Katie's Report

Board of Supervisors of Northampton County
P.O. Box 66 • Eastville, Virginia 23347

BOARD OF SUPERVISORS
H. Spencer Murray, Chairman
Larry LeMond, Vice Chairman
Oliver H. Bennett
Robert G. Duer
Granville F. Hogg, Jr.

Katherine H. Nunez
County Administrator

PHONE: 757-678-0440
FAX: 757-678-0483

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: February 1, 2016
RE: Bi-Monthly Report

I. Projects:

A. USDA Grant Obligation Update:

November/December 2015 & January 2016 Status Report: As an update from your October 13, 2015 meeting, we have continued to move forward with meeting the requirements of this agreement. USDA has signed off completely on all items except for the 2 generators for the School. Staff is still developing the procurement documents for the 2 generators for the elementary schools. To date, we have now committed $496,283.85 of the $599,734.80 obligation or 82.75%.

The school has finalized the Invitation for Bid for the installation of a generator at each elementary school; said bids were reviewed and approved by USDA for issuance purposes. The school has issued the bids with a due date of Friday, February 19, 2016 @ 2:00 p.m.

B. SET (Stronger Economies Together) Grant:

Work is progressing on the regional SET Grant. The first three community meetings were held on October 27, 2015, December 15, 2015, and January 12, 2016. The next forum is scheduled for Tuesday, February 16, 2016 from 8:30 a.m. – 12:30 p.m. at the Community College. There is limited seating for this forum; however, this is the fourth of six forums that will be held over six months. The purpose and intent of the SET Grant is to develop a strategic economic plan for the region, based upon community input with assistance from the ANPDC, USDA, and Virginia Tech personnel.

C. Follow-up Request from the January 2016 BOS Meeting: Request from Kaufman & Canoles regarding the County's Intended Use of its Bond Capacity for Calendar Year 2016:

I have received a request from Kevin A. White, Bond Counsel with Kaufman & Canoles, wanting to know if the County intends on incurring **any debt** under its Bank Qualified capacity allowed by the IRS (ability to issue $10 million tax-exempt financing thru an Industrial Development Authority) in calendar year 2016. If not, they have a client that

would like to run its financing through our Joint Industrial Development Authority (JIDA). The JIDA earns bond issuance fees when they issue bonds like this and the JIDA has done this for three entities over the last few years: Norfolk Academy, Williamsburg Retirement Home, and YMCA South Hampton.

Please let me know the Board's intentions regarding financing in calendar year 2016.

D. 2016 Reassessment Calendar:
As background, the County adopted an ordinance on September 13, 2011 setting a biennial reassessment schedule; said ordinance was subsequently amended on May 14, 2013; and then, on November 12, 2014, this ordinance was repealed and within that document it references that the County staff was envisioning the reassessment to be effective on January 1, 2016.

In working with the staff of the Commissioner of Revenue's office in developing and ensuring that they will meet the required tasks for reassessment, a review of our records indicates that while the Board of Supervisors has been working with a tacit agreement that the reassessment will be effective January 1, 2016 and is subsequently reflected in the FY2016 Budget Adoption when funding was provided for reassessment and that, in the summer 2015, the Board requested the Circuit Court Judge for a three-month work extension to March 31, 2016, it does not appear that the Board actually took a vote that our reassessment be effective for January 1, 2016 pursuant to Code of Virginia 58.1-3254.

Therefore, I am requesting the Board take a vote indicating that you are instructing the Commissioner of Revenue to undertake a general reassessment, effective January 1, 2016.

As a status report, the review of all parcels will be completed by February 20, 2016; data entry of all parcel valuation will be completed by March 5, 2016 and property owner notices will be sent to printer and proofed by March 15, 2016 with all owner notifications being mailed as of March 31, 2016.

E. Enterprise Zone – Request to Add to the Map:
The County is allowed to amend the Enterprise Zone Map annually with the caveat that there must be more than one parcel being considered for inclusion. It has been over 16 months since it was last amended. Properties for inclusion in the Enterprise Zone should be zoned commercial or industrial or have zoning that supports commercial or industrial uses. My office queried all the towns to see if they had any parcels that would benefit from being in the Enterprise Zone and Exmore responded to indicate that they had no additional parcels for inclusion in the Enterprise Zone. Cape Charles responded with a request to include three parcels (83A3-2-2-88; 83A3-2-2-87; and 83A3-2-2-84). Two of these parcels are already in the Enterprise Zone. I have continually asked the Town Manager to submit an amended request only addressing the remaining parcel (83A3-2-2-84) but have not received it to date. See attached correspondence and map.

In addition, my office has received a request from a private citizen, Katherine Campbell, requesting that her parcel (31-A-76) be included in the Enterprise Zone. I have attached three maps for Ms. Campbell's property showing the Enterprise Zone Map, the 2015 current zoning and the proposed reversion to the 2009 ordinance. As you will see, the 2 zoning maps show the parcel in a Hamlet Designation. She is looking to convert the former Birdsnest School into a bed & breakfast or inn concept.

Therefore, I am seeking direction from the Board if you wish to advertise a public hearing to amend the Enterprise Zoning map for the two requested parcels.

F. Status Report on Willis Wharf Dredging Project:
Public Works Director Mike Thornes has been working with our engineer, GMB, and the Army Corps of Engineers (ACOE), in finalizing our permit and completing the bid specifications. In our initial application to the ACOE, we presumed that the County would utilize the ACOE Spoil Site which was used the last time the County dredged Willis Wharf; however, further investigation revealed that there was an alternative choice. We were faced with the evaluation of two spoil sites: the one owned by the ACOE and the one owned by the County. The ACOE Spoil Site is farther away from the harbor and would require the county to pre-clear an access road through a wooded area at the end of Hog Island Lane. The County Spoil Site is located just across Route 603 from the Harbor. While this site requires extensive earth work to make it usable, its proximity to the harbor will cost less for dredging and will allow us to maintain it as a future dredging spoil site.

The project cost is $135,000 - $160,000 for dredge cost estimate; $13,010 for engineering; and $40,000 for estimated cost to prepare the spoil site. This brings the estimated project cost to $188,010 - $203,010.

We already have one grant from the Port Authority for this project which has a remaining balance of $98,705 and we have submitted another grant request for $100,000 to cover the balance of this project. We are requesting an amendment to our ACOE permit to allow use of the County spoil site and will be issuing the Invitation for Bid shortly in order to lock down a contractor for our allowable timeframe for work (September 1 – October 31, 2016).

AN ORDINANCE TO REPEAL AN ORDINANCE ENTITLED, "AN ORDINANCE PROVIDING FOR THE BIENNIAL ASSESSMENT OF REAL ESTATE IN NORTHAMPTON COUNTY"

WHEREAS, an ordinance entitled, "An Ordinance Providing for the Biennial Assessment of Real Estate in Northampton County", codified as Section 33.015 of the Northampton County Code, was adopted by the Northampton County Board of Supervisors on September 13, 2011 and subsequently amended on May 14, 2013; and

WHEREAS, it is the decision of the Northampton County Board of Supervisors to repeal this ordinance as a result of the death of the Commissioner of the Revenue's vendor and the need to procure and migrate to a new vendor which has taken longer than projected to accept and "go live" with the new software; and

WHEREAS, due to the above circumstances, the work associated with the reassessment has not been able to be completed and the January 1, 2015 timeline cannot be met; and

WHEREAS, staff will present to the Board a new proposed calendar which is currently envisioned to have the next reassessment effective on January 1, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby repeals an ordinance entitled, "An Ordinance Providing for the Biennial Assessment of Real Estate in Northampton County", codified as Section 33.015 of the Northampton County Code.

Adopted by the Northampton County Board of Supervisors this __12__ day of November_____, 2014.

BOARD OF SUPERVISORS OF NORTHAMPTON COUNTY

By:_____

Its County Administrator/Clerk

Code of Virginia
Title 58.1. Taxation
Chapter 32. Real Property Tax

§ 58.1-3254. Reassessment by direction of governing body.

Notwithstanding any other provision of this article to the contrary, there may be a general reassessment of real estate in any county or city in any year if the governing body so directs by a majority of all the members thereof, by a recorded yea and nay vote. If such general reassessment is conducted, further general reassessments shall be required only every fourth year thereafter for counties, or every second year thereafter for cities notwithstanding the provisions of §§ 58.1-3250 and 58.1-3252 to the contrary.

