

VIRGINIA:

At a recessed 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 25th day of March, 2013, at 5:00 p.m.

Present:

Willie C. Randall, Chairman	Laurence J. Trala, Vice Chairman
Richard L. Hubbard	Larry LeMond
Oliver H. Bennett	

The meeting was called to order by the Chairman.

Joint Meeting with Planning Commission:

The Board met in joint session with the Northampton County Planning Commission for the required annual meeting. The Board reviewed the Planning Commission's 2012 Annual report as well as the revised Comprehensive Plan timeline as set out in the following memorandum:

TO:	Northampton County Board of Supervisors
FROM:	Peter Stith, Long Range Planner
SUBJECT:	Revised Comprehensive Plan Timeline
DATE:	March 5, 2013

The revised timeline for the Comprehensive Plan review is included in this memo. In December, the Commission created subcommittees to divide and review sections of the Plan to speed up the process.

The attached timeline assumes each section will be reviewed at three separate meetings. If three meetings are not enough, the work session in July has been reserved for those sections that still need work or revisions. The Commission is currently reviewing and updating all of the Part II data sections and will begin work on Part I of the Plan. After the Commission has completed its initial review of the Part II sections, those sections will be sent to the Comprehensive Plan

Advisory Committee (CPAC) and Plan Review Stakeholder Group (PRSG) for review and comment while the Commission continues to review and update Part I. The Part I revisions will be forwarded to the PRSG and CPAC once they have finished.

Once the CPAC and PRSG have reviewed and commented on the entire Plan, the Planning Commission will review and incorporate any changes into a public hearing draft. Staff anticipates holding three public information meetings once a public hearing draft is ready in advance of the public hearings.

This timeline is an estimate for the remainder of the process and could potentially be longer due to review times (PC, CPAC & PRSG) and regular work load of the Planning Commission.

Revised Timeline for Comprehensive Plan Review

Part 2 – Data & Analysis

- Section 1 Plan Methodology & Citizen Participation will be done at end of process

Meeting Date

Material for Review/Discussion

February 20, 2013

Part II Section 2 History & Geography – **COMPLETE – 2/2013**
Part II Section 6 Environment & Natural Resources – **1st review**

March 5, 2013

Part II Section 3 Population & Demographic Analysis – **COMPLETE 3/5/13**
Part II Section 8 Transportation – **1st review**

March 14, 2013

Part II Section 8 Transportation
Part II Section 6 Environment & Natural Resources
Part II Section 5 Housing Analysis
Part II Section 4 Economic Analysis – **near completion**

April 2, 2013

Part II Section 5 Housing Analysis
Part II Section 7 Community Facilities & Services
Part II Section 8 Transportation
Part II Section 6 Environment & Natural Resources

April 17, 2013

Part II Section 5 Housing Analysis
Part II Section 7 Community Facilities & Services
Part I Section 5 Environment & Natural Resources
Part I Section 7 Transportation

***Once all Part II Sections are complete, they will be sent to the Plan Review Stakeholder Group (PRSG) and the Comprehensive Plan Advisory Committee (CPAC) to begin review while the Commission continues work on Part I.**

May 7, 2013	Part I Section 6 Community Facilities & Services Part I Section 5 Environment & Natural Resources Part I Section 4 Housing Part I Section 7 Transportation
May 15, 2013	Part I Section 6 Community Facilities & Services Part I Section 5 Environment & Natural Resources Part I Section 4 Housing Part I Section 7 Transportation
June 4, 2013	Part I Section 6 Community Facilities & Services Part I Section 5 Environment & Natural Resources Part I Section 4 Housing Part I Section 7 Transportation
June 4, 2013	Part I Economic Section Land Use Plan
June 19, 2013	Part I Economic Section Land Use Plan
July 2, 2013	Part I Economic Section Land Use Plan

July 17, 2013 - Time reserved to review and make final revisions to sections that still need revisions. Part I draft sent to CPAC and PRSG once finalized.

