

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 8th day of April, 2014, at 4:00 p.m.

Present:

Larry LeMond, Chairman

Richard L. Hubbard, Vice Chairman

Laurence J. Trala

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. Walter Clemons, Superintendent, Northampton County Public Schools, indicated that the average daily membership figure at March 31st was 1564. The budget was based on 1560. He also said that the SOL writing tests will be given in March with data being available in May/June. Additionally, he noted the recent success of the Robotics Club and also, that the teacher-of-the-year selection process is ongoing. He further stated that approximately 13 positions will be open in the 2014-2015 school year – a combination of new positions and retirements. The new high school principal, Mr. Michael Meyers, was introduced.

Mr. Hogg noted several repair items in both the high school and Kiptopeke Elementary School and Dr. Clemons responded that repair items are prioritized for action and that Maintenance & Operations reports are issued at the monthly School Board meeting as well as being provided on-line. Mr. Hogg questioned if departing staff were provided an exit interview and Dr. Clemons so affirmed. With regard to students leaving the district, Dr. Clemons reminded the Board that he had suggested a variety of reasons for student population movement

several months ago.

Ms. Brook Thomas, Finance Director, responded to a prior query from Mr. Hubbard relative to a difference in the projected heating costs for the two elementary schools, noting that there are different types of valves in each facility and usages between same.

Mr. Bennett stated that he was believed that on-site staff members were not being held accountable for the condition of the facilities.

Consent Agenda:

(2) Minutes of the meetings of March 3, 6, 11 and 24, 2014.

(3) Consider adoption of a resolution in recognition of the Centennial of the Virginia Cooperative Extension Service.

**Local Government Resolution in Recognition
of the Extension Centennial Honoring
The Centennial Of The Smith-Lever Act
Establishing Cooperative Extension**

WHEREAS, the Smith-Lever Act of 1914 established the Cooperative Extension Service, a state-by-state national network of extension educators who extend the university-based research and knowledge to the people in the counties; and

WHEREAS, the Cooperative Extension System is a nationwide educational network that is a collaboration of federal, state and local governments and Virginia Tech and Virginia State University , the state's land-grant universities; and

WHEREAS, the mission of the Cooperative Extension System is to disseminate research-based information on topics as varied as nutrition and health, youth development, agriculture, horticulture, animal husbandry, small business and personal finance. Every U.S. state and territory has a central state Extension office at its land-grant universities and county offices staffed by professionals; and

WHEREAS, Cooperative Extension of Northampton County, serves its residents through faculty and staff providing educational programs and research to meet the needs of the county; and

WHEREAS, The Smith-Lever Act of 1914 established the Cooperative Extension Service, a state-by-state national network of Extension educators who extend the university-based research and knowledge to the people in the counties; and

WHEREAS, for 100 years, the Smith-Lever Act has stimulated innovative research and vital educational programs for youth and adults through progressive information delivery systems that improved lives and shaped a nation; and

WHEREAS, Cooperative Extension educational programs in the areas of Family and Consumer Sciences, Agriculture and Natural Resources, 4-H Youth Development, and Community Viability have benefitted more than 100 producers, businesses, families and youth in Northampton County; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF NORTHAMPTON as follows.

That this Board on behalf of the citizens of Northampton County recognizes the 100th Anniversary of the Smith-Lever Act that established Cooperative Extension. We honor and thank all the faculty and staff, past, present and future, of Virginia Cooperative Extension of Northampton County who serve residents of all ages and backgrounds and that all residents continue to grow in awareness and support, and reap the benefits of the programs and services provided by Virginia Cooperative Extension of Northampton County.

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(3A) Consider adoption of “National Safe Boating Week” Proclamation; said proclamation was presented by Rick Tomlin, United States Coast Guard:

PROCLAMATION

**PROCLAIMING
MAY 17 THROUGH MAY 23, 2014
as
NATIONAL SAFE BOATING WEEK**

Recreational boating is fun and enjoyable, and we are fortunate that we have sufficient resources to accommodate the wide variety of pleasure boating demands. However, our waterways can become crowded at times and be a place of chaos and confusion. While being a marvelous source of recreation, boating, to the unprepared, can be a risky sport. Not knowing or obeying the Navigation Rules or the nautical “Rules of the Road”, drinking alcohol or taking drugs while operating a boat, or choosing not to wear your life jacket when doing so is clearly NOT the smart thing to do, and are all examples of human error or a lack of proper judgment. One particular behavior that can reduce the number of boats who lose their lives by drowning each year by approximately 80% is the wearing of a life jacket. It is a simple task that has the potential to reduce terrible loss in lives.

WHEREAS, on average, 800 people die each year in boating-related accidents in the United States; nearly 70% of these are fatalities caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

WHEREAS, modern life jackets are more comfortable, more attractive and more wearable than styles of years past and deserve a fresh look by today's boating public; and

WHEREAS, U. S. Coast Guard Auxiliary Flotilla 12-02 Painter, provides safe boat instruction for persons of all ages in order to prevent boating accidents and to teach rescue and survival techniques in case one does occur.

NOW, THEREFORE, I, Larry LeMond, Chairman of the Northampton County Board of Supervisors, do hereby support the goals of the North American Safe Boating Campaign and proclaim May 17-23, 2014, as National Safe Boating Week, and the start of the year-round effort to promote safe boating. And I encourage all boaters to wear their life jackets, boat responsibly, and enroll in a safe boating class.

In Witness Whereof, I urge all those who boat to "Boat Smart. Boat Safe. Wear it.", and practice safe boating habits.

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Motion was made by Mr. Bennett, seconded by Mr. Hubbard, that the Consent Agenda be approved as presented. All members were present and voted "yes." The motion was unanimously passed.

County Officials' Reports:

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

MEMORANDUM

TO: Board of Supervisors
FROM: Leslie Lewis, Director of Finance
DATE: April 2, 2014

RE: Budget Amendments and Appropriations – FY 2014

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

\$2,204.20 – This represents insurance reimbursement in regards to a Sheriff’s Office incident (deputy hitting a deer). Please transfer these funds to the Sheriff’s Office Vehicle Equipment line item (100-3102-55600).

\$55,153.20 – This represents three revenue sources:

\$12,500.00 – Riverside Gift

\$ 8,500.00 – Sentara Gift

\$34,163.20 – Dept. of Health Rescue Squad Assistance Fund grant

Please transfer these funds to the Emergency Medical Services machinery & equipment line item (100-3205-58400) to be used for upgrading three (3) LifePak 15 defibrillators.

(\$35,100.00) – This represents a *reduction* in the supplemental appropriation approved by the Board on December 10, 2013 in regards to additional funding from SERCAP in non-CDBG grant funding for water and septic improvements in the Culls Community Development Block Grant Project. We had originally anticipated receipt of \$45,000; however, only \$9,900.00 has been received.

\$10,000 – This represents a request from Sheriff Doughty to *transfer* from the Regional Jail (Salaries & Wages) to the Sheriff’s Office (Vehicle & Equipment Supplies). Funds are derived from Compensation Board savings.

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

At 6:00 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.

Citizens Information Period:

Mr. Harry Rush of the Eastern Shore Coalition Against Domestic Violence stated that he hoped the Board would reconsider its policy (prohibiting contributions to non-profit agencies), noting that they do have a grant to provide hotel rooms in Northampton County.

Mr. Dave Kabler read the following comments:

Remarks for the public record of the April 8, 2014 meeting of the Board of Supervisors Northampton County, Virginia

Good evening Chairman and Members of the BOS,

I am appreciative of your time and efforts on behalf of the citizens of Northampton County. Having served 4 years on the Parks and Rec Advisory Board and a two-year term on the Planning Commission, I know what it means to act on behalf of the public trust.

Back in December 1995, having moved my family to Cape Charles five years earlier, I took my children to the high school cafeteria for a community meeting held by Paul Hawken, one of the leading environmental and social activists of our time. How privileged we were to have his vision and leadership in guiding a standing room only audience of residents through a community visioning process. From this beginning, I have always considered myself blessed to be part of the planning process of Northampton County.

Hawken's template has been used throughout our planning efforts ever since, when in 2011, I last attended at Occohannock Elementary such a community visioning workshop. Throughout these 16 years, thousands of impressions of our citizens have been gathered, catalogued and analyzed to better guide our planners. I know that our Planning Commissions and staffers over these many years have struggled to grasp this wealth of data in order to write out Comprehensive Plans and our Zoning Ordinances. I have no doubt that our present Comprehensive Plan accurately transcribes our citizens' consensus of what they want their county to be and where they want it to go. And that our present zoning ordinance, developed and refined through many hundreds of hours of public hearings and meetings from 2005-2011, fulfills those tenants of our Comprehensive Plan.

Gentlemen, I fear that we are on the threshold of trivializing all of that work by our citizens, our public servants and our commission and boards. Tonight I want to remind you of all of the time, effort and finance invested by thousands of our citizens over the last 16 years to express their cares and hopes and dreams for the future of Northampton County. It has been only six months since it was made public the proposition to rewrite, to gut I should say, our present land use policies, and only next month you are poised to act to approve such unsubstantiated action. You have just enough time to reflect on the propriety of your process and then decide how to fulfill your duties to y our trusting constituents.

David L. Kabler, 10352 Church Neck Rd., Machipongo VA 23405

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Mr. Bill Vose read the following comments:

My name is William A. Vose, I go by Alan.

In October of last year, I addressed this board regarding my dissatisfaction with the available choices primarily in cable TV and internet. Since that time, I cancelled my services at my old house in Newport News, VA. I then signed up for “high speed internet” and a home phone with the only company who currently provides both, Verizon.

I had a few issues with Verizon, primarily related to service I had started then abruptly stopped in early 2012. This was due to a “bait and switch” on their part. Once we got that resolved, the service is ok, not great, but ok.

My cable TV provider, Charter, advertises a “triple play” package, and I received a nice letter from my previous provider Cox, with this as a suggested service for my new address. I have provided a copy for the board.

