

VIRGINIA:

At a regular meeting of the Board of Supervisors of the County of Northampton, Virginia, held at the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, on the 10th day of May, 2016, at 4:00 p.m.

Present:

H. Spencer Murray, Chairman

Granville F. Hogg, Jr.

Larry LeMond, Vice Chairman

Robert G. Duer

Oliver H. Bennett

The meeting was called to order by the Chairman.

Closed Session

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

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.

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 only that purpose as set out in paragraph 1 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each Board member confirmed that this was the only matter of discussion during the closed session.

Adoption of the Agenda:

With the Board’s concurrence, several items were added to the agenda:

#16 – Correspondence from Dr. Matson relative to the pilot program

#17 – Inspection report relative to the former middle school’s gym roof

#18 – G. F. Horne Assisted Living Facility, Parksley, Va.

Board and Agency Presentations:

There were no outside agency presentations.

Consent Agenda:

- (3) Minutes of the meetings of April 12, 13, 19 and 25, 2016.
- (4) Consider adoption of the annual “National Safe Boating Week” proclamation

**PROCLAMATION  
PROCLAIMING  
MAY 21 THROUGH MAY 27, 2016  
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, are all examples of human error or a lack of proper judgment. One particular behavior that can reduce the number of boaters 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, 700 people die each year in boating-related accidents in the U.S.; 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 boating

instruction for persons of all ages in order to prevent boating accidents and to teach rescue and survival techniques in case one does occur.

**Therefore**, I, H. Spencer Murray, Chairman, do hereby support the goals of the North American Safe Boating Campaign and proclaim **May 21-27, 2016**, 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.

\* \* \* \* \*

The Chairman recognized several members of the local Coast Guard command staff who were present to receive the Proclamation.

The Chairman made brief comments regarding the feasibility study called for in a resolution adopted by the Board at its regular March meeting and received Board consensus to pursue grant funding as outlined in correspondence from Kris Tucker, Economic & Community Development Director.

County Officials’ Reports:

(5) Mr. John J. Andrzejewski, Finance Director, presented the following Budget Amendments and Appropriations for the Board’s review:

**TO:** Board of Supervisors  
**FROM:** John J. Andrzejewski, Director of Finance  
**DATE:** May 10, 2016  
**RE:** Budget Amendments and Appropriations – FY 2016

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

**\$195.38** – This represents reimbursement for expenses incurred by the Commonwealth Attorney to attend the Commonwealth’s Attorneys Spring Institute. Funds will be used

from the Commonwealth Attorney's Asset Forfeiture Fund.

**\$3,032** – This represents a 5% disbursement of funds to the Eastern Shore Task force from the Sheriff's Asset Forfeiture Funds.

**\$10,000** – This represents a transfer of lapsed payroll funds from the Jail Fund to the Sheriff's Police Supplies budget.

**\$67** – This represents a payment for flowers for the death of Sgt. Luther Byrd's mother. Funds will be used from the Sheriff's Discretionary Fund.

**\$4,500** – This represents additional state funds received by Social Services to be used for Adult Protective Services.

**\$1,000** – This represents additional state funds received by Social Services to be used for Auxiliary Grants.

\* \* \* \*

Motion was made by Mr. LeMond, seconded by Mr. Hogg, that the foregoing budget amendments and appropriations be approved as presented. All members were present and voted "yes." The motion was unanimously passed.

**TO:** Board of Supervisors  
**FROM:** John J. Andrzejewski, Director of Finance  
**DATE:** May 10, 2016  
**RE:** Budget Amendments and Appropriations – FY 2016

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

**\$13,000** – This represents an adjustment to the current appropriation to reflect the balance of allocated funds in Series XIV Education Technology Notes under the VPSA Technology Grant for Project Renew. This is a regional program with Accomack County in which Northampton County is the fiscal agent. Increased revenue will be reflected as State Revenue and expenses will be under the category of Technology.

**\$1,500** – This represents a budget appropriation to reflect a grant from the Northampton

County Education Foundation for tutoring for the NHS basketball team. Increased revenue will be reflected as Miscellaneous Revenue and expenses will be under the category of Instruction.

**\$2,786.70** – This represents a budget appropriation to reflect insurance proceeds for damages to a vehicle. Increased revenue will be reflected as Miscellaneous Revenue and expenses will be under the category of Transportation.

**\$3,052.29** – This represents a budget appropriation to reflect insurance proceeds for 1:1 Initiative computer repairs. Increased revenue will be reflected as Miscellaneous Revenue and expenses will be under the category of Admin, Attendance and Health.

**\$650** – This represents a budget appropriation to reflect a reimbursement for SOL Performance Assessment Creation. Increased revenue will be reflected as Miscellaneous Revenue and expenses will be under the category of Instruction.

\* \* \* \* \*

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

The Finance Director and the County Administrator presented the following memorandum and spreadsheets relative to the proposed FY 2017 budget:

**TO:** Board of Supervisors  
**FROM:** Katherine H. Nunez, County Administrator  
John J. Andrzejewski, Director of Finance  
**DATE:** May 4, 2016  
**RE:** Additional Budget Information

The attached spreadsheets (tab Scenario 1 and CA-FD) are provided to facilitate further budget discussion at the May 10, 2016 meeting. Both tabs have been updated with actual Compensation Board amounts and the 2% pay raise has been calculated in the financial system.

The CA-FD tab provides an updated summary of actions reflective of the 2 cent tax rate

ceiling established for the budget public hearing. This does not mean we have adopted or recommend a 2 cent tax rate. The spreadsheet reflects the current handling of a 2 cent tax increase. As you can see, a significant amount is labeled “Contingency.” This is done to balance to the 2 cent tax increase ceiling.