August 2013 - Reconvene CPAC to review and comment on draft

August 2013 Reconvene PRSG to review and comment on draft

September 2013 – Planning Commission receives and reviews comments from PRSG and CPAC, prepares Public Hearing Draft

October – Hold 3 Public Info Meetings (North, Middle, South)

November – December 2013 - Public Hearing

Vision

- Draft Finalized on 10-2-12

CPAC work on Economic section

- Completion of Report and recommendation on Economic Section (February 12, 2013)

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In response to a question from Mr. Trala, Mr. Mike Ward, Vice Chairman of the Planning Commission, commented that “we are moving forward” although he said that “a lot of mis-direction and floundering” had occurred in the Comprehensive Plan review process. Mr. Dixon Leatherbury stated that most of the Commission members are spending 10-20 hours per week reviewing the Plan and noted that they were not going to rush the document to the Board.

Mr. LeMond stated that “we need to open it up a bit” and that he appreciated the work of the Commission. Mr. Randall said that “we want to move forward with growth”, increase the tax base and attract more businesses here; “in the past, the Comprehensive Plan did not provide that type of forward-thinking.” He asked that the Planning Commission “think outside the box” in order to make the County more prosperous.

Planning Commissioner Mary Miller reminded the Board of the State Code requirements of the Commission in reviewing the Plan including the expectation that they will look at changed circumstances in the County. She indicated that it was her belief that there were a lot of things in the County that needed the Board’s attention other than economic development including rural poverty, health issues, housing and education.

Mr. Ward said that the Comp Plan needs to provide a prioritized list of recommendations for the Board’s consideration but that the Commission has no way to judge the fiscal cost/impacts.

County Administrator’s Report

Ms. Katherine H. Nunez, County Administrator, distributed the following bi-monthly report:

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: March 22, 2013

RE: Bi-Monthly Report

I. Projects:

A. Eastville Waste Collection Site:

We have received three bids for the construction of the Eastville Waste Collection Site. We are still evaluating the bids and working with the apparent low bidder on the price alternatives that we included in the project (paving, lighting options, etc.) to ensure that we have a project within our available budget. I will have this on your April 9, 2013 agenda for award.

B. Eastville Inn:

In response to our advertisement for lease or sale of this property, we received one response. In anticipation of the Board moving forward with this proposal, I have scheduled a public hearing for the April 9, 2013 agenda to entertain leasing the Eastville Inn. This matter will also be on our closed session for discussion of terms of the proposal and potential lease agreement.

C. Ward Building & Addison Building (former Social Services & Maintenance buildings in Eastville): In preparation of placing this property up for sale, I have engaged the engineering firm of GMB, Inc. to design a sewer extension to serve these buildings from the County Complex wastewater system and obtain the necessary permits and approvals for said extension and abandonment of existing septic system(s) serving those buildings. The cost for said engineering services is \$8,965 plus reimbursables – this item was budgeted under the Board of Supervisors budget as part of the FY13 budget.

D. Other County property: We have had some interest expressed in some of the smaller county parcels that the Board indicated were surplus and to pursue a sale. These items have been included in your closed session agenda for discussion. The Board will need to schedule a public hearing to formally pursue a sale of any County-owned property.

E. Stormwater Ordinance:

As you are aware, the County, in cooperation with Accomack County, contracted ANPDC to pursue a regional grant from the Department of Housing and Community Development to assist in updating our stormwater ordinance in compliance with the new state regulations on stormwater management. On our behalf, ANPDC has been working on this project but has found it necessary to seek an extension of 12 months from the required due date of June 13 for adoption of our local ordinance/program. We are required to petition for the extension by April 1, 2013 and must demonstrate “substantive progress” in the development of our program. I have enclosed the materials prepared by ANPDC to that effect. ***I am requesting the Board vote to affirm the actions of the ANPDC on our behalf seeking the 12-month extension for the adoption of our stormwater program.***

Motion was made by Mr. Trala, seconded by Mr. Bennett, that the Board affirm the actions of the ANPDC on the County's behalf in seeking the 12-month extension for the adoption of a stormwater program. All members were present and voted "yes." The motion was unanimously passed. Mr. Hubbard indicated that he would like to see a presentation from state officials on the stormwater program.