Code 1950, § 58-784.3; 1950, p. 1267; 1976, c. 717; 1984, c. 675.

BOS
2/10/2015

Tab B in your binder and are summarized below:

Discussion of FY16 Requested Budget

(1) Commissioner of Revenue:
Deputy I - add $2,800
Change PT employee to FT for reassessment – add $32,760

(2) General Reassessment:
Provide part-time funding for Field Workers for 2016 Reassessment - add $32,498

(3) Treasurer:
Provide part-time funding as a result of twice/year tax billing – add $4,282

(4) General District Court:
Increase in workload due to increase traffic tickets – add $10,000

(5) Emergency Medical Services:
Requesting 3 new positions – add $127,752

(6) Sheriff:
Continue PT position started in FY15 to focus on cold cases – add $22,882

(7) Facilities Management:
6% or $0.50 per hour increase for 2 PT custodians – add $690

(8) Extension Service:
1/6 of new FCS position – add $8,852

The following chart was provided for the Board's information:

FISCAL YEAR	BOS EMPLOYEES	CONSTITUTIONAL EMPLOYEES	SOCIAL SERVICE EMPLOYEES	SCHOOL EMPLOYEES
FY2009 (7/1/2008 - 6/30/2009)	NO COLA; merit pool of $50,000 (of that, $40,000 was issued in merit increases)	2% COLA, effective 12/1/2008 (repealed by State and never granted)	2% COLA, effective 12/1/2008 (repealed by State and never granted)	One step increase (based on experience). This was the last year that an employee's years of experience corresponded with the step.
FY2010 (7/1/2009 - 6/30/2010)	NO COLA - furloughs instituted for all staff	NO COLA - furloughs instituted for all staff	NO COLA - furloughs instituted for all staff	No pay increases or bonuses were given.
FY2011 (7/1/2010 - 6/30/2011)	NO COLA	NO COLA	NO COLA	No pay increases or bonuses were given.

Code of Virginia
Title 58.1. Taxation
Chapter 32. Real Property Tax

§ 58.1-3254. Reassessment by direction of governing body.

Notwithstanding any other provision of this article to the contrary, there may be a general reassessment of real estate in any county or city in any year if the governing body so directs by a majority of all the members thereof, by a recorded yea and nay vote. If such general reassessment is conducted, further general reassessments shall be required only every fourth year thereafter for counties, or every second year thereafter for cities notwithstanding the provisions of §§ 58.1-3250 and 58.1-3252 to the contrary.

Code 1950, § 58-784.3; 1950, p. 1267; 1976, c. 717; 1984, c. 675.

Municipal Corp. of
Cape Charles

RECEIVED
OCT 22 2015
NORTHAMPTON COUNTY
Administration Office

October 16, 2015

Ms. Katie Nunez
Northampton County Administrator
PO Box 66
Eastville, VA 23347

Dear Ms. Nunez,

In response to your letter requesting additions to the Enterprise Zone, the Town of Cape Charles requests the addition of the 1 Mason Avenue property (tax map numbers 83A-2-2-84, 83A-2-2-87, and 83A-2-2-88). This is the former Northampton Hotel, which the owner is now remodeling into a small boutique-style inn, café, and retail space. This property is zoned Harbor District. This request follows Planning Commission recommendation and Town Council action.

If after receiving this correspondence you should have question, comments or need additional information, please contact me at the town office, so we may further discuss this matter.

Sincerely,

Brent T. Manuel
Town Manager

Parcel 84 is NOT IN; the other (2) are already in the EZ

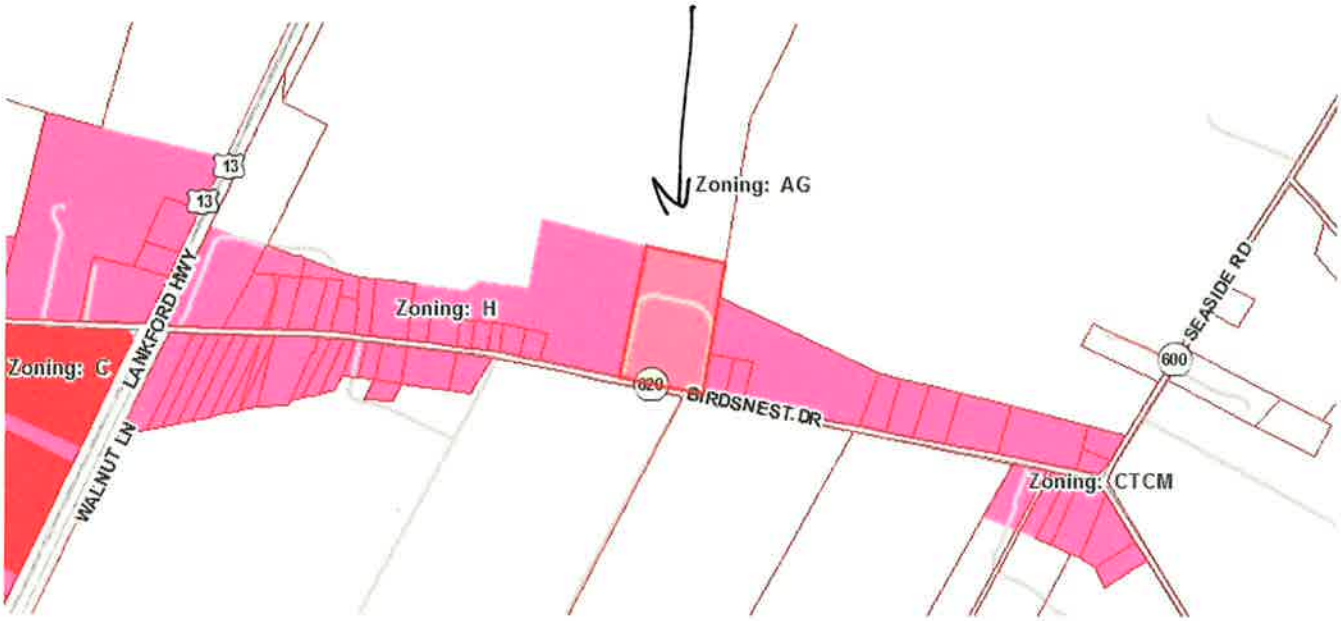
Municipal Building · 2 Plum Street · Cape Cha[illegible], Virginia 23310
(757) 331-3259 Fax (757) 331-4820

83A3-2-2-94A
83A3-2-2-95A
83A3-2-2-96A
83A3-2-2-97A
83A3-2-2-98
83A3-2-2-87
83A3-2-2-84
83A3-2-2-83
83A3-2-2-80A
83A3-2-2-80B
83A3-2-2-79A
83A3-2-2-79
MASON AVE

Katherine Campbell - Parcell #31-A-76

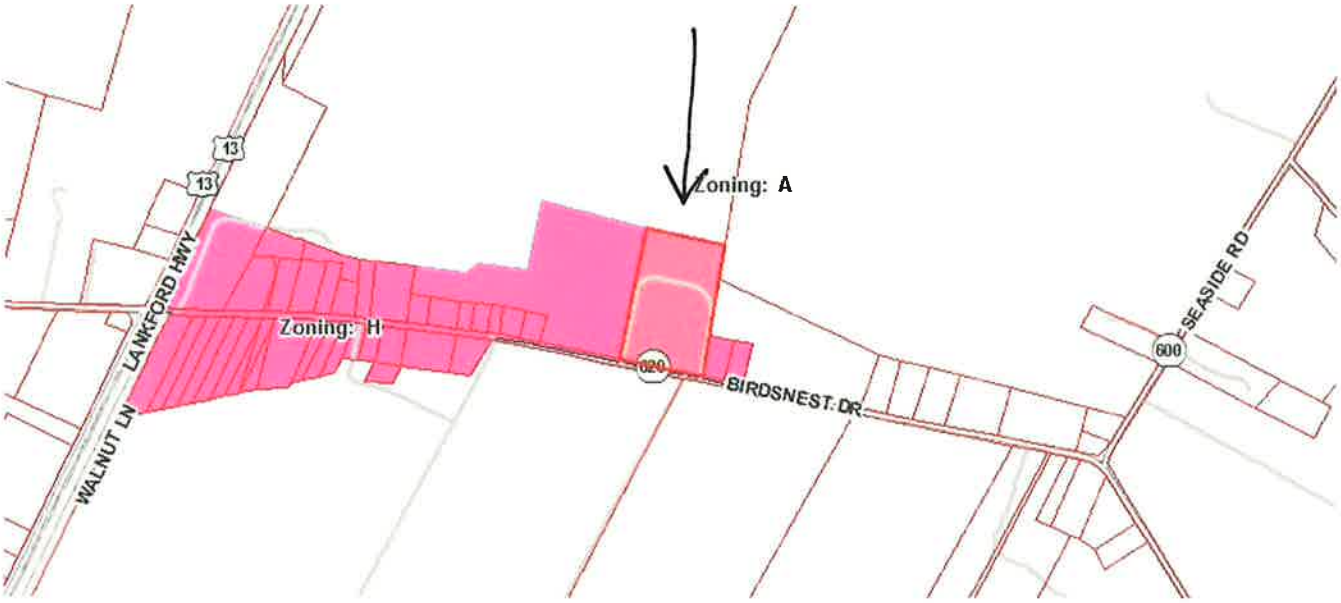
Current Enterprise Zone Map

Parcel # 31-A-74



2015 Zoning Map

Parcel #31-A-76



2009 Zoning Map

Tabled Items

Board of Supervisors of Northampton County
P.O. Box 66 • Eastville, Virginia 23347