The Scenario 1 tab is the working sheet. It reflects the current tax change. Since the April 25<sup>th</sup> meeting, we have identified additional changes that will be proposed at the May 10<sup>th</sup> meeting. They include:

ITEM	AMOUNT
Add 2 PT Field Workers for Reassessment (\$8,791 each)	\$17,582
Reduce School Contribution	(\$77,476)
Reduce Sheriff’s Tires from 150 to 80	(\$8,750)

Additionally, in your 5/10/2016 agenda packet, item #14, you will note a section discussing the potential increase to the trash hauling contract. If a tax rate of \$0.83 would be adopted (\$0.0047 above the equalized rate of \$0.8253), \$27,315 would be available to offset the unbudgeted increase.

I look forward to discussing the FY 2017 Budget at the May 10<sup>th</sup> meeting. If you have any questions, please contact John Andrzejewski at 757-678-0444, ext. 550.

\* \* \* \* \*

BUDGET WORKSHEET 5/3 KHN & JJA FOR PUBLIC HEARING CA-FD

	Item Amount	Balance	Projected Tax Change	4/25 Meeting
Current Deficit		(\$1,205,261)	\$0.0844	
Restore Water Coolers - Added in	(\$4,370)	(\$1,209,631)	\$0.0847	
Eliminate Johnson Grass Outreach – Deleted	\$5,035	(\$1,204,596)	\$0.0844	
Reduce Sheriff’s Vehicle by 1	\$38,938	(\$1,165,658)	\$0.0816	
Remove EMS Phase III (reduce to 8 positions)	\$238,055	(\$927,603)	\$0.0650	
VRS 1.7%/GLIP/Insurance Changes – Savings	\$54,976	(\$872,627)	\$0.0611	X
Reduce EMS OT @ Phase II Level (new item)	\$64,226	(\$808,401)	\$0.0566	X
Capital Reserve Reduction *	\$408,048	(\$400,353)	\$0.0280	X
SRO Position Matching Grant Funds - Increase contingent upon grant	(\$26,142)	(\$426,495)	\$0.0299	X
<b>Adjustment for Comp Board Funding - GF Shared Expenses - Increased Revenue</b>	<b>\$3,196</b>	<b>(\$423,299)</b>	<b>\$0.0296</b>	<b>X</b>
<b>Adjustment for Comp Board Funding - Jail Shared Expenses - Increased Revenue</b>	<b>\$37,636</b>	<b>(\$385,663)</b>	<b>\$0.0270</b>	<b>X</b>

<b>Adjustment for Comp Board Funding - Jail Per Diem - Decreased Revenue</b>	<b>(\$13,619)</b>	(\$399,282)	\$0.0280	X
<b>Unfunded Comp Board position #18 - Decreased Expense</b>	<b>\$44,261</b>	(\$355,021)	\$0.0249	
<b>Comp Board General Fund 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$29,272)</b>	(\$384,293)	\$0.0269	X
<b>Comp Board Regional Jail 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$26,691)</b>	(\$410,984)	\$0.0288	X
<b>State (Electoral) 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$1,028)</b>	(\$412,012)	\$0.0289	X
<b>BOS Employee 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$43,503)</b>	(\$455,515)	\$0.0319	
School Adjustment (original increased contribution \$391,781) - Decreased Expense	\$8,329	(\$447,186)	\$0.0313	X
<b>Additional School Adjustment - Decreased Expense</b>	<b>\$3,976</b>	(\$443,210)	\$0.0310	
EMS reduction of Phase II (reduce to 4 positions)	\$236,328	(\$206,882)	\$0.0145	X
Commissioner of the Revenue FT Position (\$38,766) - Decreased Expense	\$38,766	(\$168,116)	\$0.0118	X
General District Court PT Position (\$9,912) - Decreased Expense	\$9,912	(\$158,204)	\$0.0111	X
Parks & Rec FT Position (\$36,890) - In Budget	\$0	(\$158,204)	\$0.0111	X
Certification Raise Adjustments (original request \$16,857 plus taxes of \$1,340) - Decreased Expense	\$8,246	(\$149,958)	\$0.0105	tbd
Solid Waste Software (30,000) - Decreased Expense	\$30,000	(\$119,958)	\$0.0084	X
Paint Eastville Inn (\$20,000) - Decreased Expense	\$20,000	(\$99,958)	\$0.0070	X
Landfill Loader Tires (\$25,000) - In Budget	\$0	(\$99,958)	\$0.0070	X
Reassessment Computer (\$1,500) - Decreased Expense	\$1,500	(\$98,458)	\$0.0069	X
Jail Computers (2@\$2,400 total) - Decreased Expense	\$2,400	(\$96,058)	\$0.0067	X
Sheriff Toughbooks (2@ \$10,000 total) - Decreased Expense	\$10,000	(\$86,058)	\$0.0060	X
Code Compliance (\$56,003) - In Budget **	\$0	(\$86,058)	\$0.0060	X
Economic Development Computer Hardware - Decreased Expense	\$1,700	(\$84,358)	\$0.0059	X
Animal Control Truck (\$44,060) - Not supported. No impact.	\$0	(\$84,358)	\$0.0059	X
Sheriff On-Call Pay (\$14,431) - Not supported. No impact.	\$0	(\$84,358)	\$0.0059	X
Sheriff Training Officer Stipend (\$2,161) - Supported, increased expense.	\$2,161	(\$86,519)	\$0.0061	X
Add PT Building Inspector Position (\$22,025) - Supported, increased expense.	\$22,025	(\$108,544)	\$0.0076	X
Sheriff Dispatcher Raise (\$14,500 plus taxes/benefits) - Not supported. No impact.	\$0	(\$108,544)	\$0.0076	X
Revenue to attain 2 cent tax increase per BOS agreed ceiling for public hearing	\$285,612	\$177,068		
Contingency to balance budget	(\$177,068)	\$0		

Notes:

Items changed since 4/27 version

\* \$300K to Capital Reserve and \$100K to Contingency for EMS or Capital Reserve.