Charter does not offer, in Northampton County, HD TV, Internet or phone, they do have fair quality (mostly) TV service.

My internet service provider was Thom Henderson’s ESVA.net DSL service. He advertises, up to 1.5 Megabits per second (Mbps) download speed. I usually got that or slightly better, but had numerous times when I would have my modem drop off-line, or the speeds would go down around dial-up levels. The problem seemed worse after a heavy rain spell. Since he buys the service from Verizon, he would have to notify them, have a Verizon technician dispatched by which time they couldn’t find anything.

When I switched to Verizon on December 18th, almost immediately I had the same problems that I had with ESVA, verifying, in my mind, that the problem was in the line. Verizon sent a technician out on a Sunday afternoon, it took him 3 hours to fix it, but he got it fixed. Verizon has two tiers of service, I opted for the higher tier, up to 3.0 Mbps download, at first I was right where I had been with ESVA, after the service call on December 22nd, I am right at the advertised speed. Verizon keeps advertising their FIOS but have no interest in offering it here.

Unfortunately, what I had, what NASA, Shore Memorial, the Social Security Office, and probably this county and Accomack County have is over 10 times faster, my Cox service averaged around 40 Mbps, but, I will admit, they weren’t always stellar, I had a period where I was in dial-up speed range, and it took their technicians almost 4 months to find the problem in a tap, up the street from my house. Cox’s download speeds are one of the highest in the country.

I have copies of results from Speedtest.net, these are not absolute values, but good comparisons.

I appreciated the letter to nick Pascaretti at the broadband authority, but I had talked to him previously, his hands are tied, he cannot sell to retail customers, he can offer me a commercial T1 line, for \$1500 per month.

We need to either tell Charter to start providing what they advertise, or revoke their franchise and get Cox over here.

Cox internet service levels:

Essential – 5 Mbps download, 1 Mbps upload
Preferred – 25 Mbps download, 5 Mbps upload
Premier – 50 Mbps download, 10 Mbps upload
Ultimate – 100 Mbps download, 20 Mbps upload

Charter internet service level:

One only – 30 Mbps download, 4 Mbps upload

Comcast internet service levels:

Performance starter – 6 Mbps download
Performance – 25 Mbps download
Blast ! – 50 Mbps download
Extreme 105 – 105 Mbps download

Verizon DSL levels:

HSI - .5 to 1 Mbps download, 384 Kbps upload
HIS enhanced 1 – 1.1 to 3 Mbps download, 385 Kpbs upload
HS1 enhanced 2 – 3.1 to 7 Mbps download, 768 Kpbs upload
HS1 enhanced 3 – 7.1 to 15 Mbps download, 768 Kpbs upload

I do not believe the last two are available here, I was only given the first two as options. As you can see, even IF Charter had internet, they aren't anywhere near the speeds Comcast North of us or Cox South of us offer.

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Mr. R. H. Meyers read the following comments:

Please enter these comments into the public record. Apr 8. 2014

1. At the February meeting I gave you an overview of all the work, meetings and people involved in trying to improve the safety of the crossover immediately south of Stone Rd and US13 where there are on going vehicle collisions. Unfortunately none of that history was reported in the February minutes. At the end of the BOS meeting, I asked Chairman Lemond

what would be the necessary next step for me get this problem resolved. He responded that nothing from me was required, and said “We’ll take it from here.”

I am asking that you, after discussion among yourselves, acknowledge that you will diligently pursue a solution at your first working opportunity with VDOT, so as to change the traffic pattern there in order to stop the continuing accidents.

2. At the Joint meeting with the Planning Commission, my Supervisor representative, Mr. Trala and Mr. Hogg both said that they felt it necessary to better involve the citizens of the county in the process of completing the proposed Zoning Ordinance. I think both of those supervisors are correct in their ideas. To further that thought, at the April 2nd Planning commission meeting, one commissioner stated and I quote-

“So 500 people who are protesting it, I’m not impressed by that number.” But she further says --“ it is a force that should be listened to. I believe there are voices that are not being heard because they do not have the confidence to come out and speak. End Quote

The first iteration of our current zoning ordinance was certainly not perfect when it was first presented. Mr. Trala was so upset he walked out of the public hearing. But over the next half year comments and good suggestions continued to arrive at the planning office. Only after all were debated and carefully considered by the PC , the County Planner, Ms Benson took the results out in the community for many presentations. Unlike a Hearing forum which is a one way street, there were two way discussions as she went through and explained the entire ordinance. Many people who were reticent about speaking in a large auditorium were then able to ask questions.

Mr. Trala and Mr. Hogg, I urge you to prevail on your colleagues to involve the entire community in a productive dialog that reflects the desires of the majority of the citizens, not just the special interests of a few.

RH Meyers, Exmore.

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Mr. Amarjit Singh read the following comments:

To: Honorable Larry LeMond
Chairman Board of Supervisors
Eastville, VA

I am opposed to the rezoning of Parcel 112-A-14 located near Mile Post 73 to Commercial Land Use for the following reasons:

- 1) Creation of an “attractive nuisance” and TRAFFIC SAFETY issues to the motoring public is an act against health, safety and welfare.

The area is currently served by four (2) existing Truck Stops, one near Mile Post 75, Cape Center for Northbound traffic, the second near Mile Post 73.4, Citgo.

In addition, the area has two more Truck stops, one near Mile Post 78.8, Valero Shore Stop for Northbound and one near Mile Post 80.8, Cheriton Quick Mart Shell for Southbound.

There have been numerous severe traffic accidents involving Tractor Trailers at Cape Center and at the Citgo Townsend service centers where there is access to cross the median. The Traffic Accident issue does not seem to exist at Valero Shore Stop or Cheriton Quick Mart Shell where direct access to a median crossing does not exist. Based on the above evidence, Median cuts where the Tractor Trailer and extended vehicle traffic have access to cross from Northbound to Southbound lanes creates an “attractive nuisance” and TRAFFIC SAFETY issues to the motoring public.

- 2) **Zoning History:** Under the PROPOSED COMMERCIAL zoned land use, Commercial Vehicle Services is a “use by right”. Servicing of Commercial Vehicles, includes but not limited to heavy Tractor-trailer vehicles. At a minimum this would include the refueling of extended length vehicles such as vehicles pulling boats and trailers.

In 2000, the property was zoned Rural Village Commercial. Auto Service stations was a permitted use. Truck Stops were not permitted in Rural Village Commercial zones, but in a different zoning classification. However a Special Use Permit could be applied for and if granted the use could include the servicing of commercial vehicles.

The current owner submitted development plans that include “Servicing of Commercial Vehicles”. In 2002, the owner was advised that a Special Use Permit would be required. The plans were approved by Northampton County. **However, the issue (based on 2000 zoning) is whether the Special Use Permit process was fulfilled. If fulfilled was there a limitation of 18 months to begin the Special Land Use.**

- 3) In 2009, the property was Down Zoned to Agriculture. The 2009 zoning of Agriculture eliminated such use except by Zoning Amendment and/or Special Use Permit.

- 4) The PROPOSED zoning ordinance identifies the land use for this parcel as COMMERCIAL. Servicing of Commercial Vehicles is permitted by right. Under the Proposed classifications, Village Commercial land use, Servicing of Commercial Vehicles requires a Special Use Permit. PROPOSED Village Commercial classification is more comparable to the 2000 zoning of Rural Village Commercial which were the conditions when the current owner purchased the property. **IF**, the Special Use Permit Process has not been fulfilled then **the rights of the citizens in the neighborhood have not been preserved** and therefore the approval should not have occurred.

- 5) In this particular case THE HISTORY OF TRAFFIC ACCIDENTS INVOLVING TRACOTR TRAILERS WARRANTS the need to address the Traffic Safety issue beyond VDOT’s MINIMUM STANDARDS.

The issuance of VDOT approval of the development plans does not appear to be in compliance with VDOT Policy.

6) Evidence and HISTORY of TRAFFIC SAFETY at similar locations indicates DIRECT ACCESS to median cuts and traversing tractor trailer traffic is not the BEST LAND USE along U.S. 13. There should be better planning and zoning considerations for the EMERGENCY EVACUATION ROUTE, addressing the refueling needs of HEAVY TRUCKS AND PRIVATE VEHICLES TOWING TRAILERS and elimination of such an ATTRACTIVE NUISANCE.

PROMOTION OF MEDIAN CROSSINGS AT AREAS THAT SERVE HEAVY TRUCKS AND PRIVATE VEHICLES TOWING TRAILERS IS A HEALTH, SAFETY, AND PUBLIC WELFARE ISSUE AND IS INAPPROPRIATE.

There are inherent TRAFFIC SAFETY hazards with servicing of Tractor-trailer and other extended length vehicles to include but not limited to the following:

The required turning radius to enter and exit such establishment and the need to expeditiously clear the traffic lane.

The narrowness of the Median strip between the North and South bound traffic at this location is a Traffic Safety issue.

Construction of a facility on the West side of U.S. 13 and providing median crossings that caters to the servicing of vehicles to include tractor trailer, and private vehicles pulling boats and motor homes that are traveling Northbound at this location Creates an Attractive Nuisance to the Motoring Public.

There is SIGNIFICANT HISTORY of the dangers of locating such facility near this area where crossing several traffic lanes on major highway by extended vehicles are encouraged.

U.S.13 is considered a major EVACUATION ROUTE for the Tidewater Area. Impairments to traffic flow during times of emergency are not in the interest of public safety and welfare.

There is need to improve Traffic Safety conditions at existing Truck Stops not creating more traffic hazards. When traffic warrants, a Traffic Control device will be installed at the Existing Townsend – U.S. 13 intersection whereby North bound and South Bound traffic will be warned of the impeding vehicle crossing.

/s/ Amarjit Singh
Lankford Truck Plaza
28412 Lankford Highway
Townsend, VA

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Mr. Art Schwartzschild said this his colleagues are willing to talk with the Board about the proposed elimination of the Chesapeake Bay regulations from the seaside of the county and

that the Board would be negligent if it didn't take the opportunity to listen. He said that the speed of the Board's decision relative to the proposed zoning ordinance was "frightening" and cautioned the Board about a possible recall of its membership.