BOARD OF SUPERVISORS
Richard L. Hubbard, Chairman
Oliver H. Bennett, Vice Chairman
Granville F. Hogg, Jr.
Larry LeMond
Laurence J. Trala

Katherine H. Nunez
County Administrator

PHONE: 757-678-0440
FAX: 757-678-0483

January 13, 2016

Ms. Anne H. Crabbe
Eastern Shore Rural Health Systems, Inc.
20280 Market Street
Onancock, VA 23417

Re: Special Use Permit 2015-16
Tax Map 68-A-51 and 68-A-52

Dear Ms. Crabbe:

At its meeting of January 12, 2016, the Northampton County Board of Supervisors voted to return the project to the Planning Commission to allow the Commission to "vet" the information and bring answers (to the questions posed) back to the Board. These questions include:

(1) What is the plan for ingress/egress (traffic control and management) to the site?
(2) What is the plan for stormwater management on the site; i.e., the placement of any stormwater management ponds and security for same?
(3) Would the placement of this facility prevent any other health care provider from locating in this area?
(4) What is the plan for fire protection for the facility?

If you have any further questions, please advise.

Sincerely yours,

Katherine H. Nunez

KATHERINE H. NUNEZ
County Administrator

Action Agenda Items

COUNTY OF NORTHAMPTON
VIRGINIA

BOARD MEMBER MANUAL

Adopted: January _12__, 2016
Amended:_____

(Green highlighting indicates initial changes proposed by Mr. Murray from last year's Manual)
(Yellow highlighting indicates changes proposed by Janice)
(Blue highlighting indicates changes proposed by the Board at the January 2016 meeting)

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RESOLUTION ADOPTING THE BOARD MEMBER MANUAL

WHEREAS, there is a need for a manual that encompasses procedures, responsibilities and Board-Administrator-staff relationships and to augment the Virginia County Supervisor's Manual and the Code of Virginia; and

WHEREAS, the Board of Supervisors desires to ensure a standardized process is in place for the convening and holding of Board meetings, including the content of the agenda structure; and

WHEREAS, the Board of Supervisors desires to maintain a complete listing of Boards, Committees and Commissions and the process of filling appointments to the various Boards, Committees and Commissions both local and regional; and

WHEREAS, the Board of Supervisors desires to maintain open communication to the extent possible with the community regarding its ordinances, policies, procedures, and appointments;

NOW THEREFORE, we commit to adhere to the Northampton County Code of Conduct at all times in our professional lives and to use the Board Member Manual as the basis for conducting meetings and interacting with the employees of Northampton County and the media.

NAME	SIGNATURE	DATE
Oliver H. Bennett	_____	_____
Granville F. Hogg, Jr.	_____	_____
H. Spencer Murray	_____	_____
Larry LeMond	_____	_____
Robert G. Duer	_____	_____

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 all 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 all 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.

ARTICLE I: CODE OF CONDUCT

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Northampton County Board of Supervisors will adhere to the following Code of Conduct.

1. Uphold the Constitution and laws of the United States, the laws of the Commonwealth of Virginia and all ordinances, regulations and policies of the County of Northampton.

2. Place loyalty to a moral principle of ethical conduct to the County above loyalty to self, other individuals, groups, districts or sections of Northampton County.

3. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, religion, creed, country of origin or handicapping condition.

4. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not, in accordance with the Conflict of Interest Act in the Code of Virginia, as amended.

5. Make no private promise of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on public duty.

6. Never use any information gained confidentially in the performance of governmental duties as a means of making a private profit.

7. Pay all taxes due to one's town of residence, county, state or national government.

8. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act (FOIA) using closed sessions only to deal with sensitive personnel, legal, contractual, or matters as provided by the Code of Virginia, as amended.

9. Attend all regularly scheduled meetings of the Board or committees to which you have been assigned, resigning whenever personal circumstances preclude regular attendance. As per the Board's Non-Attendance Policy, no member of any board or commission shall accumulate an annual total of more than three (3) unexcused absences, or be absent from more than one-fourth of the total number of meetings held by such board or commission within a given calendar year, for reasons other than personal illness, the illness or death of a relative, or other circumstances beyond the member's control. If this limitation is exceeded, the board or commission will advise the County Administrator who will notify

such member in writing, with a copy of such notification to the Board of Supervisors, that due to unexcused absences in excess of the number allowed, his or her term of membership on the board or commission has terminated.

10. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations; be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.

11. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens, or employees, impugning their integrity or vilifying their personal beliefs; make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.

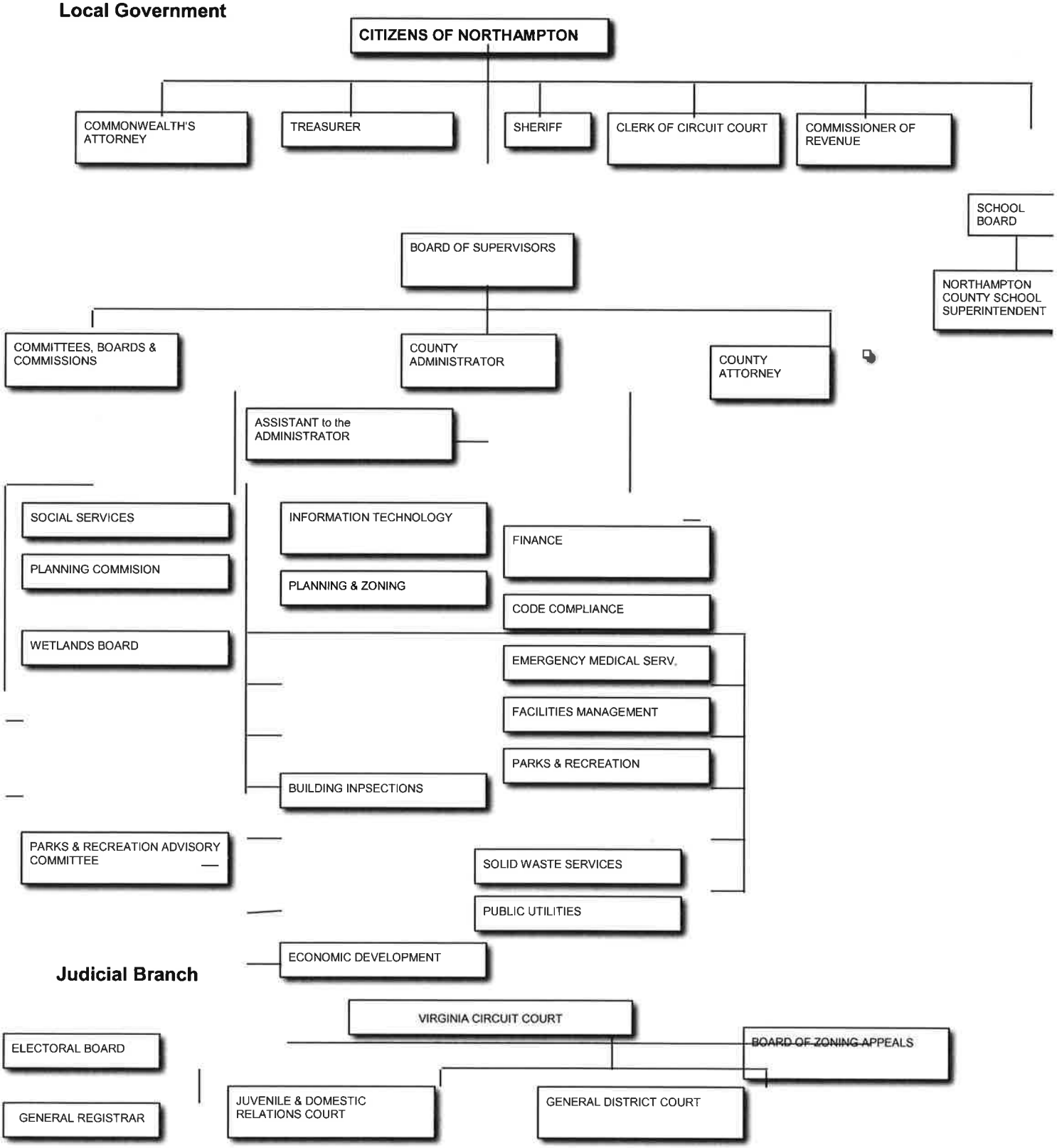
12. Maintain professional relationships with one another and with the County Administrator and Constitutional Officers of Northampton County.