\*\* PT position (\$22,025 and \$30K for demo)

\* \* \* \* \*

BUDGET WORKSHEET 5/3 KHN & JJA SCENARIO #1

	Item Amount	Balance	Projected Tax Change
Current Deficit		(\$1,205,261)	\$0.0844
Restore Water Coolers - Added in	(\$4,370)	(\$1,209,631)	\$0.0847
Eliminate Johnson Grass Outreach – Deleted	\$5,035	(\$1,204,596)	\$0.0844
Reduce Sheriff's Vehicle by 1	\$38,938	(\$1,165,658)	\$0.0816
Remove EMS Phase III (reduce to 8 positions)	\$238,055	(\$927,603)	\$0.0650
VRS 1.7%/GLIP/Insurance Changes – Savings	\$54,976	(\$872,627)	\$0.0611
Reduce EMS OT @ Phase II Level (new item)	\$64,226	(\$808,401)	\$0.0566
Capital Reserve Reduction *	\$408,048	(\$400,353)	\$0.0280
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<b>Comp Board General Fund 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$29,272)</b>	<b>(\$384,293)</b>	<b>\$0.0269</b>
<b>Comp Board Regional Jail 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$26,691)</b>	<b>(\$410,984)</b>	<b>\$0.0288</b>
<b>State (Electoral) 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$1,028)</b>	<b>(\$412,012)</b>	<b>\$0.0289</b>
<b>BOS Employee 2% Pay Raise &amp; Benefits as of 12/1 - Increased Expense</b>	<b>(\$43,503)</b>	<b>(\$455,515)</b>	<b>\$0.0319</b>
School Adjustment (original increased contribution \$391,781) - Decreased Expense	\$8,329	(\$447,186)	\$0.0313
Additional School Adjustment - Decreased Expense	\$3,976	(\$443,210)	\$0.0310
EMS reduction of Phase II (reduce to 4 positions)	\$236,328	(\$206,882)	\$0.0145
Commissioner of the Revenue FT Position (\$38,766) - Decreased Expense	\$38,766	(\$168,116)	\$0.0118
General District Court PT Position (\$9,912) - Decreased Expense	\$9,912	(\$158,204)	\$0.0111
Parks & Rec FT Position (\$36,890) - In Budget	\$0	(\$158,204)	\$0.0111
Certification Raise Adjustments (original request \$16,857 plus taxes of \$1,340) - Decreased Expense	\$8,246	(\$149,958)	\$0.0105
Solid Waste Software (30,000) - Decreased Expense	\$30,000	(\$119,958)	\$0.0084
Paint Eastville Inn (\$20,000) - Decreased Expense	\$20,000	(\$99,958)	\$0.0070
Landfill Loader Tires (\$25,000) - In Budget	\$0	(\$99,958)	\$0.0070
Reassessment Computer (\$1,500) - Decreased Expense	\$1,500	(\$98,458)	\$0.0069
Jail Computers (2@\$2,400 total) - Decreased Expense	\$2,400	(\$96,058)	\$0.0067
Sheriff Toughbooks (2@ \$10,000 total) - Decreased Expense	\$10,000	(\$86,058)	\$0.0060
Code Compliance (\$56,003) - In Budget **	\$0	(\$86,058)	\$0.0060
Economic Development Computer Hardware - Decreased Expense	\$1,700	(\$84,358)	\$0.0059
Animal Control Truck (\$44,060) - Not supported. No impact.	\$0	(\$84,358)	\$0.0059
Sheriff On-Call Pay (\$14,431) - Not supported. No impact.	\$0	(\$84,358)	\$0.0059
Sheriff Training Officer Stipend (\$2,161) - Supported, increased expense.	\$2,161	(\$86,519)	\$0.0061
Add PT Building Inspector Position (\$22,025) - Supported, increased expense.	\$22,025	(\$108,544)	\$0.0076
Sheriff Dispatcher Raise (\$14,500 plus taxes/benefits) - Not supported. No impact.	\$0	(\$108,544)	\$0.0076

<b>New Proposals for 5/12 Meeting:</b>			
Add 2 PT Field Workers for Reassessment (\$8,791 each)	\$17,582	(\$126,126)	\$0.0088
Reduce School Contribution	(\$77,476)	(\$48,650)	\$0.0034
Reduce Sheriff's tires from 150 to 80	(\$8,750)	(\$39,900)	\$0.0028
Partial Offset to Solid Waste Hauling Contract Increase	\$27,315	(\$67,215)	\$0.0047

Notes:

Items changed since 4/27 version

This deficit of \$67,215 results in a tax increase of \$0.0047 (approximately 1/2 penny).  
The equalized rate of \$0.8253 plus the \$0.0047 increase results in the \$0.83 tax rate.

\* \$300K to Capital Reserve and \$100K to Contingency for EMS or Capital Reserve.

\*\* PT position (\$22,025 and \$30K for demo)

\* \* \* \* \*

It was the consensus of the Board to approve the modifications as outlined in the foregoing memorandum and Scenario #1 spreadsheet shown above.