Mr. Ken Dufty said that it was the will of the people relative to the Comprehensive Plan is heard through workshops and focus groups – an ideal display of the republic form of government. He said that the Board needed to stop the process and open it up to the citizenry. He also questioned the background of the County's Development Director, Mr. Charles McSwain.

Written comments received from Mr. Robert C. Richardson of Seaview are provided below:

Planning Commission
Board of Supervisors
Northampton County, Virginia

Subject: Removal of the Chesapeake Bay
Preservation Act from the Seaside

Mr. Chairman and members of the Commission and Board

During the meeting of the Commission and Board on March 11, 2014 I listened to more than fifty (50) speakers regarding the subject listed above. I became amazed that none of the speakers made any reference to any quantity of pollution that was washing into the seaside before the Bay Preservation Act was imposed or at this time. I believe that virtually no pollution is being produced in District 1 except natural pollution that cannot be prevented. The approximately eight (8) Storm Water Filtration Systems that are in operation in the district are filtering at their maximum level based upon their funding levels.

In order to resolve this matter and move forward I respectfully request that the county undertake a "Demonstration Project" in District 1. This project will be simple, cost effective, and will dispel any fiction that has and is being presented to the Commission and Board.

Demonstration Project - -

1. Certified water samples from approximately 8 to 12 creeks outflowing from District 1
2. Certified pollution results to the Planning Commission and the Board of Supervisors
3. Removal of the Chesapeake Bay Preservation Act from District 1 for one (1) year

4. Repeat testing of outflow waters at intervals mandated by the Board and public access of the results.
5. Repeat of the public hearing after the 1 year trial period.

Thank you,

/s/ Robert C. Richardson

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

- (i) 4/15/14: Possible recessed meeting for FY 2015 Budget Adoption
- (ii) 4/28/14: Work Session: Topic to be announced
- (iii) 5/27/14: (Tuesday) Work Session: Topic to be announced.

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

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: April 4, 2014
RE: Bi-Monthly Report

I. Projects:

- A. Middle School Renovation: Attached is e-mail correspondence from Kent Ware, Director of Business and Cooperative Programs for USDA Rural Development Virginia indicating that the national office has approved our project for the renovation of the middle school with the designated re-use components as acceptable to meet the original grant terms. I will be meeting with Peggy Jordan of the Courtland, VA USDA office on Wednesday, April 9, 2014 to review the letter of conditions and to tour her through the project facility.

USDA has supplied to our architect, DJG, Inc., the required terms and conditions that USDA requires for architectural services. In addition, USDA has provided additional forms that DJG, Inc. and the County will need to complete as part of the letter of conditions. I will be reviewing all of this material with Peggy Jordan during her visit next week.

- B. Fiscal Year 2015 Budget: I have updated the tracking sheet to reflect the inclusion of the additional funding request from Area on Aging and enclosed a copy of that tracking sheet. **NO OTHER DOCUMENTATION HAS CHANGED FROM YOUR BUDGET PACKET FROM THE APRIL 2, 2014**

MEETING– PLEASE BRING THAT BINDER WITH YOU. I am seeking direction from the Board about any further changes you may wish to make to the proposed budget and a final run through to ensure each fund is balanced before the Board authorizes me to send the proposed FY2015 budget to public hearing.

It is my intention to schedule the public hearing for May 13, 2014 which would then allow the Board to take a vote on the proposed budget at your work session on Tuesday, May 27, 2014.

Tracking Sheet

	Starting Deficit, as of the Finance Director Level			\$2,858,104		
0011	Decrease Tax Revenue based on final numbers for Commissioner of Revenue	(\$41,945.00)		\$2,900,049		
0011	Decrease Tax Revenue based on final numbers for Commissioner of Revenue for supplemental billing	(\$52,438.00)		\$2,952,487		
0014	Increase County Fines	\$891.00		\$2,951,596		
0016	Increase Solid Waste Revenue	\$32,410.00		\$2,919,186		
0016	Increase Parks Revenue	\$4,150.00		\$2,915,036		
0026	Add revenue of Port Authority Grant to dredge Willis Wharf	\$75,000.00	\$0	\$2,840,036	CHANGES TO REVENUE STREAMS - (\$89,112)	
0026	Add revenue of Port Authority Grant to repair 3rd dock at Willis Wharf	\$15,000.00	\$0	\$2,825,036		
0043	Reduce Financing Proceeds - will fund the Sheriff's 3 Vehicles from the already budgeted Fines Revenue	(\$152,180.00)		\$2,977,216		
0045	Add revenue from Harbor Slip Reserved Revenue to serve as match \$ for Port Authority Grant to dredge Willis Wharf	\$25,000.00		\$2,952,216		
0045	Add revenue from Harbor Slip Reserved Revenue to serve as match \$ for Port Authority Grant to repair 3rd dock at Willis Wharf	\$5,000.00	\$0	\$2,947,216		
3205	EMS - Add position pursuant to BOS vote on 2/24/14		\$48,856	\$2,994,261		REDUCTION TO

3205	Delete 2 of the 4 new EMS positions (Position # 322 & 323)		(\$91,883)	\$2,902,378
3502	Delete request for 3rd Animal Control Officer position		(\$48,196)	\$2,854,182
4302	Delete request for converting one PT Custodian to FT Custodian in Facilities Management		(\$32,818)	\$2,821,364
7101	Delete Parks request to convert PT Assistant to FT Assistant		(\$32,929)	\$2,788,435
7101	Delete request for raise in Parks Director position		(\$1,997)	\$2,786,438
1101	Board of Supervisors - delete request for salary study		(\$5,000)	\$2,781,438
1201	Reduce Office Supplies - Admin		(\$10,000)	\$2,771,438
1201	Reduce Advertising Account - County Admin		(\$15,500)	\$2,755,938
1209	Reduce COR - eliminate scanners and printers		(\$2,780)	\$2,753,158
1210	Delete PT \$ for General Reassessment		(\$60,606)	\$2,692,552
1213	Reduce Postage Account - Treasurer		(\$8,000)	\$2,684,552
1213	Reduce Office Supplies - Treasurer		(\$3,500)	\$2,681,052
1213	Reduce Travel & Training - Treasurer's		(\$1,550)	\$2,679,502
1213	Maintenance Contract for NWS & EGTS - Treasurer		(\$355)	\$2,679,147
1220	Maintenance Contract for NWS - Finance		(\$227)	\$2,678,920
1301	Reduce Office Supplies - Electoral Board		(\$430)	\$2,678,490
1301	Reduce \$ for Election officers		(\$3,000)	\$2,675,490
2104	Reduce Office Supplies - J&DR Court		(\$770)	\$2,674,720
2106	Reduce Telephone Account - Clerk of Circuit Court		(\$400)	\$2,674,320
2106	Reduce Office Supplies - Clerk of Court		(\$2,480)	\$2,671,840

PERSONNEL REQUESTS - (\$160,778)
REDUCTIONS TO INDIVIDUAL DEPARTMENTS - (\$370,035)

2106	Remove Clerk of Circuit Court Maintenance Contracts tied to TTF Reimbursement until we can verify if Comp Board is funding this.		(\$13,100)	\$2,658,740
2106	Delete printer and laptop request - Clerk of Circuit Court		(\$1,500)	\$2,657,240
3102	Reduce Telephone Accounts - Sheriff		(\$3,040)	\$2,654,200
3102	Reduce Office Supplies - Sheriff		(\$2,200)	\$2,652,000
3102	Reduce Sheriff - Police Supplies (AMMO)		(\$3,780)	\$2,648,220
3102	Reduce Sheriff - Uniforms		(\$2,400)	\$2,645,820
3102	Restore Software License for Dispatch Console		\$175	\$2,645,995
3102	Maintenance Contracts for Sheriff		(\$7,475)	\$2,638,520
3102	Other Communications - Sheriff - equipment associated with new position request		(\$1,200)	\$2,637,320
3102	Reduce SHERIFF Communications - Telephone - equipment associated with new position request		(\$540)	\$2,636,780
3205	Reduce EMS Uniforms by 2 positions		(\$1,000)	\$2,635,780
3205	Reduce EMS Other Supplies (Turnout Gear) by 2 positions		(\$2,000)	\$2,633,780
3303	Reduce Office Supplies - Judicial Court Services		(\$700)	\$2,633,080
3401	Maintenance Contract for NWS - Building		\$235	\$2,633,315
3401	Reduce Building - Other Contracted Service		(\$1,000)	\$2,632,315
3401	Reduce Building - Vehicle Other		(\$1,000)	\$2,631,315
3505	Reduce Office Supplies - Emergency Service		(\$500)	\$2,630,815

3505	Increase to reflect the stipends implemented in FY14 for Emergency Management		\$10,000	\$2,640,815
3505	Reduce requested increased contribution to E-911 Commission		(\$18,277)	\$2,622,538
4204	Reduce Solid Waste - Vehicle Other		(\$1,000)	\$2,621,538
4302	Reduce Facilities - Repairs & Maintenance		(\$49,000)	\$2,572,538
4302	Reduce Facilities - Construction & Improvements		(\$45,000)	\$2,527,538
4302	Facilities - Reduce Water & Sewer Charges		(\$4,519)	\$2,523,019
7107	Harbors & Ramps: Added Repair of 3rd Dock at Willis Wharf		\$20,000	\$2,543,019
8101	Reduce P&Z - GIS Program expenses		(\$10,000)	\$2,533,019
8101	Maintenance Contract for NWS - P&Z		\$224	\$2,533,243
8101	Reduce BZA Compensation		(\$750)	\$2,532,493
8104	Maintenance Contract for NWS - Code		\$149	\$2,532,642
8104	Reduce Code Compliance - Code Enforcement (Demo \$)		(\$70,000)	\$2,462,642
8105	Reduce Fuel Account - Economic Develop		(\$1,000)	\$2,461,642
8105	Reduce Economic Development Computer Hardware and Software		(\$1,500)	\$2,460,142
8105	Economic Development - reduce travel		(\$3,750)	\$2,456,392
8301	Reduce Compensation Contract Services - Extension Services		(\$6,675)	\$2,449,717
8305	Reduce Recycling Service - Johnsongrass		(\$1,900)	\$2,447,817