13. Communicate directly with the County Administrator ~~and/or~~ and the Chairman of the Board on County matters. Board members ~~should not~~ can contact members of the staff for specific questions relative to their responsibilities. Board members should be sensitive to time consumed in answering questions and requests for detailed research should be coordinated through the Chairman and County Administrator. There are no restrictions on the data or information available to a Supervisor.

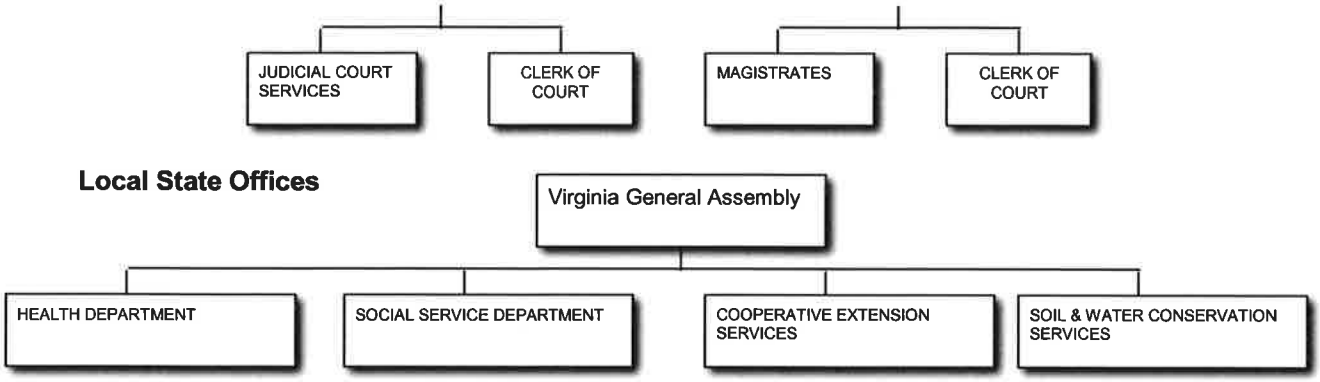
14. Offer criticism of colleagues or county employees only in private meetings with appropriate individuals or in closed sessions.

ARTICLE II: ORGANIZATIONAL CHART

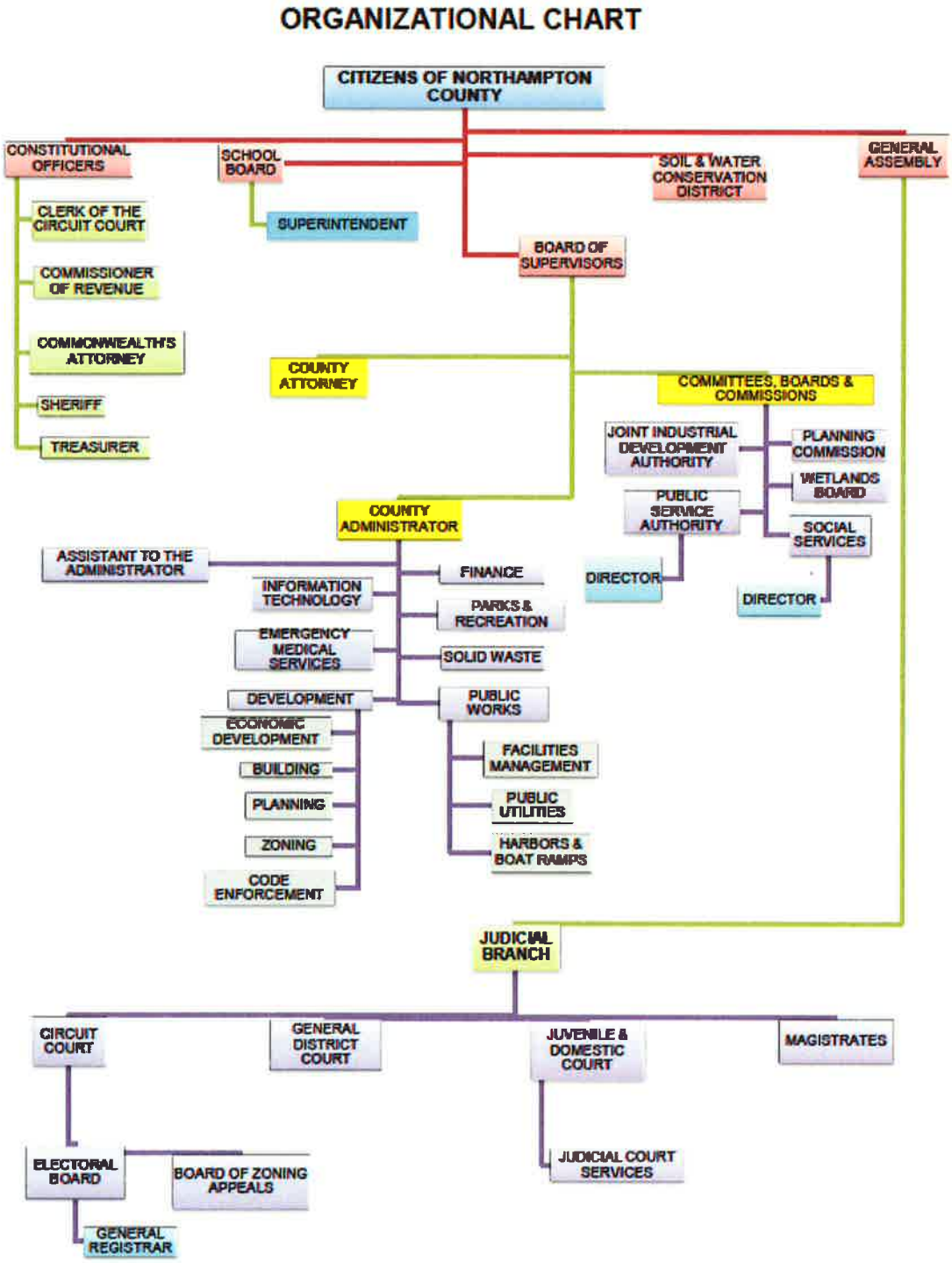
Local Government



Judicial Branch


JUDICIAL COURT SERVICES
CLERK OF COURT
MAGISTRATES
CLERK OF COURT
Local State Offices
Virginia General Assembly
HEALTH DEPARTMENT
SOCIAL SERVICE DEPARTMENT
COOPERATIVE EXTENSION SERVICES
SOIL & WATER CONSERVATION SERVICES

ARTICLE II: ORGANIZATIONAL CHART



CONSTITUTIONAL OFFICERS

In the Commonwealth of Virginia, Constitutional Officers are elected locally and work on behalf of the County and the Commonwealth as is mandated by the Constitution of the Commonwealth of Virginia. As a Board Member, your authority and control of a Constitutional Officer and his or her department is limited to budgetary appropriations. As such, it is critically important that lines of communication and a shared vision be implemented and supported by the Board of Supervisors, the County Administrator and staff so that duplications of services and/or expenditures can be minimized in the greater interest of the citizens that the governing body and Northampton's Constitutional Officers jointly serve. Finally, the Board in all cases retains the authority to call for a special audit for County contributions. The Board has no legal authority to address the day-to-day operations of any of the Constitutional Officers and as previously mentioned, communication therefore takes on added importance. Northampton County's Constitutional Officers include:

Clerk of Court:	Traci L. Johnson (2016 - 2023)
Commissioner of Revenue:	Charlene Gray (2016 – 2019)
Commonwealth's Attorney:	Bruce D. Jones, Jr. (2016 - 2019)
Sheriff:	David L. Doughty, Jr. (2016 - 2019)
Treasurer:	Cynthia S. Bradford (2016 - 2019)

SCHOOL BOARD

Under the Constitution of Virginia, School Boards are created as separate and distinct public entities. Northampton County School Board members are elected by the community for four-year terms. Like Constitutional Officers, the only legal authority exercised by the governing body is budget control for local contributions.