It was the consensus of the Board that Supervisor Hogg will meet with the Commissioner of the Revenue and bring back a report on the impacts of increasing the thresholds allowable under the County's Elderly & Handicapped Assistance Ordinance.

Closed Session

Motion was made by Mr. LeMond, 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: (Area Agency on Aging, JIDA, Recreation Board – District 3 only, Navigable Waterways Committee, E. S. of Va. Housing Alliance, A-N Planning District Commission, Community College Board, Public Library Board, Planning Commission, Wetlands Board )*

(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.

*Boundary Adjustment Counter-Proposal from Town of Eastville  
Proposed Zoning Ordinance Adoption*

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.*

A Moment of Silence was observed.

The Board recited the Pledge of Allegiance.

Public Hearing:

(6) Conduct a joint public hearing with the Virginia Department of Transportation on the Proposed Secondary Road Six Year Plan: 2017-2018 to 2021-2022 and Improvement Priorities for Fiscal Year 2016-2017 for Northampton County.

Along with Mr. Chris Isdell, Residency Administrator of the Virginia Department of Transportation, the Chairman called the joint public hearing to order and asked if there were any present desiring to speak.

Mr. Isdell presented the following powerpoint presentation:

## Northampton County Secondary Six Year Program FY2017 – FY2022

April 25, 2016  
Secondary Six Year Program

Chris Isdell  
VDOT Accomac Residency Administrator

### Projected Program Allocations

Fiscal Year (Up \$831 per year)	Tele-Communications (Change from FY17- FY22 plan)	Formula Secondary Unpaved Routes (Change from FY17- FY22 plan)	Total
2017	\$39,291	\$0	\$39,291
2018	\$39,291	\$0	\$39,291
2019	\$39,291	\$0	\$39,291
2020	\$39,291	\$0	\$39,291
2021	\$39,291	\$0	\$39,291
2022	\$39,291	\$0	\$39,291
<b>Total (Up \$4,986)</b>	<b>\$235,746</b>	<b>\$0</b>	<b>\$235,746</b>

## Current Six Year Plan Projects County's Priority List

Per County Resolution dated May 12, 2015

#1 Priority - UPC 103391

Route 642 – Old Cape Charles Road  
From: 0.03 miles W. of Rte. 1117  
To: 0.61 miles W. of Rte. 641

Current project estimate is \$11,475,000  
Additional funding needed after 2017 is currently 1.86 million  
Advertised for bid March 2016  
Fully funded in out years

3

## Current Six Year Plan Projects County's Priority List

#2 Priority - UPC 1850 & 1851

Route 602 – Cemetery Road  
From: Route 184  
To: Accomack County Line

Current project estimate is \$6,504,134  
Additional funding needed is currently \$5,994,270  
HB2 Candidate  
Remove funding next year and transfer remaining funding to smaller  
identified project

4

## Current Six Year Plan Projects County's Priority List

### #3 Priority - UPC 75950

Route 618 – Bayside Road Extension  
From: 0.30 miles W. of Rte. 13  
To: Route 652

Current project estimate is \$1,985,772  
Additional funding needed is \$1,927,637

HB2 Candidate

Next year transfer remaining funding to new identified  
smaller project

## Current Countywide Cost Centers

- 99770 Countywide Traffic Services = \$66,000
- 99978 Rural Additions = \$60,542
- 99982 Countywide Engineering and Survey = \$32,590
- 100292 Countywide Right of Way Engineering = \$22,983
- 4690 Bridge Funds = \$42,250
- 3101 Future State Match (Bridge \$) = \$37,616

## Future Recommended Considerations

- Utilize HB2 for larger projects now
- Develop several new smaller shelf projects to match SSYP future funding over the next 10 months
- Remove remaining funding from UPC 1850, 1851 and 75950 from SSYP next year and replace with a prioritized smaller project(s). Transfer remaining balances of UPC's to it. (\$668,301) estimated.
- Program out year funding to the top prioritized project UPC
- Once a prioritized project is fully funded begin the process of developing the next selected project
- Fund Rural Additions over each year with the maximum 5% (\$1,923 FY 17-22)
- Remaining funding (\$36,537) apply to UPC 1850 (FY17) and CSC's



**Thank you**

April 25, 2016  
Secondary Six Year Program

Chris Isdell  
VDOT Accomac Residency Administrator

\* \* \* \* \*

Mr. Bob Meyers asked if there was any work planned for Route 602. Mr. Isdell responded that some existing drainage concerns are being addressed. Mr. Meyers then questioned the status of the Board's request for a feasibility study to address the Cape Charles Food Lion intersection and Mr. Isdell replied that the study is in the queue at VDOT.

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

Motion was made by Mr. Hogg, seconded by Mr. LeMond, that the following resolution be adopted. All members were present and voted "yes". The motion was unanimously passed.

Said resolution as adopted is set forth below:

### **RESOLUTION**

WHEREAS, the Virginia Department of Transportation and the Northampton County Board of Supervisors have jointly established the Six Year Plan for Fiscal Years 2017-2018 to 2021-2022 and Improvement Priorities List for the Fiscal Year 2016-2017; and

WHEREAS, the Virginia Department of Transportation and the Northampton County Board of Supervisors have jointly held a Public Hearing on the Six Year Plan for Fiscal Years 2017-2018 to 2021-2022 and Improvement Priorities List for Fiscal Year 2016-2017.

NOW, THEREFORE, BE IT RESOLVED that the Northampton County Board of Supervisors hereby approves the Six Year Plan for Fiscal Years 2017-2018 to 2021-2022 and Improvement Priorities List for Fiscal Year 2016-2017.

