into a 21<sup>st</sup> Century Higher Education environment. A comparison of the cost models demonstrates that building a new facility is comparable in costs to the renovation/addition.”*
- Seeking approval to move forward with construction of a new facility.

## Proposed Timeline for Construction

- A&E Interviews--February 7, 2014 (completed)
- A&E Selection—approximately one month after interviews ~ March 7, 2014
- Target Construction Start—July 2015
- Target Construction Completion—September 2016
- Target Demolition of original building—In 2017



THANK YOU  
FOR YOUR  
CONTINUED  
SUPPORT !!!

\* \* \* \* \*

(2) Ms. Kerrie Allison, the new Tourism Commission director, introduced herself to the Board and updated them on the activities of the Commission including near-term priorities such as a tourism summit, increased emphasis on the rocket launches, and expanding the Shore's on-line presence.

(3) Ms. Sherri Smith, Executive Director of the Artisans Center of Virginia, addressed the Board relative to the Artisan Trail Network program for the Eastern Shore. She shared the following powerpoint presentation with the Board:

### Welcome to Artisanal Virginia




**Artisans Center of Virginia**  
ArtisanTrailNetwork.org

### Create a Journey of Discovery



### Historical Snap Shot

- 1997 ACV designated the "Official State Artisans Center" and begins to develop a statewide artisan registry.
- 1999 Virginia's first four artisan trails established by the "Hand Craft Alliance," Waynesboro, Virginia.
- 2006 Mark Warner's "Works Initiative" supports "Round the Mountain, the Southwest Virginia regional artisan trail development.
- 2006-2008 ACV performs the Allegheny Craft Network Outreach Study to identify artisan businesses in Allegheny region of the state.
- 2009 ALV Artisan Trail Network statewide program is initiated.
- 2013 ACV's headquarter office relocates to the Frontier Culture Museum in Staunton, Virginia.
- 2013 Virginia artisan trails to-date: 19 artisan trails statewide with 7 additional trails currently in development (2014 launch).



### Artisan Culture

*Virginia's artisan culture links the past, present and future, and reconciles "meaning" with "making."*



### Strengthening the Economic Vitality of Local Communities



*ACV - Handcrafting Virginia's Cultural Economy*

### Working in Partnership

*ACV establishes a connective local management team to develop a locality's unique, distinctive trail system.*

- City/County Government
- Economic Development
- Tourism
- Craft Artisans & 2D Artists
- Agri-Artisans
- Craft-Related Venues
- Hospitality/Recreational/Cultural Businesses



### Trail Site Participants

- Artist Studios
- Agri-Artisans / Agri-Tourism
- Craft Related Venues
- Supporting Sites (Unique Lodging, Restaurants, Recreational & Cultural Points of Interest)



### The Process

- Initial 10-14 Month Community Development Process
- Project Management System
- Monthly Management Team Meetings
- ACV Artisan Registry Outreach
- Sustainable Budget Practices
- Donor Recognition & Fiscal Agenting
- Artisan Trail Network Survey
- Public Gatherings
- Enrollment Events
- Trail Ambassador & Technical Training
- Community Networking
- Collateral Development
- Strategic Marketing Plan



### Real Time, Online - All the Time



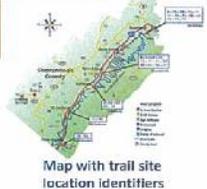
- Regional/Locality Mapping
- Per Trail Regional Landing Page
- Visitor "Plan A Visit" Trip Planner
- Trail Site Business Profile Page Displays with individual login codes include: Images, Logo Google Map, Social Marketing Linking (YouTube, Pinterest, Etsy, Facebook, Twitter), Events, Descriptions, Statements, Virginia.org integration, etc.
- Google Site Analytics
- Event Calendar Privileges
- "Open Door Tour" Travel Blog
- Leveraging of ACV's Brand Online through Cross linking permissions.

ArtisanTrailNetwork.org

### Wayfinding / Locators



Trail signs at each participating site



Map with trail site location identifiers

### Promoting with Print



Launch Map Brochures

#### Rack Cards & Posters

- Customized content in a visitor-friendly unified design.
- Brochure distribution includes: Virginia, Mountain, ACV retail outlets, local tourism outlets (DMGs), participating trail sites and sponsoring locations.



### Goals

- Establish a solid foundation for regional cooperation, connectivity & community pride.
- Provide economic opportunities.
- Preserve and promote each region's culture, heritage and traditions.
- Increase buy-local expenditures.
- Promote tourism visitation.
- Support business development.
- Stimulate new job creation.
- Inspire next generation artisan career pathways.
- Celebrate the offerings of Virginia Artisans!



**CONNECTIVITY**

Email, calendar posts & social marketing promote trail activities far and wide!

**OPEN Door Tour**  
 Featured "call to action" travel blog promotes collaborative trail events & activities!  
 OpenDoorTour.org

**Opportunities & Benefits**

**Optional Programs & Services**

- Entrepreneur Workshops & Seminars
- Internationally Recognized "ACV Juried Virginia Artisan"
- Standards of Excellence Certification
- Exhibitions & Affiliate Partnership Programming
- Event & Retail Consultation
- Fiscal Agent Program for Arts Community Related Programs

**Estimated Impact**

*In Western North Carolina,*  
 97% of travelers make a purchase somewhere along the artisan trail.

Artisan studios & farms Showed an increase of 23% in sales (1995) which increased by 46% in 2008.

Craft shops and galleries reported a 28% increase in revenue (1995) which increased to 70% in 2008.