9800	Reduce leasing amount due to recommended funding approach for the Sheriff's vehicles - will now only recommend to lease/purchase a maintenance van and voting machines (Principal & Interest)		(\$45,816)	\$2,402,001	
3204	Reduce by correcting the amount needed for the Volunteer Fire & EMS Incentive based upon the # who qualified in FY14		(\$9,700)	\$2,406,703	
3204	Fund contributions to all fire companies at \$30,000 each		(\$228,740)	\$2,177,963	
5101	Reduce Health Department to FY14 level		(\$10,775)	\$2,167,188	
5205	Reduce Community Service Board to FY14 level		(\$4,403)	\$2,162,785	
8102	Delete request from ES Coalition Against Domestic Violence		(\$8,394)	\$2,154,391	
8102	Delete request from Cape Charles re: computer lab, fireworks, breakwater & beach operations		(\$113,000)	\$2,041,391	
8102	Delete request from Red Cross		(\$2,500)	\$2,038,891	
8108	Reduce request from HR Small Business Center		(\$1,000)	\$2,037,891	
8108	New request from Tall Ships for FY15 funding		\$15,000	\$2,052,891	
3102	Delete request for 4th Sheriff vehicle (recommending 3 vehicles but purchasing outright through Fine Revenue)		(\$38,045)	\$2,014,846	
4204	Reduce replacement of greenboxes from 6 unit to only 4 units		(\$8,000)	\$2,006,846	

REDUCTIONS TO OUTSIDE AGENCIES - (\$363,512)

REDUCTIONS TO CAPITAL REQUESTS - (\$598,237)

7101	Delete request for gym floor refinishing at former Middle School		(\$13,528)	\$1,993,318
9600	Delete transfer to Public Utilities Fund - not recommending the 2 capital items of Green Sand Filtration and Cover/Lab for Testing		(\$538,664)	\$1,454,654
9600	Delete funding for Wastewater Project		(\$130,000)	\$1,324,654
9600	Reduce transfer from General Fund into Debt Service Fund to reflect the state's share of debt service revenue on the Social Service building		(\$161,000)	\$1,163,654
9600	Reduce Transfer to Regional Jail Electric Accounts		(\$3,500)	\$1,160,154
9600	Reduce contribution into Capital Reserve (level to the FY14 contribution)		(\$145,090)	\$1,015,064
9600	Reduce School Contribution for Operating Budget		(\$681,525)	\$333,539
9600	Reduce transfer to Regional Jail - Reduce Maintenance Contracts		(\$500)	\$333,039
9600	Reduce transfer to Regional Jail - Reduce Dues & Memberships		(\$1,000)	\$332,039
9600	Reduce Transfer to Regional Jail - Reduce Food		(\$10,000)	\$322,039
9600	Reduce Transfer to Regional Jail - reduce water and sewer charges		(\$6,079)	\$315,960
9600	Utilize debt service reserve (1/3rd of tax reserve of \$793,626)		(\$264,542)	\$51,418
All Payroll Accts	Corrected VRS Rate and GLIP Rate		(\$178,306)	(\$126,888)
8102	Eastern Shore Area Agency on Aging/Community Action Agency (ESAAA/CAA) (pursuant to BOS Meeting on 4/2/14)		\$5,000	(\$121,888)

REDUCTIONS TO TRANSFERS TO OTHER FUNDS - (\$1,403,236)

	Recommendation of KHN and LL to either bank the remaining funds in a contingency account or as a contribution to Fund Balance		\$121,888	\$0
				\$0

* * * * *

Mr. Hubbard asked the Board to consider an increase (from a maximum of \$100 to \$125) in the incentive program provided to volunteer fire and rescue staff and to provide funding to offer the incentive to potentially 65 persons (from the budgeted 50+). He also favored a contribution to the Eastern Shore Coalition Against Domestic Violence (ESCADV) if possible.

In response to a question from Mr. Bennett, the County Administrator indicated that EMT positions will be placed in the Nassawadox station for a fourteen-week pilot program on Monday-Friday, 6 a.m. to 6 p.m.

Mr. Trala indicated that he was supportive of an increase in the incentive program but wanted a review of the criteria used in ranking candidates for inclusion in the program.

Mr. Hogg stated that he supported the incentive program and assistance to the ESCADV – possibly with traffic fine revenues. He also mentioned the Cape Charles Food Lion intersection and would like the Board to re-initiate its discussions with VDOT relative to the availability of other funding streams.

Mr. Bennett asked if assistance would be able to be provided to the disabled veterans as requested numerous times in the recent past. The County Administrator reported that she would be recommending the establishment of a new tax classification entitled, “Motor Vehicle,

limit of one, for qualified disabled veterans (Section 58.1-3506.A.(19) and B”, with a tax rate of zero dollars. This is not anticipated to be a significant revenue loss. Mr. Bennett questioned the impact on citizens should a tax rate increase be considered by the Board and specifically, what other purposes or uses could benefit from the increased revenues.

Mr. Hogg responded that with the uncertainty of the state budget, he was not comfortable with committing to the use of the projected surplus funds at this time.

Chairman LeMond agreed, noting that he was not in favor of a tax increase this year and wanted to keep the surplus funds “in his back pocket in case something goes wrong”.

Mr. Trala stated that he would consider amending the County’s policy relative to contributions to non-profit agencies; Mr. Bennett questioned the use of in-kind services, adding that the proposed contribution to the Red Cross had also been eliminated. Several Board members questioned the wisdom of what they called “opening Pandora’s box” if contributions are made to a single non-profit.

The County Administrator reported that she did not see a clear way to provide a contribution except through amendment or waiver of the Board’s policy and that the Board would have to face other requests in the future.

Mrs. Nunez noted that if the Board was supportive of the proposed increase in the incentive program, it would result in an additional \$2,425. It was the consensus of the Board to amend the proposed budget in this regard. Mr. Trala reiterated his request that the program parameters be reviewed.

It was the consensus of the Board to leave the proposed surplus fund balance of \$119,463.00 in the contingency fund.

Motion was made by Mr. Hubbard, seconded by Mr. Trala, that the proposed FY 2015 budget be advertised for public hearing on May 13, 2014. All members were present and voted “yes.” The motion was unanimously passed.

Bids currently issued by the County:

I wanted to provide you a list of items that are currently out to bid:

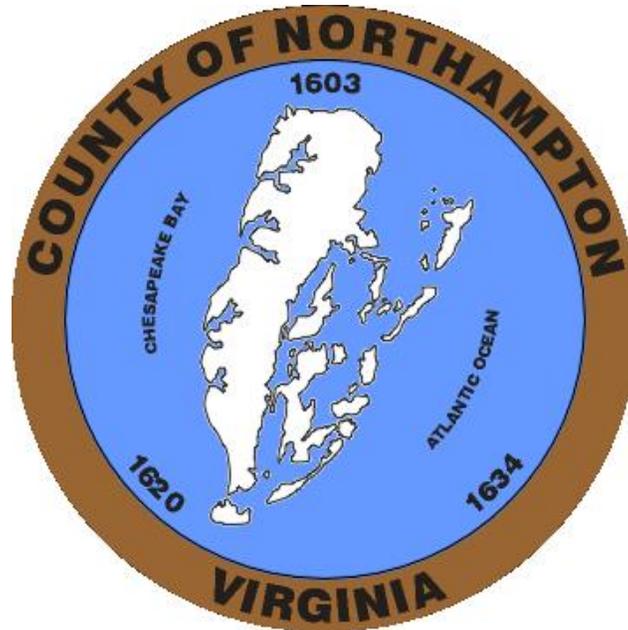
1. Demolition of former Willis Wharf School – due on Monday, April 21, 2014.
2. Solid Waste Hauling and Disposal Contract – due on Friday, May 2, 2014.
3. New Generator for the Sheriff’s office (the current generator is unable to handle the Sheriff’s office as well as the Emergency Operations Center (EOC) when the EOC has been activated – due on Thursday, May 1, 2014.
4. Disposal of Surplus Vehicles – due on Wednesday, April 16, 2014.

I am working on the Request for Proposals for Audit Services will be issued within the month.

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(6) Strategic Plan – Modifications as a result of the Feb. 22nd Board Retreat

NORTHAMPTON COUNTY



5 YEAR STRATEGIC PLAN 2014 - 2018

Reviewed at February 22, 2014 Board Retreat

Adopted by the Board of Supervisors on _____.

BACKGROUND and PROCESS:

Strategic planning in local government involves a structured, analytical approach to setting goals, defining objectives and strategically pursuing actions in furtherance of a shared community vision. Strategic planning extends beyond arbitrary administrative boundaries and traditional thinking. Strategic planning is often defined as “a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it does it.” The intent of a strategic retreat composed of the elected leadership of the community and the appointed department heads was to establish long-range goals, annual objectives and detailed strategies to address issues relating to performance, productivity and general improvement of the well-being of the community and work force.

The Northampton County Board of Supervisors conducted a strategic retreat at the County’s Emergency Operations Center on Saturday, March 10, 2012, facilitated by Eddie Swain, Dean of Workforce Development at the Eastern Shore Community College. The session focused on the following:

- Review of the existing Vision and Mission Statement
- Identify the Strengths, Weaknesses, Opportunities & Threats of the County
- Development of 4 Major Strategic Goals to achieve the vision and mission statement of the County.

The department heads and constitutional officers participated with the Board in the review of the Vision and Mission Statement and the Strengths, Weaknesses, Opportunities & Threats Assessment (SWOT Review). The SWOT Review is attached to this Strategic Plan.