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The County Administrator then distributed the following memorandum to the Board in regards to the Fiscal Year 2014 County Budget, specifically expenditures:

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: March 22, 2013
RE: Discussion of Draft FY2014 Budget

This is an overview of the budget to date as Finance Director Leslie Lewis and I work to develop a draft budget for your consideration. There are several items that we seek direction from the Board to assist in developing a balanced budget recommendation. Please note that this draft budget does not include the requested school budget for FY14; that budget has not been released to us yet from the School Board. We have included the same contribution from the General Fund as made in FY13 as a placeholder in this budget.

State Budget Items

- 1.** Funding for Constitutional Officers (TAB L): The state has included a 3% Cost of Living Allowance (COLA), effective August 1, 2013 for all constitutional officers and their employees, equal to the pay increase provided to all other state employees. We have not yet implemented this 3% COLA into the draft budget for these positions nor have we included the updated Compensation Board funding in the draft budget; however, we have provided a spreadsheet showing the Constitutional Departments with the 3% COLA impact on salaries and fringe benefits as well as the value of the Compensation Board funding in covering the costs of these salaries and the County contribution needed to close the gap.
- 2.** Virginia Retirement System: As you may recall, until FY13, the County paid the Employee Share (5%) of the total retirement contribution (15.18%); however, effective with the FY13 budget, the law changed that required the employee to commence paying the Employee Share. Each county was given the option of phasing in this obligation over the next five years; Northampton County chose to implement fully as part of the FY2013 budget process which transitioned the full obligation to the employee to pay 5% towards their retirement which was offset by a 5% pay increase and the county pays the Employer Contribution only, which is set at a rate of 10.18% for FY13 and FY14.

Recent legislation created the Virginia Local Disability Program (VLDP), a disability benefit for political subdivision and school division employees who will be covered under the VRS Hybrid Retirement Plan effective January 1, 2014. The Hybrid Retirement Plan will apply to most new employees hired on or after January 1, 2014 and current employees who opt to switch to the Hybrid Retirement Plan.

Coverage for our employees is automatic under VLDP unless the Board elects to opt out by September 1, 2013 and provides a comparable employer-paid program. The comparable program does not require the County to provide long-term care coverage even though this coverage is included in VLDP. The decision to participate or opt out is irrevocable. We will have additional information on this issue in the coming months so that we can make an effective decision by September 1, 2013.

County Issues

1. Health Care Act – Impact on Budget: Effective with the health insurance plan year within the FY2014 budget, there is a provision relative to part-time employees who work 30 hours or more (non-seasonal) that may qualify them to receive health insurance benefits from the county. We are working with our health care broker in applying these rules to determine which part-time employees qualify and the financial impact on our budget. There are two departments in particular at the county level that rely upon a pool of part-time employees for its operations: Solid Waste and the Emergency Medical Services departments. We are still working on running revised work schedules that reduce the part-time hours to 28 hours per week and will still allow us to maintain these services without interruption.

For the health insurance premiums, we have included a 12.5% increase in the county contribution on these premiums within this draft budget. We are still working with our health insurance broker on our health insurance renewal plan (October 1, 2013 – September 30, 2014) which will have some increase as a result of our claims experience but are looking to adjust benefits of the plan to reduce that increase.

2. Debt Service Fund: At this time, we have not utilized any of the debt reserve that is sitting in this fund from the state's additional contribution to funding the Jail construction as a revenue in the FY14 budget to meet our general debt obligations. As you will recall, the County received \$3,444,581 from the state in FY12 and we have used \$758,461 in FY12, which left a balance of \$2,686,120.

We budgeted as part of the FY13 budget to utilize \$1,003,067 of this reserve to meet our debt obligations and reduce the amount needed to come from the general fund to balance and pay for the debt service fund obligations. Please note that we are not anticipating that we will need to draw the full \$1,003,000 to meet the debt service fund obligations this fiscal year because the revenue collections from our tax accounts have been better than anticipated and we assign a percent of the annual tax collection to the debt service fund.

We would like to discuss this further with the Board to determine how much, if any, of the debt reserve we might utilize in the FY2014 budget.