1995 - "Hand Made in America" Economic Impact Study  
 2008 - The Economic Impact of the Craft Industry in Western North Carolina

**Take Home A Piece of Virginia**

**TAKE HOME A PIECE OF VIRGINIA**

The Artisan Trail Network is integrated into ACV's global marketing Campaign

ACV logo and "Virginia is for Lovers" logo.

**ARTISANS**  
 Center of Virginia

540-866-1684  
 trails@artisanscenterofvirginia.org  
 ArtisansCenterofVirginia.org

\* \* \* \* \*

Following this presentation, motion was made by Mr. Hogg, seconded by Mr. Hubbard, that the Board approve the concept of the Artisan Trail in Northampton County. All members were present and voted "yes." The motion was unanimously passed.

Consent Agenda:

(4) Minutes of the meetings of January 14 and 27, 2014.

Mr. Bennett noted that the order of the paragraphs on page 15 of the January 14, 2014 minutes needed to be reversed relative to the election of the vice chairman. Motion was made by Mr. Trala, seconded by Mr. Hubbard, that the Consent Agenda be approved as corrected. All members were present and voted “yes.” The motion was unanimously passed.

County Officials’ Reports:

(5) Mrs. Leslie Lewis, Director of Finance, presented the following Budget Amendment and Appropriation Requests for the Board’s consideration:

**TO:** Board of Supervisors  
**FROM:** Leslie Lewis, Director of Finance  
**DATE:** February 4, 2014  
**RE:** Budget Amendments and Appropriations – FY 2014

Your approval is respectfully requested for the following budget amendments and supplemental appropriations:

**\$250.00** – This represents the insurance deductible which has been recovered from the at-fault carrier and involved damage to the Wardtown Waste Collection Site fence. Please transfer these funds to 100-4204.50800 – Repairs & Maintenance.

**\$9,325.05** – This represents insurance proceeds to cover the replacement costs of equipment damaged in the Sheriff’s Office incident of 11/29/13 (car was totaled). Please transfer these funds to 100-3102-55950 – Police Supplies.

\* \* \* \* \*

Motion was made by Mr. Bennett, seconded by Mr. Trala, that the budget amendments and supplemental appropriations be approved as presented above. All members were present and voted “yes.” The motion was unanimously passed.

**TO:** Board of Supervisors  
**FROM:** Leslie Lewis, Director of Finance  
**DATE:** February 6, 2014  
**RE:** Budget Amendments and Appropriations – FY 2014

Your approval is respectfully requested for the following budget amendments and supplemental appropriations with regard to the E-911 Commission:

**\$44,681.00** – This represents funding from Chincoteague E-911 as a result of the Eastern Shore E-911 Commission taking over those duties and will be expended as follows:

- \$19,681.00 – Salaries & Wages, Part-time
- \$5,000.00 – Salaries & Wages, Overtime
- \$2,000.00 – Professional Services – Legal
- \$4,000.00 – Professional Services – Other
- \$1,000.00 – Advertising
- \$10,000.00 – Communications – Other
- \$1,000.00 – Office Supplies – Other
- \$1,000.00 – Office Supplies – Computer Software
- \$1,000.00 – Other Operating Supplies - Uniforms

**\$75,000.00** – This represents grant funding received from the Virginia Department of Emergency Management – Homeland Security, and will be expended through Professional Services.

**\$32,474.00** – This represents insurance adjustments received as a result of equipment damages and will be expended on EDP equipment.

\* \* \* \*

Motion was made by Mr. Trala, seconded by Mr. Bennett, that the budget amendment and supplemental appropriation be approved as presented above. All members were present and voted “yes.” The motion was unanimously passed. Mr. Hogg asked to receive background information relative to the \$75,000 Homeland Security grant and its expenditure through Professional Services.

**TO:** Board of Supervisors  
**FROM:** Leslie Lewis, Director of Finance  
**DATE:** February 6, 2014  
**RE:** Budget Amendments and Appropriations – FY 2014

Your approval is respectfully requested for the following budget amendments and supplemental appropriations as requested by the Northampton County Public Schools:

**\$16,996.46** – This represents a Migrant Literacy Comprehensive Online Reading Education (MLCORE) Consortium Incentive Grant received under Title I, Part C, Education of Migratory Children.

**\$24,658.06** – This represents a *transfer* of funds from Instruction to Technology, and reflects a previous appropriation of remaining Series XIII Educational Technology Notes into the category of Instruction. However, these expenditures should be reclassified within the category of Technology.

**\$15,188.60** – This funding reflects an increase in order to appropriate the balances remaining in the 2012 Title VI-B Special Education Preschool Allocation award after all FY 2013 reimbursements were processed.

**\$5,644.72** – This represents a reduction to remove the appropriation for Title II, Part D Technology Literacy funds. An estimated award was included in the original budget proposal based on prior year awards; however, this particular grant was not actually awarded for the 2013-14 school year.

**\$47,730.00** – This represents a *transfer* of funds from the Instruction Category to the Administration, Attendance & Health Category to fund the cost of the Superintendent Search and vacation leave payments.

\* \* \* \* \*

Motion was made by Mr. Bennett, seconded by Mr. Trala, that the Board approve the budget amendments and supplemental appropriations as noted above. All members were present and voted “yes.” The motion was unanimously passed.

At 6:20 p.m., the Board recessed for supper.

At 7:00 p.m., the Chairman reconvened the meeting.

The invocation was offered by Mr. Bennett.

The Pledge of Allegiance was recited.

(6) Ms. Katherine H. Nunez, County Administrator, presented the following bi-monthly report was presented for the Board's review.