With the establishment of the 4 major strategic goals, the Board directed the County Administrator to develop 3 to 4 major objectives to bring the strategic goal to fruition and to develop specific strategies & tasks for each major objective that are Specific, Measurable, Attainable, Reach (just out of), and Time bound (SMART) to serve as the plan to move the goal into reality.

This work resulted in the adoption of the County’s Five-Year Strategic Plan 2012 – 2016. Then, on February 22, 2014, the Board of Supervisors conducted a half-day retreat to review and update the 5-Year Strategic Plan, confirming the vision and mission and providing revisions to the strategies for each identified goal.

VISION and MISSION STATEMENT

The mission of the Northampton County Government is to provide the necessary services to protect the health, safety, welfare, environment and quality of life of our citizens consistent with the communities' values and priorities. This mission is accomplished by encouraging citizen involvement, by preserving the County's fiscal stability, traditional values and unity of our people through the implementation of effective and efficient government programs; consensus building; managing the County's natural, cultural, and historic resources; planning for the future; and representing citizen needs and desires to other levels of government.

STRATEGIC GOALS

- I. EDUCATION – Facilitate the development of a quality educational environment that provides for high-quality educational and job readiness skills all County residents
- II. ECONOMIC DEVELOPMENT – Create an environment where businesses are welcome and services are available to help them be prosperous.
- III. INFRASTRUCTURE – Develop an infrastructure system that improves our quality of life.
- IV. HEALTH CARE – Provide **Emergency Medical Services and encourage and support** adequate health care facilities, services and coverage for all citizens of the County, to the extent possible.

GOAL #1 - EDUCATION

Facilitate the development of a quality educational environment that provides for high-quality educational and job readiness skills for all County residents

OBJECTIVE #1: Develop mutually agreeable goals with the School Board by June 30, 2014.

STRATEGIES	<ul style="list-style-type: none">A. Support prevention and early intervention programs for children and youth most at risk.B. Implement universal pre-K program.C. Increase communication with the School Board on matters of importance to the community, including the following:<ul style="list-style-type: none">(a) Increase graduation rates across demographic categories.(b) Obtain accreditation for each school within the School District.(c) Develop a mutually acceptable Capital Plan for the School District.(d) Develop frequent and ongoing status reports on the approved capital projects, including reports on the conditions of the school facilities.D. Secure agreements between the School Board and the County to share costs and responsibilities where practical and when county cost savings can be realized. The range of programs and services amenable to possible collaboration include the purchase of supplies and equipment, vehicle procurement & maintenance, maintenance of physical plant and building grounds, financial management, personnel systems, insurance, audit services, and information technology services.
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OBJECTIVE #2: Develop a funding strategy for mutually-agreeable school capital improvement plan by June 30, 2013.

STRATEGIES	<ul style="list-style-type: none">A. Work with School Board in developing a feasibility study regarding the high school facility, including options for middle school location.B. Develop a comprehensive cost estimate through the feasibility study for the high school and update the existing capital plan for the two elementary schools.C. Utilize services of the county's financial advisor to provide funding options and timelines to achieve implementation of the school capital improvement plan.
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OBJECTIVE #3: Continue funding at or above current per-student levels on an annual basis.

STRATEGIES	<ul style="list-style-type: none">A. Maintain funding at or above current per-student levels, using the Fiscal Year 2013 budget as base.B. Examine the impact of the Composite Index re-calculation in spring 2013 for impact on Fiscal Year 2014 and Fiscal Year 2015 budgets.C. Develop a memorandum of understanding with the School Board that stipulates the county's financial commitment to public education, on a fiscal year basis, that the School Board can rely upon when developing the school budget.
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GOAL #2 – ECONOMIC DEVELOPMENT

Create an environment where businesses are welcome and services are available to help them be prosperous.

OBJECTIVE #1: Review and revise the zoning ordinance to promote business development by June 30, 2013.

STRATEGIES

- A. Complete the Comprehensive Plan Update.**
- B. Review the zoning ordinance for consistency and compliance with the updated Comprehensive Plan.**

OBJECTIVE #2: Develop an Industrial Park by June 30, 2017

STRATEGIES

- A. Develop list of available properties that meet the criteria developed by the Board of Supervisors for an industrial park.**
- B. Evaluate and refine the list by ranking properties that are most suitable for development into an industrial park.**
- C. Engage discussions with landowners for acquisition of property.**
- D. Seek and apply for federal and state funds to develop property for industrial park purposes.**

OBJECTIVE #4: Develop Business Incentives that can be provided by the County to stimulate business recruitment, selection, location and development by June 30, 2013.

STRATEGIES

- A. Develop and propose a Technology Zone for the County which would identify qualifying properties and provide incentives for the location of technology specific businesses within that zone.**
- B. Develop and propose a Tourism Zone for the County would identify qualifying properties and provide incentives for the location of tourism specific businesses within that zone.**
- C. Review and recommend additional incentives for the Enterprise Zone, relative to permit review and local taxation.**
- D. Annually review the County's tax structure and analyze its effectiveness and competitiveness with other similarly sized Virginia localities.**

GOAL #3 – INFRASTRUCTURE

Develop an infrastructure system that improves our quality of life.

OBJECTIVE #1: Promote broadband availability for business and residential use by June 30, 2017.

STRATEGIES

- A. Engage the Eastern Shore of Virginia Broadband Authority in developing marketing materials that detail the location of high-speed broadband and the pricing of service.**
- B. Partner with the Virginia Economic Development Partnership in marketing the availability of broadband in the County.**
- C. Work with local internet service providers in removing any barriers (zoning or otherwise) that may impede the offering of broadband to our businesses and residents.**

OBJECTIVE #2: Provide water and sewer to Northern and Southern Nodes of the County in a financially responsible way by June 30, 2017.

STRATEGIES

- A. Support the Public Service Authority with staffing assistance.**
- B. Assist the Public Service Authority in seeking grant funding opportunities for water and sewer system development and construction.**
- C. Examine feasibility of special tax districts to assist in the development of water and sewer infrastructure.**
- D. Participate in outreach to the County residents, businesses and incorporated towns regarding the need, impact and cost of proposed water and sewer systems.**

GOAL #4 – HEALTH CARE

Provide **Emergency Medical Services** and **encourage and** support adequate health care facilities, services and coverage for all citizens of the County, to the extent possible.

MAJOR OBJECTIVES & Key Strategies/Tasks

OBJECTIVE # 1: Ensure the County has a 24/7 Emergency care facility located in the County by June 30, 2017.

STRATEGIES	<ul style="list-style-type: none">A. Ascertain final plans from Riverside as to what remaining medical services and facilities will continue to be provided at the Nassawadox campus.B. Partner with Eastern Shore Health District and the Accomack-Northampton Planning District to determine what health services need to be solicited to adequately service Northampton County for emergency care.
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OBJECTIVE #2: Strongly support EMS services by June 30, 2017.

STRATEGIES	<ul style="list-style-type: none">A. Review and implement the state Fire and EMS Study, commissioned in 2011, as it relates to EMS service.B. Complete feasibility study for renovation of former Middle School property as new location for the Northampton EMS Department.C. Review and evaluate the effectiveness of the County-operated ambulance in relation to the volunteer ambulance coverage.D. Secure formal, written agreements with volunteer fire and rescue stations, including performance standards, to address issues of concern such as timely grant reporting, etc.
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OBJECTIVE #3: Partner with Riverside Shore Memorial Hospital for a redevelopment plan for its present facilities by June 30, 2014.

STRATEGIES	<ul style="list-style-type: none">A. Engage the Riverside Shore Memorial Hospital Board of Directors and Executive Management of Riverside in discussions to determine the scope of the medical services and facilities that will remain in Nassawadox.B. Work with the Riverside Shore Memorial Hospital Board of Directors, the Executive Management of Riverside and the Nassawadox Town Council in identifying re-use possibilities for the property and any facilities that will not have a continued purpose for delivery of medical services.
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ATTACHMENT A

As part of the Board retreat from March 10, 2012, each department was requested to develop and submit 3 to five goals for their departmental functions. These goals were distributed to the Board and are now incorporated by reference as Attachment A to this plan. Included as part of this Attachment A is the update from the departments in implementing and achieving these goals.

ATTACHMENT A Department Goals STATUS REPORT AS OF JANUARY 2014			
1201 - County Administration	1. A more separate HR Department - able to provide more user-friendly access (such as internal internet connection to allow health insurance renewals, disbursement of forms, etc.)	No progress.	
	2. A more user-friendly building - more open to community events	Historic Display Room completed; working on photo displays in the hallways - completed the communities of Cape Charles, Exmore. Hosted on-site archaeological dig in conjunction with the state. Opened building for access to the museum room on Garden Tour Saturday (April 27, 2013).	
	3. Institute regular legal team meetings	Instituted bi-monthly meetings, beginning in March 2013.	DONE
	4. Total automated filing process for all county offices	The revised retention scheduled from the state was distributed to all departments in November 2013 to work on maintaining files in compliance with state requirements.	
	5. Broadcast government meetings (Board of Supervisors, Planning Commission, etc.)	No progress.	
	6. Funding for two-day team building meeting for all county staff	Have selected a leadership training program offered by ICMA, using a book, training guide and webinars - this is a 6-course	

		program. Running January thru June 2014 to all department heads and senior staff.	
1213 - County Treasurer	1. Upgrade of tax software so that things will run smoothly	Continue working with current vendor (EGTS) to improve the functionality of software.	
	2. To serve the public well and have the image of the office changed (so that the public does not have misconceptions of how this department functions).	Have implemented team process to review delinquent tax collections; have implemented more vigorous collection efforts and communicated such to the press and public at large. Redesigned tax bills to be more easily understood by the public. Also reconfigured the design of the front counter in order to allow more efficient and effective delivery of service to serve 4 customers at a time.	
	3. Improve the website. It should have more information for the citizens and to possibly pay their taxes on-line.	Updated the website regarding the delinquent tax process.	