3. School Debt Service Fund: In the FY2013 budget, the Board articulated a desire to begin a school capital reserve fund that would be funded as we retired school debt and redirect those “debt service payments” to a capital reserve. In FY2012, our school debt service payments (principal and interest) were \$1,328,087; in FY2013, these payments were \$1,075,858, thus the difference between FY13 and FY12 of \$252,229 was placed in a school capital reserve account.
4. In the draft FY14 budget, the school debt payments are \$406,450, thus indicating that we would make a contribution of \$921,637 (FY12 school debt contribution minus FY14 school debt contribution) into the school capital reserve account and what is reflected in this draft budget. Does the Board want to continue with this level of funding for a school capital reserve account?
5. Cost of Living Allowances (COLA) for County Staff: With the state budget providing a 3% COLA for state employees and state-supported employees (Constitutional officers, Social Services, Voter Registrar), does the Board wish to implement a similar Cost of Living Allowance for the county staff? Please note that at this time, we have not included the 3% COLA in the draft budget for any employees.
6. School Contribution: As stated, this draft budget does not include the school’s requested budget yet. The school has until April 1, 2013 to provide their requested budget to the County and there is a joint meeting scheduled on Wednesday, April 3, 2013 for the Board to meet with the School to discuss their budget. For the last 2 years, we have reached agreement on the base contribution funding levels using the historic contributions as the primary basis for setting this contribution level. It is our understanding that the student enrollment projection being utilized for the FY14 school budget request is 1,570 (a reduction of 70 students from the FY2013 budget). We are still working on some analysis of this issue, we wanted to make the Board aware of the student enrollment changes and the impact to how we determine county funding for the school budget.
7. Public Service Authority – Southern Node Project: We will need to discuss if you wish to include any contribution to the Public Service Authority for the Southern Node project within the FY2014 budget.

Mr. Charles McSwain, the Economic Development Director, was recognized by the Board and indicated that an extension of the sewer line from the Town of Cape Charles out to the Rt. 13 intersection would promote development and “would send a message that Northampton County is open for business.”

8. Outside Agencies: I have included the detailed requests from the outside agencies. We are still working on obtaining from Accomack their approved funding levels for the regional agencies and will have the full spreadsheet on the regional agencies ready for our next budget meeting with the Board.

Please note that we received a request from the Eastern Shore Domestic Violence Center (under Tab M) after our deadline closed. We have provided it for you review and input if you wish to include it in the FY14 budget. As a point of reference, there is a standing Board of Supervisors policy that does not permit county funding for non-profit organizations, excluding the fire companies and other governmental or educational agencies.

EXPENDITURES

Enclosed are summary reports of each fund and more detailed reports for each fund by department. There is one new position request from the Clerk of Circuit Court at this time. We are looking at some shift changes in the EMS Department to improve staffing levels, especially in the manner in which part-time employees are being utilized. This involves moving from a 36-hour work week to a 48-hour work week for some of the full-time positions.

We will go through each department's operating budget with you at the Board meeting to highlight the major changes in expenditures from this year's budget to next year's budget. At this point, we have not made substantial changes to the department's requested budgets with the exception of verifying the accuracy of all of the "fixed cost" accounts from request to actual usage (the accounts for postage, telephone, electric, heating oil, gas, water & sewer).

REVENUE UPDATE

The reassessment values have been finalized through the Commissioner of Revenue's office and notices have been mailed to property owners. We received the summary data showing the final values for the County. We are working on the analysis of the valuation and calculating the equalized tax rate; however, we have not completed this analysis. We will have this in our next budget meeting (the joint meeting with the School Board) for your review and discussion.

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(2) In response to a previous request from the Town of Eastville, Ms. Nunez indicated that she believed that the County will realize sufficient revenue from the Transient Occupancy tax in order to provide a contribution if that is the Board's desire. Motion was made by Mr. Hubbard, seconded by Mr. LeMond, that the Board provide a \$3,000 contribution to the Town in connection with its "Homecoming Pow-Wow" to be held in May. All members were present and voted "yes." The motion was unanimously passed. Mr. Bennett asked to receive an accounting after the event.

(3) Mr. Jeff Flourney of the E-911 Commission, presented the following powerpoint presentation on his request for additional funding towards a Simulcast System:

Northampton County Budget Presentation – March 2013

Capital Funds Request – ESVA 9-1-1
Commission – Simulcast Solution

Simulcast Solution – What Is It?