- (i) 2/18/14: Joint Meeting with Eastern Shore Public Service Authority
- (ii) 2/24/14: Work Session: Presentation of FY 2015 expenditures
- (ii) 3/24/14: Work Session: Annual Joint Meeting with Planning Commission

The County Administrator's bi-monthly report was presented as follows:

**TO:** Board of Supervisors  
**FROM:** Katie H. Nunez, County Administrator  
**DATE:** February 7, 2014  
**RE:** Bi-Monthly Report

**I. Projects:**

**A. Public Service Authority:**

The next meeting of the PSA is Tuesday, February 18, 2014 @ 7:00 p.m. in County Administration Building. Due to the inclement weather last month, the PSA did not have a quorum for their January meeting. Nevertheless, the Chairman of the PSA responded to the Board of Supervisors' vote from your January meeting and has submitted his resignation as the Chairman of the PSA. The members of the PSA indicated a desire for a joint meeting with the Board of Supervisors to discuss the project, possibly at the upcoming February 18, 2014 PSA regularly scheduled meeting.

*The Board selected Monday, March 3, 2014, commencing at 7:00 p.m. for the joint meeting with the Eastern Shore of Virginia Public Service Authority.*

**B. Zoning Ordinance Revision:**

As a result of the Board's vote at the January meeting to move this ordinance out for public hearing (along with the Chesapeake Bay Act ordinance), staff has completed the mass mailing to all property owners, which should begin arriving in the mail the week of February 10, 2014. The ads will appear in the Eastern Shore News on Wednesday, February 19 and February 26, 2014.

Staff is preparing to hold 2 public information meetings in advance of the public hearing to allow for a greater interaction with the public and the ability for questions to be asked and answered from the public and to receive comments from the public regarding this proposed document. These 2 public information meetings will be held on Wednesday, February 26, from 7 pm to 10 pm at the Occohannock Elementary School and Thursday, February 27, 2014 from 7 pm to 10 pm at the Kiptopeke Elementary School.

The proposed ordinances (zoning and Chesapeake Bay Act) and maps as well as the current Comprehensive Plan and Zoning Ordinance are available at the County Administration office, the Clerk of the Circuit Court's office, on the County website ([www.co.northampton.va.us](http://www.co.northampton.va.us)), the Town Halls of Cape Charles, Cheriton, Eastville and Exmore and the Northampton Free Library in Nassawadox.

The Joint Public Hearing of the Board of Supervisors and the Planning Commission will be held on Tuesday, March 11, 2014, starting at 7 pm. This portion of our regular meeting will be held at the High School. (Please note that the 4 pm session thru the dinner break will be held at the County Administration Building.)

*Motion was made by Mr. Bennett, seconded by Mr. Trala, that the following resolution be adopted. All members were present and voted "yes." The motion was unanimously passed. Said resolution as adopted is set forth below:*

## **RESOLUTION**

BE IT RESOLVED by the Northampton County Board of Supervisors, this 11th day of February, 2014, that the regular meeting of the Board, scheduled for Tuesday, March 11, 2014 and commencing at 4:00 p.m., in the Board Chambers of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, be changed to Tuesday, March 11, 2014 at 4:00 p.m. in the Board Chambers of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, *with the 7:00 p.m. session to be relocated to the Northampton High School, 16041 Courthouse Road, Eastville, Virginia; and*

BE IT FURTHER RESOLVED that, following this meeting, the date, time and place of the regular meeting of the Northampton County Board of Supervisors shall revert to the second Tuesday of each month in the Board Chambers, 16404 Courthouse Road, Eastville, Virginia, at 4:00 p.m.

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### **C. Middle School Renovation:**

The County received 7 proposals for Architectural and Engineering Services for the renovation of the Middle School property. The committee has met, reviewed the proposals and interviewed the top 3 firms. From the interviews, the committee ranked the firms and the County Administrator is negotiating with the top candidate

to determine a price proposal/contract. This matter will be on the Board's February 24, 2014 agenda with a full recommendation.

**D. Update on COR Software Update and Impact on Tax Billing:**

As you are aware, the County is in the midst of changing our software vendor (as a result of the untimely passing of our prior vendor) that handles the Computer Assisted Mass Appraisal (CAMA) system utilized by the Commissioner of Revenue for all property information. The contract was awarded to VISION at the October 2013 Board Meeting and we have steadily been working on the conversion of the existing data into the new software. However, there have been some unexpected delays with the conversion that has delayed our acceptance of this stage of the work. Until this is completed, we have not undergone any training on the software nor inputted any of the pending work from Calendar Year 2013 relative to property transfers which is necessary for the generation of tax bills for Calendar Year 2014.

At this time, the schedule we are hoping to adhere to is as follows:

Data Conversion Sign-Off – no later than 2/7/14

Bulk Data Transfer to Vision for Conversion – no later than 2/10/14

Data Conversion and Testing (VISION's side) – no later than 3/17/14

Data Validation and Testing (COUNTY's side) – no later than 3/24/14

On-site Training – beginning on 4/1/2014

Data Entry for New Owner Records – needs to be completed by May 13, 2014 in order to the generation of tax bills and mailing of said bills no later than May 21, 2014 to meet a tax bill due date of June 5, 2014 (pursuant to the County's new ordinance)

The highlighted portion of the schedule is the staff's concern. It does not really allow sufficient time to get the work completed of putting in all of the property transfers from Calendar Year 2013 and shortens the window for the issuance of tax bills to the legal requirement only which is a 10-day notice from receipt of bill to due date of bill, not the typical 30+ days we generally give on tax bills.