\* \* \* \* \*

(7) Consider "An Ordinance to Repeal Chapter 157 of the Code of Ordinances" (Minimum Separation Distances). The purpose of this ordinance is to repeal the ordinance because these provisions are now regulated by the State Health Department.

### **AN ORDINANCE TO REPEAL CHAPTER 157 OF THE CODE OF ORDINANCES OF NORTHAMPTON COUNTY**

WHEREAS, the Northampton County Board of Supervisors adopted on November 7, 2005 and amended on March 13, 2006, April 10, 2006 and September 11, 2006, a certain ordinance regulating minimum separation distances for subsurface absorption systems and wells,

said ordinance now being codified and set out in Chapter 157 of the Code of Ordinances of Northampton County; and

WHEREAS, the Northampton County Board of Supervisors now deems it advisable to repeal the aforesaid ordinance which constitutes the totality of Chapter 157 of the Code of Ordinances of Northampton County.

NOW, THEREFORE, BE IT ORDAINED by the Northampton County Board of Supervisors that Chapter 157 of the Code of Ordinances of Northampton County be and the same is hereby repealed.

\* \* \* \* \*

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

The County Administrator noted that this ordinance will repeal Chapter 157 of the County Code, because these provisions are now regulated by the State Health Department.

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

Motion was made by Mr. Hogg, seconded by Mr. LeMond, that “AN ORDINANCE TO REPEAL CHAPTER 157 OF THE CODE OF ORDINANCES OF NORTHAMPTON COUNTY”, be adopted as presented. All members were present and voted “yes.” The motion was unanimously passed.

(8) Consider “An Ordinance to Vacate a Subdivision in Northampton County, Virginia”. The purpose of this ordinance is to vacate certain lot lines within the following plats: (a) “Plat of Survey – Brockenberry Bay Estates” dated November 19, 2008, and recorded as Instrument #090000280 and (b) “Resubdivision to Create Lot 5A – Brockenberry Estates” dated October 5, 2010, and recorded as Instrument #110001231.

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

The County Administrator noted that this ordinance was previously adopted last year but due to errors within the text, it was unable to be recorded. This new version corrects those errors.

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

Motion was made by Mr. LeMond, seconded by Mr. Bennett, that “An Ordinance to Vacate a Subdivision in Northampton County, Virginia”, be adopted as presented. All members were present and voted “yes.” The motion was unanimously passed.

Citizens’ Information Period (only matters pertaining to County business or items that are not on the Board agenda for public hearing that evening.

The Chairman read the following letter from Mr. Robert Richardson of Seaview:

May 10, 2016

Mr. Chairman and Members of the Board:

I am Bobby Richardson from Seaview. Listed below are several subjects that, in my opinion, require immediate attention.

**BUDGET:**

The county is presently at a maximum level that taxpayers can fund. As we see that the EMT program expand its empire, our board should not fund further expansion until all options have been evaluated and presented to the taxpayers, including the option to contract the service. The taxpayers are presently funding over 1.5 million in unpaid taxes and other expenses that are extremely costly and of questionable benefit to the county.

Increasing the taxes while the county is in a depression and population is decreasing is not a correct financial decision.

**Farm Commercial Events:**

Due to the recent passage of the right of a “farmer” to convert his/hers farm property into an event venue, our county must enact performance standards to protect individuals attending such events from physical harm and property owners on these farms from financial liability created by the operator(s) of the event. The standards should include:

1. Sprinkler Systems
2. Meet State/County structural codes
3. Smoke/Fire alarm systems
4. Toilet facilities
5. Health Department Occupancy permits and Fire Department Inspections
6. Adequate parking facilities

**Power Grid:**

It is imperative that the county leave the 20th century and catch up to the 21<sup>st</sup> century by becoming a county keeping up with technology and having a sufficient and redundant power supply. Businesses require dependable electricity and we should have acquired this service 50 years ago when the Bridge Tunnel was constructed. We need to plan ahead. **We require the power grid now!**

Thank you

\* \* \* \* \*

Ms. Senora Lewis urged the Board not to allow Royal Farms to locate in the Kiptopeke area, saying that this commercial venture would bring too much traffic and criminal activity to the neighborhood.

Mr. Robert Pfund, an officer with Kiptopeke Condominiums, also spoke with regard to the Royal Farms location near Kiptopeke, noting that one issue which has not been raised is access to the site from north-bound traffic. He called this a “disaster waiting to happen.”

\* \* \* \* \*

The following future meeting agenda was shared with the Board:

Work session/other meeting agendas:

- (i) 5/17/16: Reassessment Public Hearing
- (ii) 5/23/16: FY 2017 Budget Public Hearing
- (iii) 6/27/16: Work Session: Topic to be determined

(9) The County Administrator’s bi-monthly report was distributed to the Board as follows:

**TO:** Board of Supervisors  
**FROM:** Katie H. Nunez, County Administrator  
**DATE:** May 4, 2016  
**RE:** Bi-Monthly Report

**I. Projects:**

A. USDA Grant Obligation Update:

*November 2015 thru April 5, 2016 Status Report: USDA has signed off completely on all item, including the recent addition of 15 AED units, two Dodge Chargers for the Sheriff's Department as well as a Ford Explorer for the Sheriff's Department. To date, we have now committed \$588,556.15 of the \$599,734.80 obligation or 98.13%.*

Pursuant to the Board's direction on April 25, 2016, USDA has endorsed the acquisition of additional computers for the County to expend the remaining funds owed. We are in the process of getting quotations. Said computers will be used for the roll-out of the agenda software.