This funding control, however, prohibits the Board from line item authority although it may approve annual budget appropriations, individually within six broad categories or in total on a monthly, quarterly, semi-annual, or annual basis.

The Board of Supervisors may also require that the School Board budget be presented in a format that is compatible to or reflects the desire of the Board; i.e. line item budget, and/or by category. The governing body also bears sole responsibility for authorizing any debt service and statutorily the County/governing body retains ownership of all purchased property.

Additionally, the Board in all cases retains the same authority to call for a special audit for County contributions, as it does with the Constitutional Offices.

ARTICLE III: BOARD MEETINGS & RULES OF PROCEDURE

SECTION I: RULES OF PROCEDURE

These rules of procedure are promulgated with the intent of establishing a format for orderly meetings and the creation of an atmosphere for constructive public debate of issues considered by the Northampton County Board of Supervisors.

A. CODE OF VIRGINIA

The Northampton County Board of Supervisors shall strictly adhere to the requirements of the Code of Virginia, as amended, concerning meetings, rules of order, and powers and duties of the Board. Requirements of the Code of Virginia, as amended, shall in all cases prevail over the rules of procedures and Robert's Rules of Order for Small Organizations.

B. VIRGINIA COUNTY SUPERVISORS' MANUAL

The Northampton County Board of Supervisors shall use the Virginia County Supervisors' Manual, published by the Virginia Association of Counties and the Center for Public Service, University of Virginia, as a guideline for interpreting the Code of Virginia concerning meetings, rules of order, and powers and duties of the Board.

C. ROBERT'S RULES OF ORDER FOR SMALL ORGANIZATIONS

These rules of procedure hereby embrace Robert's Rules of Order for Small Organizations and specify rules of order as the procedural determinant in cases where both the Code of Virginia, as amended, and these rules of procedure are silent. Robert's Rules of Order for Small Organizations are less formal. Please see Appendix A for particulars about these rules of order as well as a template of motions.

D. PARLIAMENTARIAN

The County Attorney shall serve as Parliamentarian ~~for the Board~~. In the absence of the County Attorney, the County Administrator ~~shall~~ may act as Parliamentarian.

E. CLERK OF THE BOARD OF SUPERVISORS & COMMITTEES

The County Administrator shall be clerk to the Board of Supervisors; the County Administrator, or the Assistant to the County Administrator, or his or her designee shall be clerk to all county standing and special committees.

F. OPERATING HOURS FOR THE COUNTY ADMINISTRATOR'S OFFICE

Normal operating hours for the County Administrator's Office shall be Monday-Friday, 9:00 a.m. to 5:00 p.m. except on the second Tuesday of each month (or such other date as

may be designated by the Board), which is the regular monthly meeting of the Board. On that date, the operating hours shall be 9:00 a.m. to 4:00 p.m.

SECTION II: BOARD MEETINGS

A. MEETING SESSION

A Session of the Board of Supervisors shall include the regular monthly meeting, held on the second Tuesday of each month at 5:00 p.m., a work session, if called, on the fourth Monday of each month at 5:00 p.m., and all other recessed meetings held by the Board prior to the next regular monthly meeting. The Regular Session of the Board of Supervisors meets in the Board Room, 16404 Courthouse Road, Eastville, Virginia. Work Sessions are held in the Board Room, 16404 Courthouse Road, Eastville, Virginia. Regular, adjourned and special meetings of the Board shall sit with open doors and begin at the times previously agreed by the Board or in accordance with the notice given for special meetings.

B. ATTENDANCE

Board members, who are unable to attend a scheduled meeting of the Board, whether regular or special, shall notify either the Chairman or the County Administrator prior to the meeting. At any meeting a majority of the supervisors shall constitute a quorum. After the name of any member of the Board has been recorded as present, he shall not absent himself prior to adjournment unless by consent of the Board.

As authorized by Virginia Code § 2.2-3708.1, it is the policy of the Board of Supervisors that individual Board members may participate in meetings of the Board by electronic communications means from a remote location that is not open to the public only as permitted by Virginia Code § 2.2-3708.1, as amended, and this policy. This policy shall apply strictly and uniformly to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

An individual member may participate from a remote location only if a quorum (3 members) of the Board is physically assembled at the primary or central meeting location, and the Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central location.

Remote participation in a meeting due to an emergency or personal matter may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter.

Remote participation in a meeting due to a temporary or permanent disability or other medical condition may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

As required by law, in the event of any such participation of a member from a remote location, the Board shall record in its minutes the specific nature of the emergency, personal matter, temporary or permanent disability or other medical condition, and the location from which the board member participated remotely.

As required by law, remote participation that is due to an emergency or personal matter shall be limited in each calendar year for each individual member to two (2) meetings or 25 percent of the meetings of the Board, whichever is fewer. This limitation shall apply separately with respect to the meetings of each of the Board's committees.

An individual member's request for participation from a remote location under this policy shall be considered approved upon communicating the request to the Chairman of the board, pending review by the County Attorney for compliance with the Code of Virginia and this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

C. ORGANIZATIONAL MEETING OF THE BOARD

Each January, at the first regular monthly meeting, the Board of Supervisors shall conduct an organizational meeting, electing Chairman and Vice-Chairman from its ranks. Additionally, at this meeting, the Board shall adopt this Manual, and make all liaison appointments of the Board members to Boards and Committees, as necessary.

D. CHAIRMAN DUTIES & RESPONSIBILITIES

The responsibilities of the Chairman are as follows:

- Preside at all meetings of the Board, maintain order in the meeting room by recognizing speakers, calling for votes and presiding over the discussion of the agenda items and generally being guided by Robert's Rules of Order for Small Organizations, except as modified herein.
- Sign official documents that require the signature of the Chairman, following a vote of the Board as required.
- Call special meetings of the Board in accordance with the Freedom of Information Act. The Chairman shall also set the regular meeting Agenda and coordinate with and provide a copy to the County Administrator.
- ~~Review meeting agendas with the County Administrator.~~

- Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chairman.

The Chairman shall have the same rights as other members to discuss questions, and to vote thereon.

E. PROCEDURES IN ABSENCE OF CHAIRMAN

In the absence of the Chairman, the Vice-Chairman shall preside until the arrival of the Chairman. In the event that both the Chairman and the Vice-Chairman are absent, the County Administrator shall preside ~~until a temporary Chairman is elected who shall preside until the arrival of the Chairman or the Vice-Chairman~~. for the purpose of processing a motion to select a temporary Chairman who shall preside until the arrival of the Chairman or the Vice-Chairman.

Should the Chairman leave office, the Vice-Chair shall assume the duties of the Chairman until the Board elects a successor.

F. AGENDA – ORDER OF BUSINESS

It shall be the duty of the County Administrator to prepare the agenda at the Direction of the Chairman of the Board of Supervisors with input from ~~the Chairman of the Board of Supervisors~~ other supervisors and staff. Agenda and supporting documentation shall be distributed by the County Administrator at least ~~72 hours~~ five (5) working days before meetings of the Board unless unusual circumstances in which the ~~72-hour~~ five working days protocol cannot be maintained. Simultaneously, the agenda will be posted on the County's website. Items that can be electronically distributed prior to the Board packet should be electronically distributed to all regular packet recipients, as soon as received and/or complete. This will give supervisors more time to read and formulate questions prior to the meeting.

The Chairman and County Administrator shall assign a number to items delineating the order in which each item shall be considered by the Board. The Board may, by consensus or majority vote, alter the order of consideration. The order of business shall generally be as follows:

5:00 p.m. – 6:00 p.m.