***Therefore, staff is requesting the Board's consideration to schedule a public hearing for the February 24, 2014 work session to amend the ordinance relative to the issuance of tax bills to allow for a one year delay of implementation of this requirement and allow us to utilize only a December 5, 2014 due date for this year.***

*Motion was made by Mr. Bennett, seconded by Mr. Trala, that the Board proceed to public hearing with an ordinance amendment delaying the implementation of the semi-annual collection of real estate taxes until 2015. All members were present and voted "yes." The motion was unanimously passed.*

**E. Scheduling for Upcoming Board Meetings:**

I need to set additional meetings of the Board for the following purposes:

1. Joint Meeting with Public Service Authority – *proposed date is February 18, 2014 @ 7 pm.*

*The County Administrator indicated that due to the Presidents' Day Holiday on Monday, February 17<sup>th</sup>, the ANPDC would be moving its normal meeting date. This affects three of the Northampton Board members; therefore, the joint meeting with the PSA will need to be moved to another date. The Board indicated that the joint meeting will be held on March 3, 2014 commencing at 7:00 p.m. in the Board Room of the County Administration Building.*

2. Joint Meeting with School Board to discuss the requested FY15 budget and capital plan

*Board members were asked to notify staff of possible meeting dates with the School Board.*

3. Board of Supervisors Retreat for development of Strategic Plan.

*The Board selected Saturday, February 22, 2014, commencing at 9:00 a.m. for the Board's Retreat, in order to review and revise as necessary its Strategic Goals & Objectives. It was noted that this meeting will involve the Board and County Administration staff; it is not necessary that department heads attend as in the past. If this date is not successful, a back-up date of Saturday, March 1<sup>st</sup>, was selected.*

**F. Fire & Rescue Company Rosters (Agenda Item – Action Item Tab 12):**

At the date of this report, the roster from the Cheriton Fire Company has not been received. This data is essential to the County, especially now that we provide the Line of Duty coverage for all of the volunteer stations and we need an accurate listing of volunteers for that policy. I would recommend that the Board take an additional vote as part of that agenda item that would withhold the annual contribution to the Cheriton Fire Company, in the amount of \$30,000, until they provide this roster to the County.

*It is noted for the record that the membership roster for Cheriton Fire Company was received on February 10<sup>th</sup>.*

**II. OTHER:**

- A. I will be attending the Virginia Local Government Manager's Association (VLGMA)'s Winter Conference from February 19 thru February 21, 2014. This conference will be held in Charlottesville.

\* \* \* \* \*

- (7) The final report of the Ad-Hoc Emergency Care Committee was presented to the

Board jointly by the County Administrator and Mr. Patrick Coady, a member of the Committee.

The entire document is on file in the Office of the County Administrator; the Executive

Summary and Long-Term Recommendation section is set out below:

## V. Executive Summary of Short and Long Term Recommendations

### A. *Emergency Medical Services (EMS)*

1. Increase current EMS staff resources due to increased ambulance turn-around times. Minimum (3) staffed ambulances (6 AM to 6 PM) and (2) staffed ambulances (6 PM to 6 AM) with a full-time paramedic duty supervisor both shifts. Total increase of 15 additional medics = annual budget \$665,000+.
2. Helipads for air ambulance transport. Three helipad sites are preferred although many transports are currently made from the location or accident scene. Since the disposition of the current Nassawadox helipad is unknown, it is impossible to finalize optimal locations at this time.
3. The committee believes that the County should pursue the development of a Medical Facility staffed with a minimum of a Nurse Practitioner or Physician's Assistant located in the lower half of the county.

This facility would likely start as an evening and weekend service and expand as justified and needed. If after-hours medical facility is fiscally successful, we foresee expanded medical services. These medical center services could include: 24hr diagnostics, basic laboratory services, dialysis, rehab and primary care.

4. Formalize agreements with volunteer units. Increase training opportunities and consider stipend payments for critical coverage.
5. Appoint a new Operational Medical Director (OMD) for Northampton County EMS agencies. The County may want to consider the development of a stipend for this position.
6. Revisit and revise protocols with air ambulance services (Nightingale and Life-Evac)
7. Upgrade LifePac 15 defibrillators in all ambulances and Quick Response Vehicles (QRVs)
8. Equip all Northampton County Sheriff's deputies and train on AED equipment. Currently 12 law enforcement vehicles are equipped with the AED equipment which needs to be maintained and serviced every 3 years; there are currently 9 law enforcement vehicles that do not have the AED equipment.

9. Ensure that all County buildings have AED equipment and that the equipment is maintained and serviced on a regular cycle and that staff is adequately trained to use said equipment. The current buildings that have the AED equipment are: County Administration, Northampton Courthouse, all three County-operated School Buildings, School Administration Building, Social Services and the Regional Jail. In addition, the following commercial and/or community buildings have AED equipment: Broadwater Academy, Cherrystone Campground, CBBT Police, Bayshore Concrete, Shore Little League Field, Vaucluse Community Center, and the Shore Memorial Hospital Cafeteria.
10. Recommend the creation of a tax district designated for EMS and Medical Services funding.
11. Proceed expeditiously with the construction of an EMS garage and training center in Machipongo.
12. As a private citizen effort, not using any County taxpayer funds, establish a new Northampton EMS and Medical Services non-profit 501(c) (3) Foundation, specifically to fund these services for Northampton citizens.
13. Pursue private local support from existing foundations, private citizens, and community organizations that wish to support enhanced EMS and medical services in Northampton County.
14. When staffing levels permit, establish a para-medicine program for the Northampton County Department of Emergency Medical Services to visit frequent 911 callers for proactive attention and preventive care.