1220 - Finance	1. Fully utilizing our New World software, upgrading to the latest version ("Next Generation")	Installed the next version of our current Finance Software, called Next Generation.	DONE
	2. Fully automate the bank reconciliation process	Need to integrate the Dept. of Social Services and School Systems Accounts Payable and payroll (school only) into the County system in order to automate the bank reconciliation process. IT working with Social Services vendor to outline solution for this integration.	
	3. Prepare financial reports that enable the Board of Supervisors and the County Administrator to ascertain the County's financial	Continue to issue the quarterly financial statements; includes new section on Bayview water & sewer billing and ambulance collections.	DONE

	position and plan for its future.		
	4. Ensure fiscal integrity through internal controls that safeguard assets and ensure compliance with laws and regulations.	All cash is taken in the Treasurer's office for all the departments located in the County Administration building. Increased the frequency of cash turnovers that are collected by the outside departments (Parks, Solid Waste). All bank account reconciliation has been transferred to the Treasurer's office for oversight.	DONE
	5. Improve our Personal Property tax collection rate by reviewing and improving our current policies and procedures.	Have implemented team process to review delinquent tax collections; have ceased the creation of any new payment plans and have updated all agreements for any existing payment plans and terminated those agreements that have not been in compliance. All delinquent PP accounts have received a DMV stop. If any current County or School employee appears on the delinquent tax list, then a wage lien is issued for collection of the back tax owed.	

1240 Information -	1. Move to a virtual environment for mission critical servers	Installed a second virtual server in the Sheriff's Office and Regional Jail.	
	2. Provide citizens the ability to file building and zoning permits on-line	Received funding to upgrade the financial software in the FY2013 budget which was completed in 2013. Requesting funding for the eSuite module for New World Systems to move to full on-line interactivity for all of the New World System applications as part of the FY15 budget.	

	3. Provide citizens the ability to look up and pay tax records and bills on-line	Waiting for the new release of our tax billing software (scheduled early 2013) to see if they can provide this type of online access for taxpayers. Otherwise, we will need to look at a new software vendor for tax collections.	
1301 - Voter Registration	1. Upgrade voting equipment	13 Laptops were purchased in fall 2012 for use as Electronic Pollbooks and have been fully implemented for the elections.	
	2. Research and implement more efficient way to transport, deliver and pick up voting equipment and materials to polling places.	Purchased trailer that allows the voting equipment to be packed and delivered to all voting sites with assistance from Facilities Management.	DONE
	3. Expand outreach to community	In advance of the November 6, 2012 General Election, the General Registrar spoke to the Democratic Party, Republican Party, the Exmore Rotary Club, the Cape Charles Rotary Club, and conducted a 15-min interview on KLOVE Radio. Participated in community event at NHS as well as speaking to the senior history classes at NHS and Broadwater Academy. Recruited 19 students to work the polling precincts at the November 2012 election. For the November 2013 election, Registrar conducted 2 candidate workshops to assist with the first-ever election for seven school board seats. Offered and held a voting registration drive at Broadwater Academy, resulting in the registration of 11 new voters.	

3102 – Sheriff	1. Add School Resource Officer to our staff (county funded)	School Resource Officer funding was included in the Fiscal Year 2013 budget. Position was filled as of July 1, 2012 and placed at the High School.	DONE
	2. Add one more position to the E. S. Drug Task Force to support current drug enforcement efforts	Completed as of 9/1/2012. Additionally, a new narcotics dog was placed in service in July 2013.	DONE
	3. Use additional fine money to support deputy supplements to current base salary	Additional fine money was used to provide some salary adjustments, as of 9/24/2012. Additional salary adjustments were provided in October 2013 and a one-time bonus was extended to Sheriff and Jail employees on December 1, 2013.	DONE
	4. April 2012: begin inmate work force to address litter problems and reduce county expenditures on other issues.	Inmate Work Force has been in place for several years. We have assigned two full time deputies to oversee the work crew. Road crews were effective as of 9/1/2012. Excellent progress with positive feedback from the public. Crews have worked with various County departments (Admin, Solid Waste, Code Compliance, School) as well as with the Town of Cape Charles and WasteWatchers.	
	5. Restructure our office web-site to advise the public of our resources and begin programs such as a crime line.	Progress has been slow; anticipated completion is spring/summer 2014.	

3205 - Emerg. Medical Svcs.	<p>1. Obtain garage, located in the middle of the County (Machipongo area) for our vehicles and additional housing for our growing staff and administration. This can be accomplished through new construction, renovation or a combination thereof.</p>	<p>Studies have been completed regarding the former Middle School as a potential home for EMS. Bids issued for architectural services. Potential contract award in February 2014.</p>	
	<p>2. Provide enhanced benefits (retirement) for employees in hazardous duty positions (formerly LEOS). The Virginia Retirement System classifies Emergency Medical Technicians as hazardous duty employees.</p>		
	<p>3. Acquire state training accreditation to offer the following courses in our County: EMT - Basic, EMT-Advanced, EMT-Intermediate, and EMT-Paramedic; benefiting both volunteer and career EMS providers. In addition, work with the school system to offer Basic EMT training to students, 16 yrs. of age and older, as an additional vocational opportunity. Also seek to provide specialty training to include vertical rescue, confined space rescue, vehicle rescue, etc.</p>	<p>Working with the Eastern Shore Fire Training Center to establish a centralized training facility for accreditation with the intention to spin off courses in the outlying areas, i.e. lower Northampton County. EMT Course concluded in winter 2013 at Cape Charles Rescue Service with 15 students, pending state certification.</p>	

<p>4. Ensure we continue to meet an accepted response time for the delivery of fire and EMS services by cross-training all personnel, both volunteer and career, as necessary. Most particularly, we need to prepare for the departure of the hospital from our County in 2014, which will significantly impact service delivery.</p>	<p>Presentation for Board in January 2013 regarding "worst case scenario" funding regarding personnel and operating expenses to accommodate the hospital move. An increase in night time and weekend EMS career staff was instituted in March 2013 to continue to meet the response time performance measure in place and to provide for a duty supervisor on all shifts.</p>	
<p>5. Strengthen our EMS system by merging all agencies under one command structure, affording consolidation and standardization of the following:</p>		
<p>personnel management</p>		
<p>a. standard operating procedures</p>		
<p>b. Quality assurance and quality improvement</p>		
<p>c. mentoring and precepting of EMS providers</p>		
<p>d. Health & welfare of EMS providers (infection)</p>		
<p>supply, equipment and vehicle procurement and placement</p>		
<p>centralized billing</p>		
<p>a. consistent billing and collections, utilizing appropriate rates</p>		
<p>b. county-wide electronic charting and state data submission</p>		
<p>funding of system</p>		
<p>a. general contribution</p>		
<p>b. EMS Tax</p>		

3302 - Regional Jail	1. Work out details for transport/detail work force team and do more work details in the County	Work details have been supplied to various county departments, including moving County Administration and County Maintenance and providing trash pick-up at the Landfill and various secondary roads in the lower end of the County.	
	2. Continue to push for increase in inmate population through Dept. of Corrections, Accomack County or other facilities/agencies.	Tried to negotiate contract with Chesapeake Jail but was unsuccessful. Accepted 36 inmates from Dept. of Corrections from Chesapeake in September 2012.	
	3. Continue to be fiscally responsible with our budget and not spend because you budgeted for it	All expenses within targets at this time.	
3401 - Building Inspection	1. Implement the use of laptops in the field.	Funding will be requested as part of the Fiscal Year 2015 budget for laptops and associated software and internet access to allow field connectivity.	
	2. Enable the Building Department to receive, process, and issue permits on-line	Funding will be requested as part of the Fiscal Year 2015 budget for the eSuite software of New World that will allow internet access for our citizens to submit online applications, etc.	
	3. Provide a work station on our counter that customers may input information into and complete a permit application.		

3505 - Emergency Services	1. Harden all our schools for sheltering purposes, including the installation of hurricane shutters and generators.	Working on obtaining grant funding to improve shelter capabilities.	
	2. Offer public education related to disaster preparedness, use of 911 system, injury prevention, wellness education, etc. This can be accomplished through the appropriation of presentation materials for booth set-up at community events.		
	3. Offer an annual exercise (table-top, functional, or full-scale) involving first responders from all county disciplines; putting into effect the County Emergency Operations Plan, the National Incident Management System (NIMS), interoperability, etc.	Hurricane Sandy in October 2012 allowed the County personnel to implement the new Emergency Operations Plan and staffing levels, to great success. Will continue to train and improve the plan based upon our practical experience.	
	4. Become a "Storm Ready" community		
4204 - Refuse Disposal	1. Increase recycling efforts	Final waste collection constructed and opened as of January 1, 2014.	
	2. Eliminate mid-day closure at waste collection sites	Funding was included in the Fiscal Year 2013 budget and implemented as of 7/1/2012 to expand daytime hours at the waste collection sites.	DONE
	3. Make more specific rules for waste collection sites (for example: no building materials of any kind.	Ordinance adopted in May 2013 with revised rules for waste collection.	DONE

4302 - Public Works	1. Establish a self-sustaining water and wastewater system in the Bayview community.	Assumed ownership of Bayview water and wastewater systems in late June 2012. Brought all maintenance items up to date by October 2012. Lead and Copper sampling plan accepted by the VDH Office of Drinking Water in Fall 2012. All past due compliance sampling has been completed. Supplied additional information to VDH to complete the water withdrawal permit.	
	2. With the approval of the Board of Supervisors, make the necessary repairs and modifications to make the old middle school useable space.	Had the middle school building evaluated for mold by an environmental engineer and received a quote for the removal. Evaluated the building HVAC System and received quotes for two separate plans to repair the existing system and to replace it with new and different equipment. Bids issued for architectural services. Potential contract award in February 2014.	
	3. Move Public Works, Facilities Management and Public Utilities Departments to the old Verizon compound on Stumptown Road.	Project completed in Fall 2013.	DONE
5301 - Social Services	1. Preventing dependency		
	2. Encouraging self-sufficiency		
	3. Preserving and restoring families		
	4. Promoting and protecting the well-being of children, elderly and disabled.		