Call to Order

Adoption of the Agenda

Board & Agency Presentations (includes a standing appointment on a quarterly basis with the School Division Superintendent; also included under this heading

are presentations from Constitutional Officers and other Board Agencies and committees)

Consent Agenda (to include items such as A-95 reviews, approval of minutes)

County Officials' Reports
(1) Director of Finance
~~(2) Director of Planning~~
(2) Other Departments as Necessary

(These reports from staff and County Administrator shall be considered for the purpose of allowing the Board to be briefed on any ongoing project or to discuss emergency items that matured after the preparation of the agenda as well as emergency items as agreed to by the Chair.

6:00 p.m. to 7:00 p.m.

Closed Session

NOTE: Closed meetings are statutorily permitted, but NOT required, for 21 specific purposes and the Board can only go into closed session by using specified procedures and must reasonably identify the substance of the topics discussed. The public body must certify each closed session by individual vote of its members that it discussed only permissible issues in closed session and for only those purposes that were identified in the motion to go into closed session. No action can be taken in closed session.

7:00 p.m. – Forward

Reconvene

Invocation---If a member of the local clergy has been invited to offer a prayer, he/she will be called upon at this time. If no one has been invited, the Chairman or Vice-Chairman will ask for a moment of silence.

Pledge of Allegiance

Public Hearings (consider action)

Citizens' Information Period (no prior appointment is necessary to speak during this period; however, it is not a debatable interchange with the Board but a forum for the citizens to raise comments regarding issues that are not part of that evening's agenda)

County Administrator's Report (informational items only; setting work sessions)

Tabled Items (consider action)

Action Agenda (consider action)

Matters Presented by the Board (Allows Board members an opportunity to bring additional items of discussion or action to the agenda by consensus or majority vote. ~~It is the Board's intent to not act on items not previously reviewed and/or discussed by the Board. Items deemed of an urgent nature will be moved to the Action Agenda by Board consensus or majority vote.)~~

Citizens Information Period #2 (in which the public can again address the Board for an additional two minutes concerning what happened at that night's meeting.

Recess/Adjourn

G. AGENDA – PLACEMENT OF ITEMS ON AGENDA

Individuals, groups or agencies wishing to make presentations to the Board or have items placed on the Board's agenda, shall submit these items to the Chairman and County Administrator seven (7) days prior to the scheduled meeting. Appointments will usually be scheduled in intervals of no longer than fifteen (15) minutes. Items of business not received seven (7) days in advance of the meeting will be deferred until the next meeting of the Board unless the Chairman deems it expedient to deal with the matter sooner. Any such additions to the agenda must be accepted by consensus of the Board or majority vote.

H. CONDUCT OF BOARD MEMBERS DURING MEETINGS

No member shall hold the floor longer than five minutes without yielding to another member's request for the floor. This five minutes does not include time reasonably expended in asking for and receiving information from staff or other presenters.

In the debate, each member may speak as often as he or she wishes on any question but cannot make a subsequent speech if any other member desires the floor who has spoken a fewer number of times on the question.

At his or her discretion, a member may recognize any person in attendance at the meeting to speak for up to three minutes on any matter which is not the subject of a public hearing during the time that the member has the floor. The speaker's time will be deducted from the five minutes that such member is allowed to hold the floor. If requested by the Chair, the speaker must yield the floor after the time granted to him has expired.

The Chair shall designate ~~a member of the Board~~ the Clerk to be responsible for advising the Chair of the board when any time limit established in these standing rules has expired,

or if a member wishing to speak again during any discussion must yield to another member who has spoken fewer times.

Any member of the board present at the time of a discussion, prior to a vote, who wishes to abstain or otherwise not participate in the vote must affirmatively so state prior to the Board's consideration of the matter.

It is desirable that the board member will state the reason for abstaining or not participating. Also see Appendix G: Statements of Disclosure

A motion which has already been voted on may be brought back for further consideration through the adoption of a Motion to Reconsider, as provided in Robert's Rules of Order; however, the reconsideration may take place only during the same meeting at which the vote to be reconsidered was taken. At any time, any Member can make a Motion to Rescind (strikeout) an action previously adopted, or to Amend Something Previously Adopted (change only part of an action or adopt a substitution), as provided in Robert's Rules of Order; and the Board may choose to require a majority vote of the entire membership for passage.

Members of the Board of Supervisors may respond at the conclusion of Citizens' Information Period to comments or questions offered by citizens and information that is readily available in response to citizen comments may be provided at this time.

SECTION III: BOARD MEMBER REQUESTS FOR STAFF ASSISTANCE

Notice of requests by Board members for assistance from administrative staff members, including department heads, specifically projects ~~in major projects~~ requiring substantial amounts of time, shall be provided to the Chair and the County Administrator. Such requests may include, but are not limited to, requests for research, the compilation of information, the preparation of ordinances, resolutions or policies to be presented to the Board of Supervisors, attendance or presentations at meetings other than Board meetings, preparation of documents, etc. It shall be the responsibility of the County Administrator to assure that the request has been made ~~project is referred~~ to the appropriate department or departments, and that the request is fulfilled ~~project is consistent with the administrative staff's work priorities and schedules, and that work approved by the County Administrator is performed~~ in an adequate and timely manner. Requests requiring substantial amounts of time shall be scheduled so that regular Staff work responsibilities are considered. If necessary, the matter shall be placed on the next available Board agenda for further guidance.

Requests for assistance in legal matters shall be directed to the County Attorney.

ARTICLE IV: COMMITTEES AND BOARDS

The Board of Supervisors has established a number of permanent and temporary boards, commissions and committees whose purpose is to assist county government through volunteer efforts. In addition, the Board of Supervisors has entered into regional agreements that require appointments from the membership of the Board of Supervisors as well as appointments from the general public on behalf of the Board of Supervisors.

The County Administrator will maintain a list of all committees, commissions and boards and their term of expiration. The Board of Supervisors will be provided a list of upcoming vacancies 30-60 days prior to expiration of terms, indicating any term limitations of current appointees, attendance records of current appointees, and interest for re-appointment of current appointees, if eligible.

The County Administrator will advertise as necessary to promote and provide opportunities for citizens to submit an application for consideration to serve a Board, Commission or Committee as identified. Additionally, Board members are encouraged to forward names of individuals for consideration to a Board, Commission or Committee for the full Board to consider.

Upon notification of a resignation from an unexpired term, the Board of Supervisors shall work diligently to fill the vacancy expeditiously. The Board recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy. The Board shall make every effort to make appointments during the month in which they are due.

SECTION 1: LOCAL BOARDS, COMMISSIONS AND COMMITTEES

The following represent the Boards, Commissions and Committees that have been organized by the Northampton County Board of Supervisors; appointments are governed by their respective organizational mission and the Code of Virginia, as amended, if applicable.

1. Agricultural & Forestal District Advisory Committee *
2. Agriculture Advisory Board##
3. Aquaculture Advisory Board ##
4. Architectural Review Board ##
5. Board of Appeals for the Building Inspector/Tradesman Board
6. Community Policy and Management Team (§2.2-5205)
7. Disability Services Board *#
8. Eastern Shore of Virginia Public Service Authority (ESVA PSA)
9. Johnsongrass Control Committee ##
10. Joint Industrial Development Authority of Northampton County and Towns (IDA)
11. Northampton County Planning Commission
12. Northampton County Community Housing Committee ##
13. Northampton County Social Services Board
14. Oyster Harbor committee ##
15. Parks & Recreation Advisory Board

16. Purchase of Development Rights (PDR) Committee *
17. Wetlands Board
18. Willis Wharf Harbor Committee ##

**Requires member(s) of Board of Supervisors be appointed to serve*
Inactive

SECTION II: REGIONAL BOARDS, COMMISSIONS & COMMITTEES

The following represent the Boards, Commissions and Committees that have been organized as a regional entity that comprises representation from the two county governments for the Eastern Shore and may include greater representation of the community, as dictated by its mission and purpose. These regional boards, commissions and committees may have been formed through an agreement or joint resolution that dictates the terms of appointment and representation and will take precedence over any conditions contained in this manual regarding appointments.

Elected officials of the County of Northampton are requested to serve on regional boards, commissions, and committees to facilitate communication and provide interaction with other governmental bodies. The boards, commissions and committees that require a sitting Board member serve as a voting member are designated by a (*) below.