***B. Medical Care/Emergency Room Destination in lower Northampton County.***

1. Establish partnerships with either existing medical services providers serving Northampton citizens (such as Rural Health or Riverside) or new medical services providers (such as Sentara) where financially feasible in order to offer extended weekday hours and weekend coverage.
2. Explore modified protocols for EMS to a medical facility. There will be transports of patients across the Bay either to Sentara, Virginia Beach, or to Riverside, Newport News, and turn-around times will increase. Transport decisions are made by the EMS Provider(s) and the patient with possible consultation of E.R. staff. Explore partnership with Eastern Virginia Medical School (EVMS) for possible research/study of “emergency calls” to help us manage and develop solutions for the future.
3. Strengthen and increase where possible the use of emergency on-scene technology by paramedic staff. Assure current capabilities using 12-lead EKG transmissions are maintained and upgraded when needed.

**C. Requested Action for the Board of Supervisors**

The Ad-Hoc Emergency Care Committee sincerely believes that if these recommendations are implemented, the EMS and medical services for Northampton will advance. The key next step is to design an implementation plan and assign accountability for the completion of specific tasks. Therefore, we are seeking the Board to take the following action:

1. Vote to accept this report; and
2. Authorize staff to develop a new Charge of Work based upon the Executive Summary Short and Long Term Recommendations which will include the development of timelines and specific action steps for implementation of the recommendations; said Charge of Work will serve as the basis to re-authorize the Ad-Hoc Committee for Emergency Care. Staff is to complete this for consideration at the March 11, 2014 Board of Supervisors meeting

\* \* \* \* \*

Motion was made by Mr. Bennett, seconded by Mr. Trala, that the Board accept this report as presented. All members were present and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. Bennett, seconded by Mr. Trala, that the Board authorize staff to develop a new Charge of Work based upon the Executive Summary Short and Long-Term Recommendations which will include the development of timelines and specific action steps for implementation of the recommendations. All members were present and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. Hubbard, seconded by Mr. Bennett, that such Charge of Work will serve as the basis to re-authorize the Ad-Hoc Committee for Emergency Care with staff completing this task for consideration at the Board’s March 11, 2014 meeting. All members were present and voted “yes.” The motion was unanimously passed.

(8) County Administrator Katie Nunez and Director of Finance Leslie Lewis reported to the Board on the FY 2015 County Budget, specifically revenues, in a memorandum as set out



Increase in budgeted current year tax revenue \$ 160,037

**Delinquent Real Estate Tax Revenue \$ 674,000**

Please see the Chart, title, Analysis of Delinquent Real Estate Tax Revenue, Actual Owed vs. FY Budget Revenues. The good news is taxpayers are paying their taxes and we are beginning to see a decrease in the budget for delinquent real estate tax revenues as noted below:

FY14 Budgeted Delinquent tax revenue	\$ 705,000
FY15 Budgeted Delinquent tax revenue	<u>\$ 674,000</u>
Decrease in Budgeted Delinquent tax revenue	\$ 31,000

**B. Public Service Companies Tax \$ 299,930**

Public Service Companies tax revenues are level funded in the FY15 Budget. The valuation of public service companies are set by the state. The county has no control over these valuations.

**C. Personal Property Tax \$ 2,017,045**

Personal property tax revenues are estimated based on last year's assessment. There is \$40,745 increase in revenue when compared to FY14. This is due to a noted improvement in the first year collection rate percent. Personal Property Tax revenue for the FY15 budget is \$2,017,045. Of the \$2,017,045, \$1,752,045 is for the current year's tax levy and the balance of \$265,000 is for delinquent tax revenue. Please note the chart title "Analysis of Delinquent Personal Property Tax Revenue, Actual Tax Owed vs. Budget Revenue. Again, the good news is taxpayers are paying their taxes and we will see a decrease in the budget for delinquent personal property tax revenue.

**D. Boat Taxes \$ 99,272**

Current Year Boat tax revenue is level funded.

**E. Mobile Homes \$ 29,199**

Current Year Mobile Homes tax revenue is level funded.

**F. Farm Equipment \$ 98,042**

Current Year Farm Equipment tax revenue is level funded.

**G. Heavy Equipment \$ 3,946**

Current Year Heavy Equipment tax revenue is level funded.

**H. Machinery & Tools \$ 103,062**

Current Year Machinery & Tools tax revenue is level funded.

I. <b>Penalties and Interest</b> (for late payments of taxes)	<b>\$ 350,000</b>
J. <b>BPP Late Filing Penalty</b> (late filing of Business Personal Property )	<b>\$ 11,000</b>

**General Property Taxes projected revenue in FY15 is \$17,070,219.**

This is a \$203,536 increase from FY14 Amended Budget.

**2. Other Local Taxes**

<b>A. Sales &amp; Use Tax</b>	<b>\$ 1,242,730</b>
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At this time we have no projection from the state. The revenue is level funded. This year, the budget is reduced by the amount we are mandated to send to the towns based on school age populations. The FY14 budgeted amount was \$1,434,029 and of this amount we are mandated to give \$191,299 to the towns. Therefore the Sales & Use Tax for FY15 is net revenue after the amount allocated to the towns is deducted.

<b>B. Consumer Utility Tax</b>	<b>\$ 323,900</b>
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Level funded- no projections from the state at this time.