8101 - Planning & Zoning	1. Continue to expand upon GIS capability/functionality, particularly analytical features and investigate applicability to emergency management.	Updated maps for Debris Management in response to Hurricane Sandy. Created Ladder District Sequence Map for 911 Center.	
	2. Ensure that the county's land use documents promote a safe, attractive and harmonious living environment for all its citizens.	Completed review of zoning, subdivision, erosion & sedimentation, PDR, Wetlands, and Coastal Primary Sand Dunes Ordinances and provided comments to County Administration as requested. Public hearing(s) are scheduled for March 2014 re: zoning ordinance and Chesapeake Bay Act ordinance revisions. Continued review of Comprehensive Plan, new work plan for Planning Commission to complete this review more timely - as of November 2012.	
	3. Evaluate staffing requirements in view of current demand and demographic projections to provide efficient and timely service to residents and property owners.	Reorganization of the department has been finalized as of January 2014.	DONE
	4. Streamline permitting processes to the extent possible while adequately fulfilling state regulatory mandates.	Process and flow charts have been created to analyze the current permitting process.	
8104 - Code	1. Complete implementation of VDOT new sign regulations	As signs are replaced, they are being brought up to the new VDOT sign regulations.	
	2. Identify all dangerous structures	On-going.	
	3. Rid the County of all abandoned vehicles - currently	On-going.	

	identified		
	4. Expand the Assign-A-Highway program to all agencies - remove trash along roads	Implemented.	
	5. Ensure that all E-911 number addresses are properly posted	On-going.	

ATTACHMENT B
SWOT REVIEW

As part of the initial Board of Supervisors retreat on March 10, 2012, the Board of Supervisors and the Department Heads identified the Strengths, Weaknesses, Opportunities and Threats of the County. These are defined within the following parameters:

STRENGTHS: Items/Things that are steady/paced, focused, enduring, smart.

WEAKNESSES: Slow, Always Behind

OPPORTUNITIES: Outside perception is vulnerable; patience/time to develop these items

THREATS: Predators; perception

GROUP 1

<u>STRENGTHS</u>	<u>WEAKNESSES</u>
Rural Appeal	Limited Health Care – Impending move of hospital
Small Size	CBBT – barrier
High Level of education of retirees	Lack of skilled workforce
Strong Government Presence	Lack of public beach access
Route 13 Pass Thru-Traffic	Retiree increase = no kids
Parks & Campgrounds/Golf Courses	Lack of opportunity for local high school or college graduates
Entrepreneurs	Lack of retail
Hunting & Fishing Opportunities	Need destination programs/events for hotels
Large # of undeveloped lots	High unemployment/need livable wage jobs
Seafood industry	Affordable housing is lacking
	School System

	<p>Lack of infrastructure (water & sewer)</p> <p>High poverty rate</p> <p># of town governments impediment to unified plan for growth</p>
<p><u>OPPORTUNITIES</u></p> <p>Eastern Shore is not the Outer Banks (over-developed/over-crowded) – also absence of hurricanes that tend to impact the Outer Banks.</p> <p>Route 13 – business opportunities</p> <p>Green Energy opportunities</p> <p>Small & Medium Size Business opportunities</p> <p>Richmond has discovered the Shore and is providing assistance</p> <p>Deep water harbor in Cape Charles</p> <p>Ocean Boat Access (Oyster)</p> <p>Proximity to large cities (Norfolk, Baltimore, DC)</p> <p>Improvement by and within Cape Charles</p> <p>Broadband</p> <p>Golf Courses/Bay Creek/Future Recreation Center</p> <p>Rail Traffic increase</p> <p>Wallops Development Spin-Off</p>	<p><u>THREATS</u></p> <p>Loss of Hospital (largest County employer)</p> <p>Weather – bridge can close at any time; snow shuts down the Eastern Shore</p> <p>CBBT’s own marketing campaign does not align with our need for visitors to stop and explore the Eastern Shore (Bridge markets Rte. 13 as short cut and fastest route to Outer Banks).</p> <p>Geographic location</p> <p>Lack of Regional Partnerships</p> <p>Drawing down on Federal & State Funding</p> <p>Need for reasonable zoning – need to eliminate the “fear of.....” for zoning rationale.</p>

GROUP 2

<p><u>STRENGTHS</u></p> <p>Transportation is varied (Route 13; water access; railroad availability)</p> <p>Location</p> <p>Recreational opportunities – boating, fishing, golf</p> <p>Beautiful, scenic area</p> <p>Family oriented lifestyle – very laid back</p> <p>Low crime rate</p> <p>Ecotourism – strong established industry</p> <p>Aquaculture and Agricultural Industries</p>	<p><u>WEAKNESSES</u></p> <p>Job Opportunities – loss of skilled workforce; low paying jobs</p> <p>Location – very isolated</p> <p>Infrastructure is lacking – water, wastewater, public transportation</p> <p>Lack of educational opportunities</p> <p>Medical services</p> <p>No Economic Growth – not business friendly (regulations)</p> <p>Affordable housing is limited – lacking standard amenities for all houses</p>
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Viewed as retirement area	No indoor recreational services Limited to non-existent shopping
<p><u>OPPORTUNITIES</u></p> <p>Board’s Strategic Retreat Meeting with input and discussion with Department Heads</p> <p>Public Service Authority</p> <p>Regional Partnerships – Accomack County Board of Supervisors</p> <p>Route 13</p> <p>Bayshore Concrete</p> <p>Riverside Hospital Emergency Care Facility</p>	<p><u>THREATS</u></p> <p>Weather – Location – Isolation</p> <p>Accomack County – more business friendly; problems in past with regional partnerships</p> <p>Route 13 is corridor – bypass</p> <p>Chesapeake Bay – clean = more regulations</p> <p>“No Growth Crowd” – perception of the county; few landowners for the majority of the land</p> <p>Medical Services – lack of facility</p> <p>State funding – budget cuts; mandates</p>

GROUP 3

<p><u>STRENGTHS</u></p> <p>Unique location – natural beauty</p> <p>Mild climate</p> <p>Relatively low tax rate</p> <p>Relatively relaxed pace of life</p> <p>Strong seafood industry – use of natural resources</p> <p>Quality of natural resources, environment – water; open space</p> <p>Historic resources</p> <p>Abundant fertile farmland</p> <p>Broadband</p> <p>Strong artisan community, active volunteer & civic groups</p> <p>Deep water harbor, marina</p> <p>Recreational opportunities</p> <p>Relatively low crime rate</p>	<p><u>WEAKNESSES</u></p> <p>Location</p> <p>Lack of qualified workforce</p> <p>Lack of vision for community as a whole</p> <p>Disproportionate influence of special interest groups</p> <p>Public school system</p> <p>Lack of critical infrastructure</p> <p>Perception of “not business friendly”</p> <p>High unemployment</p> <p>Lack of diversified employment base</p>
<p><u>OPPORTUNITIES</u></p> <p>Capitalize on Route 13 Traffic</p> <p>Attract more retirees</p>	<p><u>THREATS</u></p> <p>Retirees/groups who don’t want change</p> <p>Well-organized special interest groups</p>

<p>Destination Resort (Bay Creek, camping)</p> <p>Location in relation to larger population centers</p> <p>Recruit additional health care</p> <p>Railroad system</p> <p>Synergistic opportunity for water-related research</p>	<p>Hospital move to Accomack County</p> <p>Shrinking state funding/ state & federal mandates</p> <p>Impacts of belief that county is not business friendly; county has excessive regulations, etc.</p> <p>Vulnerability of infrastructure/ access to major disaster</p> <p>Lack of cooperation with major players (counties, towns)</p> <p>Needs may exceed ability to pay</p>
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GROUP 4

<p><u>STRENGTHS</u></p> <p>Beautiful landscape</p> <p>Infrastructure – County Complex</p> <p>Citizens/History</p> <p>Low Tax rate</p> <p>Small Government/Ready access to Officials</p> <p>Managed Growth</p> <p>Surrounded by water</p> <p>Weather – 4 seasons</p> <p>Wind</p>	<p><u>WEAKNESSES</u></p> <p>Public perception</p> <p>Sustainable Employment Opportunities</p> <p>Isolated location</p> <p>Public Transportation System</p> <p>Lack of Affordable Housing</p> <p>Lack of Medical Facilities</p> <p>Absentee landowners</p> <p>AFD Program</p>
<p><u>OPPORTUNITIES</u></p> <p>Route 13</p> <p>Wind</p> <p>Water</p> <p>Potential businesses</p> <p>Professional knowledge of residents</p> <p>Potential destination point</p>	<p><u>THREATS</u></p> <p>Special Interest groups</p> <p>No Major medical facility</p> <p>Loss of younger population</p> <p>State & Federal Government Regulations & Funding</p> <p>Lack of Majority Representation</p> <p>Accomack County</p>

* * * * *

The Board corrected several dates within the document (page 4 – change objective #2 to June 30, 2015; page 5 – change completion of the Comp Plan Update in Objective #1 to January 1, 2015; and correct page 5 – it should read objective #3, not objective #4). Motion was made by Mr. Trala, seconded by Mr. Bennett, that the Strategic Plan 2014-2018 be adopted as corrected. All members were present and voted “yes.” The motion was unanimously passed.