- A simulcast system allows a radio transmission to be broadcast from multiple transmitters at the same time (simultaneously).
- This requires additional radio equipment and additional equipment to synchronize each of the transmitters (otherwise interference occurs).
- While a simulcast system on multiple channels would provide great benefit, the immediate goal is a simulcasted paging/dispatch channel for Fire/EMS operations.

Primary Dispatch/Paging Transmitters



- Current Primary Dispatch/Paging Transmitters – RED/WHITE

- Additional (proposed) Dispatch/Paging Transmitter – YELLOW/GREEN

Current Operations – ESVA 9-1-1

- The northern Accomack Fire-EMS stations (Station 1, 2, 4, and 20) are dispatched/paged from a transmitter at the Mapps site.
- The central and southern Accomack Fire-EMS stations (Stations 5, 6, 7, 8, 9, 10, 11, 12, 18, and 21) are dispatched/paged from a transmitter at the Accomack site (ACSO).
- Northampton Fire-EMS stations (Stations 13, 14, 15, 16, 17, 19, 31) are dispatched/paged from a transmitter at the Eastville site.
- When multiple stations are dispatched/alerted together (occurs frequently) multiple transmitters/towers are used.

Current Operations – ESVA 9-1-1

- Everyone (throughout both counties) is unable to hear all dispatch/paging radio traffic from the 9-1-1 Center.
- Creates instances where field personnel attempt to transmit on the primary (dispatch) channel (not knowing an incident is being dispatched)
- Results in a delay in dispatching/paging of stations on the “second” transmitter/tower – Approximately 20-30 seconds.
- In effect, doubles the dispatch (and additional radio traffic) of the 9-1-1 Center when multiple/towers/transmitters are used.
- Generally occurs numerous times during incidents when multiple towers/transmitters are used.

Simulcast Operations

- All stations (both counties) dispatched/alerted at the same time (both counties) using four transmitters throughout Eastern Shore (Mappsville, Accomac, Belle Haven, and Eastville).
- No longer need to double dispatch on multiple transmitters/towers.
- No longer delays in dispatching/alerting stations due to using multiple transmitters/towers.
- No longer instances where some stations/personnel do not hear other stations dispatches/paging.
- No longer instances where field personnel transmitting when alerting/paging (due to not being aware).

Other Comments

- Originally hoped to be funded by current federal grant (closing in near future), however not possible due to funds being used elsewhere (field radios and other infrastructure needs).
- Have requested funding for this project through the two previous RSAF Grant cycles (denied), in current FEMA AFG Grant cycle (pending), and expect to apply again in the current RSAF Grant cycle.

Current Request – FY14 Budgets

- Total estimates for project (based on quotation from vendor) - \$412,375.
- Requested funding for project in Accomack County's FY14 budget request - \$276,292 (2/3)
- Requested funding for project in Northampton County's FY14 budget request - \$136,038 (1/3)

Not Funding

- If not funded, the 9-1-1 Center will continue to dispatch/alert Fire/EMS stations using current processes and technology.
- If not funded, will continue to request other funding (such as grants) to support project. Most require a local match as well.

Thank You.

Questions???

In response to a question from Mr. Trala, Mr. Flournoy indicated that he did not believe that the request has been included in Accomack's FY 2014 budget.

The Board also recognized Ms. Hollye Carpenter, the County's EMS Director, who indicated that the Simulcast System would be of assistance to the emergency medical services function, especially in light of the hospital's move to Accomack County in the future.

Closed Session

Motion was made by Mr. Trala, seconded by Mr. Hubbard, 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 & commissions

(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.

Surplus parcel – offer received; Eastville Inn proposal received

(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 counsel.

School Board Composition

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.

Recess:

Motion was made by Mr. Trala, seconded by Mr. LeMond, that the meeting be recessed until 5:30 p.m., Wednesday, April 3, 2013 in the Conference Room of the School Administration Building, 7207 Young Street, Machipongo, Virginia. All members were present and voted “yes.” The motion was unanimously passed.

The meeting was recessed.

_____CHAIRMAN

_____ COUNTY ADMINISTRATOR