<b>C. Business License Tax</b>	<b>\$ 40,000</b>
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The County has a modified Business Professional Occupancy License (BPOL). The county only charges a \$30 yearly fee for a business license. The county does not assess a tax on the actual revenues. Exmore and Cape Charles charge the full BPOL tax.

<b>D. Motor Vehicle License Tax</b>	<b>\$ 340,000</b>
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Level Funded

<b>E. Bank Stock</b>	<b>\$ 10,650</b>
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Level Funded

<b>F. Taxes on Wills and Recordation</b>	<b>\$ 176,000</b>
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Small decrease from FY14 Amended Budget of \$4000.

<b>G. Transient Occupancy Tax</b>	<b>\$ 270,000</b>
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\$15,000 increase from FY14 amended budget

**H. Food & Beverage Taxes** **\$ 300,000**

Level Funded

**I. Telecommunications Taxes** **\$ 519,000**

\$19,000 increase from FY14 amended budget

**Other Local Taxes projected revenue in FY 15 is \$3,222,280**

**3. Permits, Privilege Fees & Reg Lic**

**A. Animal License** **\$ 3,500**

**B. Precious Metal Dealer Permit** **\$ 200**

**C. Building Permit** **\$ 87,000**

Level fund based on FY13 Actual

**D. 10% BP for Fire Services** **\$ 8,700**

**E. Rehab. Structure App. Fee** **\$ 870**

**F. Health Department Fees – Local** **\$ 4,800**

**G. AFD Application Fees** **\$ 500**

**H. Transfer Fees** **\$ 500**

**I. Planning & Zoning Fees** **\$ 20,000**

Level Fund

**Permits, Privilege Fees & Reg. Lic projected revenue in FY15 is \$126,070.**

**4. Fine & Forfeitures**

**A. Fine & Forfeitures** **\$470,000**

Increase in projected revenue due to 2 additional patrol officers starting in FY14

**5. Use of Money & Property**

**A. Interest on Bank Deposits & Investments** **\$ 5,000**

**B. Rent of General Property** **\$ 8,100**

Rent from Eastville Inn

**Use of Money & Property projected revenue in FY15 is \$13,100.**

**6. Charges for Services**

**A. Courthouse Security & Maintenance Fees** **\$ 183,000**

Level funded based on FY13 Actual

<b>B. Ambulance Fees</b>		<b>\$ 205,000</b>
Cape Charles Fees	\$ 45,000	
Exmore Fees	\$ 45,000	
Medicare, Medicaid, Insurance & Private Pay	\$115,000	
<b>C. Commonwealth's Attorney Fees</b>		<b>\$ 1,700</b>
<b>D. Waste Collection &amp; Disposal Fees</b>		<b>\$ 467,590</b>
Increase due to rate increase in FY14		
<b>E. Facilities Rental</b>		<b>\$ 1,500</b>
This is rental fees at Indiantown Park. There are no rental fees budgeted for Middle School due to scheduled renovation.		
<b>F. Recreation Fees</b>		<b>\$ 26,350</b>
<b>G. CAMA Access</b>		<b>\$ 1,500</b>
<b>Charges for Services projected revenue in FY15 \$886,640</b>		
<b>7. Other Miscellaneous</b>		<b>\$ 3,000</b>
<b>8. Recovered Costs</b>		
<b>A. Recovered Costs – General</b>		<b>\$ 50,000</b>
<b>B. Recovered Costs RE Tax Auctions</b>		<b>\$ 72,402</b>
Higher than normal because one large tax auction is being released from Escrow in FY15. Tax auctions revenues are escrowed for 2 years before it can be released to the General Fund.		
<b>Recovered Costs projected revenue in FY15 is \$122,402.</b>		
<b>9. Payments in Lieu of Taxes</b>		
<b>A. Payments in Lieu of a Taxes</b>		<b>\$ 26,000</b>
<b>10. Non-Categorical</b>		
<b>A. Mobile Home Titling Taxes</b>		<b>\$ 12,000</b>
Note: There is no revenue from ABC & Wine Taxes. Law changed in 2008 and the State keeps all revenue from ABC & Wine Taxes.		
<b>B. Recordation Taxes</b>		<b>\$ 54,563</b>

Level Funded

**C. Rolling Stock Taxes** \$ 1,900

Level Funded

**D. Auto Rental** \$ 3,000

Level Funded. This is taxes on various types of machinery rentals from Hardware stores, etc.

**E. PPTRA Reimbursement** \$1,421,967

This is revenue received from the state at a set amount that does not change. This Revenue allows a tax relief to taxpayers for taxes on personal vehicles.

**Non-categorical projected revenue in FY15 is \$1,493,430**

#### 11. Shared Expenses

<b>A. Clerk of Court</b>	<b>\$ 186,172</b>
<b>B. Commissioner of Revenue</b>	<b>\$ 83,155</b>
<b>C. Commonwealth Attorney</b>	<b>\$ 222,626</b>
<b>D. Treasurer</b>	<b>\$ 75,771</b>
<b>E. Sheriff</b>	<b>\$ 961,806</b>
<b>F. Registrar/ Electoral Board</b>	<b>\$ 30,414</b>

Level funded all shared expenses. We have not received any estimates or final numbers from the state. This is funding the county receives from the Compensation Board. This funding is the amount of reimbursement the county receives from the state for the salaries of the elected official and office staff.