(7) Revised Charge – Ad-Hoc Emergency Care Committee

The County Administrator provided the following resolution for the Board’s consideration:

RESOLUTION TO RE-AUTHORIZE THE AD-HOC COMMITTEE TO STUDY ALTERNATIVES TO PROVIDING EMERGENCY CARE IN NORTHAMPTON COUNTY

Whereas, Riverside Hospital Corporation of Newport News, VA has acquired Shore Memorial Hospital in Nassawadox, VA and renamed it as Riverside Shore Memorial Hospital; and

Whereas, Riverside Shore Memorial Hospital has obtained approval from the Virginia State Health Commissioner to construct a new hospital facility in Onley, VA and to close the hospital in Nassawadox, VA; and

Whereas, Riverside Shore Memorial Hospital has indicated that some services will remain in Nassawadox, VA but will not encompass the retention of the Emergency Room; and

Whereas, the relocation of the hospital, including the Emergency Room, will negatively impact the current delivery of emergency medical services in Northampton County; and

Whereas, the Northampton County Board of Supervisors wishes to explore all alternatives to improve emergency medical services; and

Whereas, the Northampton County Board of Supervisors created an Ad-Hoc Committee to explore all options to provide emergency medical services to Northampton County including, but not limited to, the establishment of an emergency room, expand EMS Transport capabilities with associated staffing capabilities, and any other service offerings that could improve the provision of Emergency Care in Northampton County; and

Whereas, the Ad-Hoc Committee was composed of representation from the Board of Supervisors, representatives from the county that have experience and knowledge in the provision of medical services, financial experience and any other relevant areas; membership

shall not exceed seven (7) members; and

Whereas, the Ad-Hoc Committee delivered a report to the Northampton County Board of Supervisors on February 11, 2014 which contained certain recommendations;

NOW THEREFORE, BE IT RESOLVED, the Northampton County Board of Supervisors authorizes the Ad-Hoc Committee this new charge as follows:

1. Engage in discussions with existing medical service providers as well as potential new providers to determine level of interest to extend existing hours of operation and/or establish new levels of service delivery in Northampton County; determine costs for providing new and/or expanded hours of operation and if financial assistance either by the County or through outside funds (federal or state grants or through donations) is necessary in order for such expanded service to be offered.
2. Work with County personnel and the volunteer companies in examining the requirements and potential implementation of an “EMS” tax to support the cost of increasing the number of qualified EMTs, as identified in the Ad-Hoc Committee report.
3. Work with the County EMS Department, the volunteer EMS companies, and the appropriate state agencies to review the current required EMS protocols relating to EMS response and transport to “defined medical facilities” and determine if flexible language can and should be pursued to expand the types of medical facilities that can receive transports from EMS units.
4. Work with County personnel to develop recommendations for specific property locations for helipads in the northern, central and southern locations; include in this recommendation an estimated cost to improve the potential property(ies) and rank the suitability of property, if there is more than one choice per the 3 “zones” of northern, central and southern locations.
5. Work with County personnel and the volunteer EMS companies to develop a proposed agreement that addresses staffing needs and assignments, including the usage of paid County staff within the volunteer companies, status of equipment and development of a proposed capital plan for ambulance replacement, requirements of training to maintain certifications, and consideration of potential stipend payments relative to both staffing needs and training needs.

The committee will present interim reports as needed to the Board of Supervisors; a final report addressing each charge will be presented to the Board of Supervisors no later than December 31, 2015.

* * * * *

Motion was made by Mr. Bennett, seconded by Mr. Trala, that the Board adopt the

resolution as outlined above. All members were present and voted “yes.” The motion was unanimously passed.

(8) Technology & Tourism Zones Ordinances

The County Administrator distributed the following memorandum for the Board’s review:

MEMORANDUM

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: April 4, 2014
RE: Tourism and Technology Zones

The Code of Virginia allows localities to adopt, by ordinance, specific types of zones to offer local tax incentive to encourage and promote business development. The creation of a local technology zone is governed by Code of Virginia §58.1-3850 (enclosed) and the creation of a local tourism zone is governed by Code of Virginia §58.1-3851 (enclosed).

These types of local zones are viewed as complementary to an enterprise zone designation. If the Board is interested in creating either type of local zone, staff will develop a recommendation for the location of the zone, the types of incentives that could be extended within the zone and the performance measures that would be utilized to determine the effectiveness of the incentive. The presentation of this recommendation would be the first step prior to any public hearing to consider creating an ordinance.

Staff would be prepared to make such a presentation within the next two months.

* * * * *

Motion was made by Mr. Trala, seconded by Mr. Hubbard, that the Board direct staff to proceed with presentations relative to Technology and Tourism Zones as outlined above; said presentations to be made within the next two months. All members were present and voted “yes.” The motion was unanimously passed.

(9) Enterprise Zone – Renewal

The County Administrator distributed the following memorandum for the Board's consideration:

MEMORANDUM

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: April 4, 2014
RE: Request to Renewal Joint Enterprise Zone for Accomack-Northampton

The County has been part of a joint Enterprise Zone with Accomack County since 2004 and we have developed maps reflective of areas in each county that we are seeking to locate and expand business opportunities and offer certain incentives in addition to what the state program offers. I have enclosed a copy of the current Enterprise Zone map for Northampton County.

The Virginia Enterprise Zone Program, administered by the Virginia Department of Housing and Community Development (DHCD), assists with business development and expansion in specially targeted areas throughout the state called Enterprise Zones. The initial zone is permitted for ten years with the ability to apply for up to two 5-year renewal terms, pursuant to the Code of Virginia § 59.1-542 (Enterprise zone designation). I have attached a copy of this section for your review.

Under this program, there are two types of grants provided:

1.) Enterprise Zone Job Creation Grants

For companies creating at least four net new qualifying jobs with health benefits and paying at least twice the federal minimum wage rate*, a job grant amount of up to \$4,000 is available for each job over the four threshold jobs. Companies paying 1.75 times the federal minimum wage rate are eligible for up to \$2,500 per qualifying job over the threshold amount. In Enterprise Zones designated as high unemployment areas by DHCD, companies paying 1.5 times the federal minimum wage rate are eligible for up to \$2,500 per qualifying job over the threshold amount. Jobs with pay rates below the threshold are not eligible for the job grant.

** Note: The federal minimum wage is \$7.25 per hour*

Grants are paid in annual installments of either a maximum of \$500 or \$800 per job and are available for qualifying jobs over the threshold for a five-year grant period. Grants are calculated based on the number of full months worked during a calendar year. In cases where a position is filled or is grant eligible for only a portion of the year, the grant is prorated based on the number of full months the position was filled and/or grant eligible. This applies to cases where there is a change in the wage rate, health benefits or the federal minimum wage rate.

Businesses must qualify for the grants annually. The company makes an application for the grant in the following calendar year and funds are dispersed by mid-year. Qualifying companies may claim the grants on up to a maximum of 350 jobs per year.

2.) Real Property Investment Grant

Qualified zone investors (entities and individuals) investing in qualifying industrial, commercial or mixed use real property may receive a cash grant. The grant is equal to 20 percent of the excess above the minimum required investment up to a maximum of \$100,000 for companies investing \$5 million or less in qualified real property investments for the calendar year the property is placed in service in a Zone. For companies investing more than \$5,000,000, the maximum grant is equal to 20 percent of the excess above the minimum required investment up to a maximum of \$200,000.

Total grant awards may not exceed the maximums specified above within a five-year period for a specific building or facility. Investment in rehabilitation/expansion projects must equal at least \$100,000. New construction projects must invest at least \$500,000 in qualified real property investments.

I am requesting the Board's authorization to schedule a public hearing in May to apply for the 5-year renewal terms in a joint application with Accomack County. The continuation of this program has been vital in stimulating business property investment in our county and has been utilized by several of our local companies for job expansion.

* * * * *

Motion was made by Mr. Hogg, seconded by Mr. Hubbard, that the Board schedule a public hearing as outlined above. All members were present and voted "yes." The motion was unanimously passed.

Action Items:

(10) Consider approval of a request from Mr. and Mrs. Frank Dorsch for permission to add a bedroom and half-bath to their primary residence within the Weirwood Agricultural-Forestal District.

Noting that there did not appear to have been any concerns expressed by the Commissioner of the Revenue nor the Planning & Zoning Offices, motion was made by Mr. Hubbard, seconded by Mr. Trala, that the Board approve the request from Mr. and Mrs. Frank Dorsch for permission to add a bedroom and half-bath to their property located within the

Weirwood Agricultural-Forestal District, and identified as Tax Map 30, Double Circle A, Parcel 79. All members were present and voted “yes.” The motion was unanimously passed.

(11) Consider accepting all bids received at the delinquent tax auction event of March 19, 2014.

Mr. Bennett informed the Board that as a participant in the subject event, he would be abstaining from all action related to this matter. Motion was made by Mr. Trala, seconded by Mr. Hogg, that the Board accept all bids as received. All members were present and voted “yes,” with the exception of Mr. Bennett who abstained. The motion was passed.

(12) Consider approval of a housing rehabilitation contract for the Culls Community Development Block Grant Project.

Motion was made by Mr. Bennett, seconded by Mr. Hubbard, that the Board approve the housing rehabilitation contract for 4299 Culls Drive within the Culls Community Development Block Grant Project. All members were present and voted “yes.” The motion was unanimously passed.

Matters Presented by the Board Including Committee Reports & Appointments

Motion was made by Mr. Hubbard, seconded by Mr. Bennett, that Mr. Joseph Mysko be appointed to the Eastern Shore Resource Conservation & Development Council, Inc., replacing Mrs. Janet Sturgis. All members were present and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. Trala, seconded by Mr. Hogg, that Mr. Eddie Swain be recommended for reappointment to the Workforce Investment Board. All members were present and voted “yes.” The motion was unanimously passed.

Mr. Hogg asked if the Board could start collecting data relative to the numbers of property owners who wish to participate in a Southern Node project. Mr. Hubbard responded

that he would prefer to wait until after the Cape Charles Town elections in May before proceeding. The County Administrator indicated that that the PSA has received no authority to pursue additional engineering work to develop other alternatives such as an expansion of the Bayview system or creation of a stand-alone plant.

Recess

Motion was made by Mr. Trala, seconded by Mr. Bennett, that the meeting be recessed until 8:00 a.m., Tuesday, April 15, 2014, at the Eastern Shore Community College's Workforce Development Center, 29300 Lankford Highway, Melfa, Virginia, to participate in the "State of the Shore" event sponsored by the areas' three chambers of commerce. All members were present and voted "yes." The motion was unanimously passed.

The meeting was recessed.

_____CHAIRMAN

_____ COUNTY ADMINISTRATOR