B. Status Report on Board of Supervisors Priority List 2016:

Attached please find a status report on the Board's adopted 2016 Priority List of Projects and Issues.

Task	Due Date	Status	Priority	Completed	Delivered Date	Notes
Complete FY2017 Budget	6/30/2016	In Progress	High	No		LeMond - work on School request; Duer & Hogg - work on rest of budget; budget has been advertised based on 2 cent tax increase. Public hearing to be held on 5/23/2016.
Implement 2009 Zoning Ordinance and Amendments	3/28/2016	Completed	High	Yes		Approved by BOS on 4/12/2016; proofing and integration of all approved changes is occurring now. Should have document finished and posted on-line by 5/15/2016.
Finalize USDA Obligation	6/30/2016	In Progress	High	No		KHN tasked with this; final spending plan has been approved - getting quotes on computers - this is last item.
Finalize/Adopt Board Manuel	2/28/2016	Completed	High	Yes	2/8/2016	DONE
EMS/Volunteer Agreement	6/30/2016	In Progress	High	No		Committee created at 2/22/2016 Work Session: Larry LeMond, Granville Hogg, Dr. Irvin Jones, Willie Randall, and Hollye Carpenter
EMS Garage Decision	6/30/2016	Planning	High	No		Granville Hogg, KHN and Hollye Carpenter tasked to

						work on a site plan
EMS Staffing/Equipment Plan and Funding	3/8/2016	In Progress	High	No		Discussed at 2/22/2016 Work Session; scheduled for 3/8/2016 for continued discussion
VA Department of Health Services Contract for FY17 & Building Needs	6/30/2016	Planning	Low	No		Murray tasked with this
Update Capital Plan needs	6/30/2016	Planning	Medium	No		KHN tasked with this - will be part of FY2017 budget
Properties Owned by County	12/31/2016	In Progress	Medium	No		Bennett will work on two old jails & Machipongo School Building; Duer will work with staff on rest
Cape Charles Access Road	4/8/2016	Submitted for Approval	High	No		KHN tasked with this. All Right of Way Acquisition has been concluded and accepted by VDOT. State cleared the project to be advertised for construction. Bids released in April 2016 with deadline at end of April. Project in state hands now.
Compensation and Classification Study	12/31/2016	Need to Begin	Low	No		KHN tasked with this
AFD Application Ranking System (Advisory Group)	6/1/2016	Need to Begin	Low	No		Murray tasked with this
Stonger Economies Together (SET) Grant	7/1/2016	In Progress	High	Awaiting Feedback		KHN, Kris Tucker, Granville Hogg, Larry LeMond are attending the planning sessions now. Draft report has been released and available for public comment until 5/6/2016.
E-911 System, Public Safety Communications (Southern)	12/31/2016	Planning	Medium	No		KHN tasked with this
Town of Eastville - Request for Boundary Adjustment	6/1/2016	In Progress	Medium	No		Received revised proposal from Town of Eastville at 2/22/2016 Work Session; discussed in closed session at 3/8/2016 & 4/12/2016

						BOS Meeting
Town of Cape Charles - Request for Historic Overlay District	12/31/2016	Sidelined	Low	No		
Appropriate Staffing - Code Compliance, Building, Parks and Recreation	7/1/2016	Submitted for Approval	High	No		Murray, KHN and John Andrzejewski tasked with this - part of FY17 budget; PT Code Compliance position has been retained in the proposed FY17 budget but not the restoration of the FT Code Compliance position; a PT Building Inspector and FT Parks Assistant have been included in the proposed FY17 budget.
Restructure Quarterly Financial Statements	6/30/2016	Planning	Medium	No		Murray, KHN and John Andrzejewski tasked with this.
Review Financial Policies (update)	12/31/2016	Need to Begin	Low	No		KHN and John Andrzejewski tasked with this.
Review Personnel Policies Manual	12/31/2016	Planning	High	No		KHN and Bruce Jones tasked with this.
Centralization of all finance staff	12/31/2016	Need to Begin	Low	No		
Rural Health, Hecate, Sunset Inn, Bay Storage	12/31/2016	In Progress	Medium	No		Hecate - SUP Approved and fully executed Rural Health - SUP Approved Sunset Inn - waiting on comments from VDOT/CBBT on Route 13 access for site plan Bay Storage - chose to re-apply for under the 2015 Zoning which did not require an SUP but only a zoning clearance since it was a use allowed by-right.
Follow Riverside Plans and actions in Nassawadox	12/31/2018	In Progress	Medium	No		Bennett will work with Riverside and Nassawadox for status reports

Review County Website content and updates	12/31/2016	In Progress	Low	No	
Identify Stormwater Management Facilities (pond maintenance)	12/31/2016	In Progress	Low	No	Hogg is tasked with this.
Re-draft Residential Rental Ordinance (deal with vacant only)	12/31/2016	Need to Begin	Low	No	Murray is tasked with this.
Consider/Plan session for review of Strategic Plan	6/1/2016	Need to Begin	Medium	No	Murry and KHN will work on this.
Track Legislative Agenda (VACo releases) like DEQ Stormwater	4/1/2016	In Progress	High	No	KHN is tasked with this. General Assembly has completed the 2016 Session. Awaiting final report of all bills enacted to review to see what ordinances or policies of the County's need to update by July 1, 2016.
Elimination of paper through Automated Agenda Preparation and Delivery	12/31/2016	In Progress	High	No	KHN and Janice Williams are working on this. Have received and executed contract with BoardDocs Software and scheduling training for May/June.
Request Assistance from the Commissioner of Revenue on SLEAC Values	12/31/2016	Completed	Medium	Yes	COR Charlene Gray met with members of Farm Bureau and various BOS members in the spring along with representatives from SLEAC Advisory Council to discuss the setting of SLEAC rates.
Update and maintain the Business Guide	12/31/2016	Need to Begin	Low	No	KHN and Janice Williams are tasked with this.
Develop/adopt Economic Development & Workforce Development Plan	12/31/2016	Need to Begin	Medium	No	
Develop plan to address abandoned buildings	12/31/2016	Need to Begin	Medium	No	