**Shared Expenses projected revenue in FY15 is \$1,559,944**

#### 12. State Categorical Aid

<b>A. Litter Control</b>	<b>\$ 9,550</b>
<b>B. Fire Program</b>	<b>\$ 20,760</b>
<b>C. Four for Life</b>	<b>\$ 11,492</b>
<b>D. Pest. Recycling/Johnson Grass</b>	<b>\$ 1,713</b>
<b>E. Victim/Witness Grant</b>	<b>\$ 20,026</b>

Note: Only reoccurring grants are entered in the original budget. All other Grants are entered as a budget adjustment as the grants are awarded.

**State Categorical Aid projected revenue in FY15 is \$63,541**

**13. Transfer from other Funds**

**A. Transfer from Social Services \$ 69,664**

Based on a cost allocation report, the county is historically reimbursed at a rate of .2383 of proposed cost. The proposed cost is the cost of county's employees performing services that relate directly to social services. Examples of these services are payroll, a/p, banking, human resources, etc.

Please see the attached chart titled "Summary of FY15 Revenue Projections" for a summary of the revenues just discussed. I will be glad to answer any questions.

Thank you for your time.

\* \* \* \* \*

Citizen Information Period:

Mr. Robert Richardson cautioned the Board not to rush into the former NMS renovation project. He also said that there needs to be an increased emergency medical services presence in the lower part of the County.

Mr. James Kellam addressed the Board, noting that he was a 100% disabled veteran and asked the Board to consider exempting such individuals from payment of personal property taxes.

Mr. Bob Meyers said that he supported Mr. Kellam's request. He also referenced the increased law enforcement presence near the Cape Charles Food Lion intersection, calling that area a "bad situation". He said that it was time for the Board to take the next step – to ask VDOT for assistance to make this intersection safe, now that the speed limit issue, formerly identified by VDOT, has been addressed.

Public Hearings:

The Chairman called to order the following public hearing:

(9) Special Use Permit 2014-01: Robert Sellers, Jr. & Teresa Talbott have applied to operate a small engine repair service business from an accessory structure on property located at 5094 Captain Howe Lane in “The Meadows” Subdivision, south of Eastville. The property, containing one half acre of land, is described as Tax Map 68B, double circle 2, parcel 30 and is zoned ESD-RVR, Existing Subdivision-Rural Village Residential.

The Chairman asked if there were any present desiring to speak.

Mr. Peter Stith, Long-Range Planner, indicated that the Planning Commission was recommending approval of this petition with several conditions:

1. The SUP will run with the applicant.
2. No noise shall emanate from the business after daylight hours.
3. Compliance with signage requirements.
4. The SUP is only for small engine repair.
5. Opaque screening must be installed.
6. Business operations must be confined to the screened area.

The applicant, Mr. Sellers, requested the Board’s favorable consideration of this request.

Mr. Robert Richardson spoke in support of this new business opportunity.

There being no further speakers, the public hearing was closed.

Mr. Hogg said that small engine repair could be noisy at times and that he was concerned that this would affect the property rights of the neighbors. He referenced a notation on the plat of the subdivision indicating that the lots were to be used for residential purposes. He urged the applicants to make whatever efforts were necessary to have the enjoyment of the neighbors.

Motion was made by Mr. Hubbard, seconded by Mr. Bennett, that Special Use Permit 2014-01 be approved as presented, with the conditions as recommended by the Planning Commission. All members were present and voted “yes.” The motion was unanimously passed.

(10) Consider lease of space on the County-owned water tower, located west of the Social Services Building, 5265 The Hornes, Eastville, Virginia. The Board has received a proposal from Eastern Shore Communications, LLC, of Cape Charles, Virginia, for deployment of its antennas on the water tower. Additionally, the Board is soliciting

inquiries from any other parties who may be interested in leasing space on the water tower.

The Chairman asked if there were any present desiring to speak.

The County Administrator indicated that the purpose of this public hearing was to solicit interest in the leasing of space on the County-owned water tower located behind the Social Services Building. One proposal has been received from Eastern Shore Communications, LLC.

Mr. Bill Parr and Mr. Ronald Van Geijn of Eastern Shore Communications addressed the Board and indicated that their firm was a fixed, local high-speed broadband provider and hoped to install four antennas on the County-owned water tower in order to provide service within a 2-3 mile radius, generally.

Mr. Pat Coady, formerly with the Eastern Shore of Virginia Broadband Authority, spoke in support of the County providing rental of County facilities throughout the County for any qualified provider and said that the rental fees should be kept to a minimum.

Mr. Robert Richardson spoke in support of the lease and that lease funds received should be earmarked to pay down the County debt.

There being no further speakers, the public hearing was closed.

It was the consensus of the Board that staff be directed to enter negotiations with Eastern Shore Communications for development of an appropriate lease. Mr. Hubbard stated that perhaps the lease fees should be tied to customer volume. Mr. Hogg questioned if there were other areas that have been explored that need service in which the County may be able to assist.

Action Items:

(11) Consider adoption of a Resolution for Declaration of Local Emergency, regarding Winter Storm Leon.

Motion was made by Mr. Bennett, seconded by Mr. Hubbard, that the following resolution be adopted, retroactively declaring a Local Emergency during Winter Storm Leon.

All members were present with the exception of Mr. Bennett and voted “yes.” The motion was unanimously passed. Said resolution as adopted is set below below:

**RESOLUTION  
DECLARATION OF A LOCAL EMERGENCY**

WHEREAS, the Board of Supervisors of the County of Northampton does hereby find that:

Due to conditions arising from the Winter Storm Leon, the County of Northampton is facing a condition of extreme peril which necessitates the proclamation of the existence of an emergency in order to provide mitigation and activities to protect life and property;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency now exists throughout said County, and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the powers, functions, and duties of the Director of Emergency Services and the Peacetime Emergency organization of the County of Northampton shall be those prescribed by state law and the ordinances, resolutions, and approved plans of the County of Northampton in order to mitigate the effects of said emergency.