1. Northampton Fire Rescue Commission*
2. Accomack-Northampton Planning District Commission*
3. Accomack-Northampton Regional Housing Authority
4. Accomack-Northampton Transportation District Commission*
5. Eastern Shore Alcohol Safety Action Program
6. Eastern Shore Area Agency on Aging/Community Action Agency (ESAAA/CAA)*
7. Eastern Shore Community College Board of Directors
8. Eastern Shore Community Services Board
9. Eastern Shore Groundwater Committee*
10. Eastern Shore Housing Alliance*
11. Eastern Shore of Virginia 911 Commission*
12. Eastern Shore Public Library Board of Directors
13. Eastern Shore Regional Jail Board*
14. Eastern Shore Resource Conservation & Development Council (RC&D)
15. Eastern Shore Tourism Commission
16. Local Emergency Planning Committee*
17. Tidewater Emergency Medical Services Council
18. Workforce Investment Group
19. Eastern Shore Broadband Authority

SECTION III: AD HOC COMMITTEES

The Board of Supervisors may establish various ad hoc committees for the purpose of gathering information and assisting the rest of the Board members in decision-making. The purpose of these committees is to develop greater expertise and more widespread participation than might otherwise be available. All ad hoc committees appointed by the Board are advisory for it is the Board's ultimate responsibility to discharge its obligations.

The Board will give each ad hoc committee a written charge, which shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Board. The Board will discharge the ad hoc committee(s) upon completion of their work.

These ad hoc committees meet on an on-call basis at the request of the ad hoc committee chairman. There is a designated time established for committee presentations at the regularly scheduled Board meetings under Board and Agency Presentations.

ARTICLE V: MEDIA RELATIONS

As an elected official of Northampton County, you may receive requests from the media for interviews about county matters. Please use the following guidelines to handle such requests:

a) Refer the media to the Chairman of the Board ~~County Administrator for information about breaking news (e.g., police actions, emergencies), county actions, the enforcement and interpretation of existing ordinances, and requests for data/statistics.~~ The County Administrator will provide information about breaking news (e. g., police actions, emergencies) to the Chairman and other Supervisors.

b) It is your prerogative to talk directly to the media about your personal vision for the county, local issues, disagreements and problems, as well as pending political initiatives and legislation. However, it is important that you speak only for yourself, not for the Board.

Most of your interactions with the media will involve journalists from the two local newspapers, the *Eastern Shore News* and *Eastern Shore Post*. Reporters for both papers work under tight deadlines. To minimize confusion and error, consider the following:

1) If you plan to make a lengthy statement about an issue at a meeting, consider giving the media a typed copy of your motion and/or statement.
2) At the end of any one-on-one interview, ask the reporter to read back the quotes ascribed to you and correct any errors immediately.
3) Consider recording interviews with reporters, but understand that a correction printed in a subsequent edition of a newspaper does little to reverse the damage from an incorrect front-page story.
4) If you say something colorful, inflammatory, or confrontational, realize that it will run as the lead in the story. In fact, the entire article may be written around the comment, which may give the story an unintended and inaccurate representation.
5) Do not provide any "off the record" information to a journalist that you do not know or trust. Furthermore, do not provide any "off the record" information that you do not ultimately expect to read in a story, even if you are not cited as the source.
6) Maintain friendly relations with local journalists, even when you feel you have been wronged. You will end up on the losing side of any feud with the media.

Letters to the Editor

At times, a letter to the editor is an effective way to reach the public without having to go through the filter of a journalist:

a) A letter to the editor is an effective way to correct errors in an article that has previously appeared in the newspaper.
b) Do not overuse the Letters page. In particular, avoid using the Letters page as the forum for back-and-forth discussions that are more properly aired at Board meetings.
c) Any letter to the editor should be clearly identified as reflecting just your opinion,

not that of the Board itself. Letters reflecting the opinion of the Board (and approved by a Board majority) should be signed by the Chair.

d) Avoid ad hominem attacks and negative comments. Be statesmanlike in your writing.

TV Appearances

Rarely, if ever, will Supervisors be asked to appear on TV. In the event of a disaster or emergency, refer TV journalists to the Chairman of the Board ~~County Administrator~~. Under other circumstances, contact the Chairman and the County Administrator to discuss the scheduled TV appearance and how best you can prepare for it. Where appropriate the Sheriff and or other public officials should be included and invited to report on their specific actions.

APPENDICES

APPENDIX A: ROBERT'S RULES OF ORDER FOR SMALL BOARDS

Please note that the following information is from Robert's Rules of Order for large organizations. Northampton County has adopted the *Rules for Small Boards* which is less formal and requires no seconds to motions.

PROCEDURE IN SMALL BOARDS. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

- Members are required to obtain the floor before making motions or speaking, which they can do while seated.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in an assembly, except that a vote can be taken initially by a show of hands, which is often a better method of such meetings.
- The chairman need not rise while putting questions to vote.
- The chairman can speak in discussion without rising or leaving the chair; and subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This:	You Say This:	May You Interrupt Speakers?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting	I move that we adjourn	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	I move that we recess until …	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temp., etc.	Point of privilege	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Suspend further consideration of something	I move we table it	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	I move the previous question	May not interrupt speaker	Must be seconded	Debatable	Amendable	⅔'s vote required
Postpone consideration of something	I move we postpone this matter until …	May not interrupt speaker	Must be seconded	Debatable	Amendable	⅔'s vote required
Have something studied further	I move we refer this matter to a committee	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	I move that this motion be amended by…	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	I move that…	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Object to procedure or to a personal affront	Point of Order	May interrupt speaker	No second required	Not debatable	Not amendable	No vote required, Chair decides

To Do This:	You Say This:	May You Interrupt Speakers?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Request information	Point of Info	If urgent, may interrupt	No second required	Not debatable	Not amendable	No vote required
Ask for a vote by actual count to verify a voice vote	I call for a division of the house	May not interrupt speaker	No second required	Not debatable	Not amendable	No vote required unless someone objects
Object to considering some undiplomatic or improper matter	I object to consideration of this question	May interrupt speaker	No second required	Not debatable	Not amendable	⅔'s vote required
Take up a matter previously tabled	I move we take from the table	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Reconsider something already disposed of	I move we now (or later) reconsider our action relative to …	May interrupt speaker	Must be seconded	Debatable if orig. motion is debatable	Not amendable	Majority vote required
Consider something out of its scheduled order	I move we suspend the rules and consider …	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	⅔'s vote required
Vote on a ruling by the chair	I appeal the chair's decision	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision
Rescind or Amend Something Previously Adopted	I move we…	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote of entire membership

APPENDIX B: CITIZEN PARTICIPATION PROCEDURES AT BOARD MEETINGS

The Citizens' Information Period, a portion of the Board of Supervisors' Regular Monthly meeting, shall be for the purpose of allowing members of the public to present any matter pertaining to County business or items that are not on the Board agenda for public hearing that evening. This period shall not serve as a forum for debate with the Board.

Remarks shall be addressed directly to the Board and not to the staff, the audience or the media.

Each speaker shall clearly state his or her name, address. Each speaker will be allowed three (3) minutes* to provide his or her remarks. Speakers will be allowed to receive one additional three-minute donation of time from someone else.

The Board may accept written comments in lieu of oral statements. Written statements can be delivered to County staff in advance of the meeting, provided at the meeting or mailed to County Administration at P.O. Box 66, Eastville, VA, 23347 or submitted via e-mail to info@co.northampton.va.us When a written statement includes a request that it be read into the Minutes, the statement shall be read aloud by the Chair.

Speakers appearing before the Board will not be allowed to:

- Campaign for public office
- Promote private business ventures
- Use language of a personal nature which insults or demeans any person or which, when directed at a public officials, is not related to his or her official duties.

All cell phones, pagers and other electronic devices shall be set on silent mode while in the Board Room. Prior to approaching the podium or a microphone, please turn off the aforementioned devices or leave them in the seating area.

APPENDIX C: PUBLIC HEARING PROCEDURES FOR BOARD MEETINGS

The principal purpose of a public hearing is to provide an opportunity for members of the public to provide input to the Board of Supervisors regarding the subject to the public hearing. Members of the Board of Supervisors may ask questions of speakers as necessary to clarify their comments or to obtain other information pertinent to the subject matter of the public hearing; however, the time expended in response to such questions shall not be deducted from the time allocated to any speaker or from the time allocated to proponents or opponents. At the close of the public hearing, the Chairman may inquire to the County staff whether there is any additional information to convey, or written statements with requests that they be read into the Public Record.