Fish & Wildlife - Wise Point Dock - currently owned by the Feds - they are interested in either turning it over to County to run or manage					Raised by Spencer on 2/25/16
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*Mr. Murray indicated that he felt that the last item, Fish & Wildlife/Wise Point Dock should be classified as an “on-going, high priority” project. He further noted that he and Supervisor Hogg would be tasked with following-up on this matter.*

*It was the consensus of the Board that the County Administrator provide a progress report on broadband services at the regular June meeting.*

**C. Finalization of the adopted 2016 Zoning Ordinance:**

All of the changes have been fully incorporated into the adopted 2016 Zoning Ordinance and has been formatted with a table of contents and page numbering. We are working on the finished proofing of the two appendices (the 2000 Ordinance and the 1983 Zoning Ordinance). It should be completed by mid-May and placed on the County website and available fully to the public. Then, staff will develop a work plan to get the ordinance merged as discussed with the Board during the summer.

\* \* \* \* \*

**Tabled Items:**

(10) EMS Garage Discussion. *This item was tabled at the February 22, March 28, and April 13, 2016 meetings.*

Motion was made by Mr. LeMond, seconded by Mr. Bennett, that this matter be taken off the table. All members were present and voted “yes”. The motion was unanimously passed.

Mr. Hogg reported that the topographic survey has been completed and he listed numerous issues which he felt still needed to be solved prior to development of the site including location of underground utilities, suitable soils for well/septic placement and stormwater management area.

The Chairman noted that several quotations for the EMS Garage have been received, ranging from \$260,000 - \$495,000. He urged the Board to move forward with an RFP which would outline the maximum number of vehicle bays, maximum building size and budget for this construction project.

The Board agreed to leave this as a discussion item on future agendas.

(11) EMS Management Study. *This item was tabled at the April 12, 2016 meeting.*

Motion was made by Mr. Duer, seconded by Mr. LeMond, that this matter be taken off the table. All members were present and voted “yes.” The motion was unanimously passed.

Mr. LeMond stated that with the moving of the hospital to Onley in December 2015/January 2016, it will increase the travel time for all ambulances. The Board has received recommendations from the EMS Director and the Ad Hoc Emergency Care Committee for increasing staffing by an additional 12 persons. The Board has since received this level to 8 through cooperative commitments with the volunteer agencies and for the FY 2017 budget, has agreed to provide funding for four staff with contingency funding for an additional four EMTs. He said that there was no consensus among the Board members as to the staffing level and that was why an RFP had been issued for completion of a management study. Six responses, with costs ranging from \$10,000 - \$50,000, were received. Motion was made by Mr. LeMond, seconded by Mr. Hogg, that the Board accept the proposal from the low bidder, Emergency Services Solutions, Inc. of Powhatan, Virginia. All members were present and voted “yes.” The motion was unanimously passed. Mr. Hogg indicated that the firm selected was the more timely of the responses.

Action Items:

(12) Consider adopting a resolution to participate in the Virginia Juvenile Community Crime Control Act.

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

## Virginia Juvenile Community Crime Control Act (VJCCCA)

### RESOLUTION

BE IT RESOLVED that the County of Northampton will participate in the Virginia Juvenile Community Crime Control Act and accept funds appropriate for the purpose set forth in this Act until it notifies the Department of Juvenile Justice, in writing, that it no longer wishes to participate; and

BE IT FURTHER RESOLVED that the County of Northampton will combine with the governing body of Accomack County as it pertains to participation in the Virginia Juvenile Community Crime Control Act and funds appropriated for the purpose set forth in this Act until it notifies the Department of Juvenile Justice, in writing, that it no longer wishes to participate. Accomack County will act as the fiscal agent for these localities.

BE IT FURTHER RESOLVED that the County Administrator is hereby authorized to execute a local plan on behalf of the County of Northampton.

\* \* \* \* \*

(13) Consider approving a Fireworks Permit for the Sunset Beach Resort’s barge fireworks display on July 2<sup>nd</sup> and for displays at Cherrystone Campground on May 29, July 4 and September 4, 2016.

Motion was made by Mr. Duer, seconded by Mr. LeMond, that fireworks permits be issued to Sunset Beach Resort for a barge display of fireworks near Sunset Beach Resort on July 2, 2016, between 9:00 p.m. and 9:30 p.m., and to Cherrystone Campground for displays on May 29, July 4 and September 4, 2016. All members were present and voted “yes.” The motion was unanimously passed.

(14) Consider award of Solid Waste Collection & Transportation Bid.

Motion was made by Mr. Bennett, seconded by Mr. Duer, that the bid for solid waste collection and transportation services be awarded to Davis Disposal Co., in accordance with its alternate bid proposal and county specifications, with the understanding that the County Administrator will be negotiating with Davis Disposal to effect a lower cost to the County through modifications of the collection schedule. All members were present and voted “yes.” The motion was unanimously passed.

Matters Presented by the Board Including Committee Reports & Appointments

(15) Mr. Murray: Request for a speed study on a portion of Route 618 (Bayside Road) near Tankard’s Nursery.