\* \* \* \* \*

(12) Consider approval of volunteer rosters for Northampton County fire and rescue squads.

Motion was made by Mr. Trala, seconded by Mr. Bennett, that the Board approve the membership rosters of the Northampton County fire and rescue squads. All members were present and voted “yes.” The motion was unanimously passed.

(13) Discussion of renewal of Glebe Agricultural-Forestal District.

The County Administrator discussed with the Board the following memorandum regarding renewal of the Glebe Agricultural-Forestal District:

**TO:** Northampton County Board of Supervisors  
**FROM:** Katie H. Nunez  
County Administrator

**DATE:** February 6, 2014

**SUBJECT:** Glebe AFD

In accordance with Section 15.2-4311 Review of Districts (agricultural-forestal districts), it stipulates that the local governing body may complete a review of any district created under this section....at least ninety days before the expiration date of the period established when the district was created (the district was created 10 years ago). The Glebe AFD will be up for review at the end of the calendar year and we felt that we needed Board input well in advance of the review period since there are several elements occurring with the District that affect its continuation.

I am enclosing a map of the current Glebe district (shown in green) which is comprised of five property owners. John Wescoat's property was the original core parcel and he has indicated that he does not wish to remain in the AFD as he has placed all of his property under a preservation easement. The other large property owner is Stewart Oliver (under the name of HSO Shore Land Trust Agreement). He is expected to enter a Preservation Easement before the year is out and will not need the AFD designation but has expressed a willingness to remain a part of the AFD if needed.

This leaves three property owners who, by themselves, are unable to serve as the core parcel of the AFD, but who should receive sufficient notification by the Board to be able to move into an adjacent AFD, if you are desirous of having them join another AFD. These property owners are James Stuart, Sara Stuart, and Carolyn Outten.

I have also enclosed a map that would show the Glebe AFD without the Wescoat and Oliver properties as well as what other adjacent AFDs may be available to them.

I would like to discuss this further with the Board so that we can adequately advise the property owners as to their options. If the Board seems willing to allow them to move into another AFD, the application deadline is February 14<sup>th</sup>. The staff has initially reached out to these property owners to make them aware of the pending dissolution of the Glebe AFD and would like to be able to adequately advise them based on Board direction.

*(The maps as referenced are on file in the office of the County Administrator.)*

\* \* \* \* \*

Motion was made by Mr. Hogg, seconded by Mr. Hubbard, that the Board support the three remaining land owners applying for inclusion in nearby agricultural-forestal districts. Mr.

Hogg and Mr. Hubbard voted “yes”; Mr. LeMond, Mr. Trala and Mr. Bennett voted “no.” The motion failed. Mr. Hubbard disclosed that he owns a small parcel of land within a different agricultural-forestal district. Both Mr. LeMond and Mr. Trala indicated that if the subject parcels were farmed by the owners themselves, they might feel different but at this time, they could not support it. It was noted, however, that by law, the three remaining property owners may petition to be included in other nearby agricultural-forestal districts; the annual application deadline is February 15<sup>th</sup>.

Matters Presented by the Board Including Committee Reports & Appointments

(14) Mr. Hubbard: speed limit on Bus. Rt. 13 – Town of Eastville. Motion was made by Mr. Hubbard, seconded by Mr. Hogg, that the Board request VDOT to perform speed studies along Business Route 13 through the Town of Eastville, particularly at the two ends of the route. All members were present and voted “yes.” The motion was unanimously passed. Mr. Hubbard was hopeful that a 45 mph speed limit could be imposed at both ends of the route, with 35 mph speed limit imposed within the corporate limits of Eastville.

(15) Mr. Bennett: Eastville water. Mr. Bennett said that Northampton High School had received a letter from the Town of Eastville, relative to coliform bacteria contamination of the water supply and questioned the status of this matter. The Board recognized Eastville Mayor Jim Sturgis who indicated that follow-up testing of the water supply did not reveal any e-coli contamination and there was no further treatment necessary. He said that it was possible that one of the high school’s testing locations, an outside faucet, may have contributed to the coliform reading, but that in the past, his own home had tested positive. He also distributed copies of the 2013 Drinking Water Quality Report that will be issued to all consumers.

In response to a question from Mr. Hogg, Mayor Sturgis said that flushing of the system was done quarterly and that the water tower itself is flushed every-other-year.

Motion was made by Mr. Trala, seconded by Mr. Hogg, that Mr. Hank Heneghan be appointed to the Northampton County Planning Commission, representing District Two (replacing Mr. Severn Carpenter), with a term of office to expire June 30, 2014. All members were present and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. Hogg, seconded by Mr. Trala, that Mrs. Sandy Taylor be appointed to the Eastern Shore Community Services Board (succeeding Rev. James Davis), with a term of office expiring December 31, 2016. All members were present and voted “yes”. The motion was unanimously passed.

Mr. Hubbard reminded the group of a meeting tomorrow night, sponsored by the Eastern Shore Groundwater Committee at Kiptopeke Elementary School.

Recess

Motion was made by Mr. Trala, seconded by Mr. Hubbard, that the meeting be recessed until 9:00 a.m., Saturday, February 22, 2014, in the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, to conduct the Board Retreat. All members were present and voted “yes.” The motion was unanimously passed.

The meeting was recessed.

\_\_\_\_\_CHAIRMAN

\_\_\_\_\_ COUNTY ADMINISTRATOR