Motion was made by Mr. Murray, seconded by Mr. Duer, that the Board request a speed study to be conducted by VDOT on Route 618 in the vicinity of Tankard’s Nursery near the village of Hadlock. All members were present and voted “yes.” The motion was unanimously passed.

(16) Correspondence from Dr. Matson relative to the pilot program

Mr. Murray read the following letter from Dr. Matson of the Eastern Shore Health District:



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HEALTH  
EASTERN SHORE HEALTH DISTRICT

ACCOMACK COUNTY HEALTH DEPARTMENT  
2715 FRONT STREET  
P.O. BOX 127  
ACCOMACK, VIRGINIA 23001-0127  
PHONE: (757) 233-3986

NORTHAMPTON COUNTY HEALTH DEPARTMENT  
2114 BANKS DRIVE  
PO BOX 348  
MARTINSBURG, VIRGINIA 25401-0348  
PHONE: (703) 714-6533

April 26, 2016

Ms. Katherine H. Nunez  
County Administrator  
County of Northampton  
PO Box 88  
Eastville, VA 23347-0088

Dear Katie:

As you're aware, we've been working with County staff and other agencies to explore issues surrounding EMS and ambulance service delivery in light of the hospital's move later this year. We further explored providing a Public Health Nurse Assistance program as a component to reduce inappropriate use of ambulance services and researched a number of protocols relative to such.

Because of issues and uncertainty related to sustainable staffing of the project in light of other public health service demands, we're unable to carry out the Public Health Nurse Assistance program at this time. We will continue to engage with County staff and other agencies to provide any technical assistance and coordination that will assist in improved service delivery and/or reductions in inappropriate use of health care services.

Thanks for your understanding. It has been and remains my pleasure to work with County officials in discussing and meeting public health challenges of the community.

Sincerely,

David O. Matson, MD, PhD  
District Director

cc: Hollye Carpenter, Director of EMS



Supervisor Hogg noted that the Ad Hoc Emergency Care Committee was relying heavily on this proposal and said “this does not bode well.” He said that he was also dismayed to learn that the antenna study may not happen. It was the consensus of the Board that the County Administrator should follow-up with the antenna study contact people. When questioned by the Chairman, the County Administrator confirmed that these were the last two remaining work tasks which had been assigned to the Ad Hoc Emergency Care Committee that that they have been thanked for their service.

(17) Inspection report relative to the former middle school’s gym roof

During the FY 2017 budget discussions, some Board members had questioned the condition of the former middle school’s gymnasium roof and an informal proposal has been sought on the possible cost for repair and/or replacement of that roof. Motion was made by Mr. Duer, seconded by Mr. Hogg, that a formal RFP be issued for repair and/or replacement of the gym roof at the former middle school building. All members were present and voted “yes.” The motion was unanimously passed.

(18) G. F. Horne Assisted Living Facility, Parksley, Va.

The Board was in receipt of correspondence detailing a history of violations found at the G. F. Horne Assisted Living Facility located in Parksley. Supervisor Murray volunteered to seek additional information and report back to the Board.

Motion was made by Mr. Bennett, seconded by Mr. Duer, that Rev. Charles Kellam be reappointed to the Accomack-Northampton Planning District Commission for a new term of office commencing July 1, 2016. All members were present and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. Hogg, seconded by Mr. LeMond, that Ms. Ann Rutledge be

reappointed to the Eastern Shore Public Library Board for a new term of office commencing July 1, 2016. All members were present and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. Hogg, seconded by Mr. LeMond, that Ms. Mary Carey be reappointed to the Eastern Shore Area Agency on Aging/Community Action Agency for a new term of office commencing January 1, 2016. All members were present and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. LeMond, seconded by Mr. Bennett, that Dr. Paul E. Bibbins, Jr. be appointed to the Eastern Shore Community College Board for a term of office commencing July 1, 2016. All members were present and voted “yes.” The motion was unanimously passed.

Citizens’ Information Period #2 (in which the public can again address the Board for an additional two minutes concerning what happened at tonight’s meeting)

Mr. Greg DeYoung asked the Board to reconsider its decision to select Emergency Services Solutions for the EMS management study, and indicated that this firm does not meet the qualifications requested under the RFP.

Supervisor Hogg said that in looking at past Board actions, there appears to be a lack of understanding of the need to present adequate and accurate information to the Board in order for it to be able to make good decisions. He said that the Hecate, Eastern Shore Rural Health and Royal Farms’ decisions should be revisited by the Board and that the Royal Farms’ decision specifically should be rescinded based on traffic safety issues as well as compatibility with the neighborhood. Further, Mr. Hogg said that Eastern Shore Rural Health did not provide the Board with all of the information relative to traffic issues. He said that he hopes the Board will have an opportunity to work with the applicants and VDOT on this project as well as Royal Farms.

At this time, Mr. Hogg made a motion that the Board reconsider both applications (Eastern Shore Rural Health and Royal Farms). Mr. Murray replied that based on the Code of Virginia requirements, the Board cannot reconsider land use decisions with a simple majority vote, and he therefore could not entertain a second to the motion. Mr. Murray also noted that he would gladly receive documentation referenced by Mr. Hogg (relative to U-turns and water usage) for distribution to the Board.

Recess

Motion was made by Mr. LeMond, seconded by Mr. Duer, that the meeting be recessed until 7:00 p.m., Tuesday, May 17, 2016, in the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, in order to conduct a public hearing on the equalized tax rate relative to the 2016 General Reassessment. All members were present and voted “yes.” The motion was unanimously passed.

The meeting was recessed.

\_\_\_\_\_CHAIRMAN

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