A hearing is not a debate. Its express purpose is to receive additional facts, comments and opinions on agenda items. Hearings before the Board shall be conducted in accordance with the following procedures, unless statutory requirements compel additional actions.

1. The Chairman or designee will read aloud the specific ordinance title, zoning issue or other public hearing notice being considered at the beginning of the hearing and will then open the public hearing.

2. The County Administrator or applicable staff designee will present a staff report on the proposed public hearing matter.

3. The applicant or his designee will be asked to present their proposal under consideration. They will be allotted up to fifteen (15) minutes to present their proposal and respond to any comments or issues raised by the staff presentation.

4. Questions may be posed to the applicant and the staff at this time.

5. The Chairman will then recognize any members of the public desiring to speak on the proposed public hearing matter. The Chairman will first recognize those members of the public who have signed up to speak from the sign-up sheet that had been located in the Courtroom entrance prior to the start of the 7:00 p.m. reconvened meeting.

6. Each speaker will state his full name and address and identify any economic or professional relationship he or she has with the applicant, person, association, corporation or other entity that would benefit by the subsequent adoption of the ordinance or zoning issue or permit. Each speaker shall be allotted three (3) minutes to speak Speakers will be allowed to receive one additional three-minute donation of time from someone else. ~~No person shall be permitted to "yield time' to a speaker during a public hearing.~~

6. Speakers are not to engage in debate with the applicant, staff or the Board. Speakers are to speak directly to the issue before the Board and are not to engage in any campaigning for political office, promotion of a private business venture or use language of a personal nature which insults or demeans any person or which, when directed at a public official, is not related to his or her official duties.

7. After all speakers have been heard that wish to speak at the public hearing, the Board shall vote to close the hearing and the Board will then take up discussion on the proposed matter for a potential vote of adoption, denial, or other action as allowed under Robert's Rules of Order.

APPENDIX D: CONTACT LIST OF NORTHAMPTON OFFICIALS

NORTHAMPTON COUNTY BOARD OF SUPERVISORS

Member	District
Mr. Granville F. Hogg, Jr. 3125 Bluff Court P O Box 117 Cheriton, VA 23316 331-2405 (h) ghogg@co.northampton.va.us	1
Mr. Larry LeMond 21139 N. Bayside Road POB 1057 Cheriton VA 23316 757-331-4526 (h) llemond@co.northampton.va.us	2
Mr. Oliver H. Bennett 9436 Red Bank Road P. O. Box 211 Birdsnest, VA 23307 442-6512 (h) obennett@co.northampton.va.us	3
Mr. H. Spencer Murray 8429 Denwood Road P. O. Box 10 Franktown, VA 23354 757-678-6458 (cell) smurray@co.northampton.va.us	4
Mr. Robert G. Duer 12224 Lincoln Avenue P. O. Box 606 Exmore, VA 23350 757-442-3114 (w) 757-999-1737 (cell) rduer@co.northampton.va.us	5

Administrator (678-0440)
Katherine H. Nunez
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Knunez@co.northampton.va.us

Building Official (678-0445)
John Outten
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Joutten@co.northampton.va.us

Commissioner of the Revenue (678-0448)
Charlene Gray
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Eastville, VA 23347
cgray@co.northampton.va.us

Commonwealth's Attorney (678-0455)
Bruce D. Jones, Jr.
P. O. Box 690
Eastville, VA 23347
bjones@co.northampton.va.us

County Attorney (678-0455)
Bruce D. Jones, Jr.
P. O. Box 690
Eastville, VA 23347
bjones@co.northampton.va.us

County Treasurer (678-0450)
Cynthia S. Bradford
P. O. Box 598
Eastville, VA 23347
cbradford@co.northampton.va.us

Circuit Court (678-0465)
Traci Johnson, Clerk
P. O. Box 36
Eastville, VA 23347
tljohnson@courts.state.va.us

Extension Service (678-7946)
Christina Murray
7247 Young St., Ste A
Machipongo, VA 23405
crmurray@vt.edu

General District Court (678-0466)
Karen Merritt, Clerk
P. O. Box 125
Eastville, VA 23347
kmerritt@courts.state.va.us

General Registrar (678-0480)
Terrence Flynn
P. O. Box 510
Eastville, VA 23347
vote@co.northampton.va.us

Juvenile Probation (678-0481)
Erica Lawson
District 2A CSU
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Erica.lawson@djj.virginia.gov

Parks & Recreation (678-0468)
Laura Jenrette, Director
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Planning & Zoning (678-0443)
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Director of Public Works (678-0414)
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School Administration (678-5151)
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Sheriff (678-0458)
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Social Services (678-5153)
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Solid Waste Mgmt. & Recyc. (331-2699)
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Director of Finance (678-0444)
John Andrzejewski
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Emerg. Medical Svcs. (678-0411)
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IT Administrator (678-0440 x 530)
Mark Heneghan
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mheneghan@co.northampton.va.us

Code Enforcement (678-0440 x532)
Kris Tucker, Econ & Comm. Dev. Dir.
P. O. Box 538
Eastville VA 23347
ktucker@co.northampton.va.us

Health Department (442-6228)
Dr. David Matson
P. O. Box 248
Nassawadox, VA 23413
david.matson@vdh.virginia.gov

Economic Development Dept. (678-0440)
Kris Tucker, Econ & Comm. Dev. Dir.
P O Box 66
Eastville, VA 23347
ktucker@co.northampton.va.us

APPENDIX E: COUNTY HOLIDAYS

PLEASE NOTE: The Holiday Calendar for County Employees is adopted as part of the Personnel Policy and is included in the Board Member Manual as a point of reference.

The Holiday Calendar may be amended, by vote as the Board, as necessary. If a holiday should fall on a Saturday, then it is observed on the preceding Friday. If a holiday should fall on a Sunday, then it is observed on the following Monday.

NEW YEAR'S DAY (January 1)

LEE-JACKSON DAY (Friday preceding the Third Monday in January)

MARTIN LUTHER KING DAY (Third Monday in January)

WASHINGTON'S BIRTHDAY (Third Monday in February)

MEMORIAL DAY (Last Monday in May)

INDEPENDENCE DAY (July 4)

LABOR DAY (First Monday in September)

COLUMBUS DAY (Second Monday in October)

VETERAN'S DAY (November 11)

THANKSGIVING HOLIDAY (Fourth Thursday and Friday in November)

CHRISTMAS DAY (December 25)

APPENDIX F: TRAVEL POLICY

PLEASE NOTE: The Travel Policy for County Employees is adopted as part of the Personnel Policy and is included in the Board Member Manual as a point of reference.

General

It is the intent of this policy to provide County employees and officials a comprehensive reference for uniform interpretation of payment or reimbursement for travel expenses pertaining to travel for the purpose of conducting County business. This policy will also apply to appointed board members and non-County employees on County business. Employees and officials traveling on County business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. This policy governs travel requiring overnight stays as well as incidental travel. Incidental travel does not require lodging costs and is completed in the normal course of business. (Incidental meals and mileage would be included in this category)

Standards

a. Government Accounting Standards Board (GASB)
b. Government Finance Officers Association (GFOA)

Definitions

- Authorizing Party - An individual authorized by this policy to approve or disapprove payment requests for travel advances, travel reimbursements, credit card usage. etc.
- Requesting Party - The person who will be reimbursed for travel costs incurred while conducting County business.
- Travel - Going to or from the normal job location to a site located more than 20 miles from the normal job location to conduct County business.
- Transportation - Travel costs incurred for use of a personal automobile, taxi, bus, train, airplane, or rental car. Includes tolls, parking fees, and tips for the handling of baggage.
- Subsistence - Costs associated with meals and lodging including tips.
- Travel Advance and Expense Report - Form for remitting all requests for travel advances, reimbursements and travel reconciliation.
- Travel Advances – There are two types of travel advances as described below. The green portion of the Travel Advance and Expense Report should be used to request a travel advance.
    - Prepaid Expenses - This type of advance is a payment for such items as conference registration, airfare, and the like which usually requires payment well in advance of the travel date and should be paid directly to the vendor when at all possible. Requests for such advances should be submitted to the accounts payable office allowing sufficient time for them to be included in the regular semi-monthly payment cycle. Supporting documentation including copies of registration information, hotel reservations, and similar items must accompany this type of advance and be submitted with the Travel Advance and Expense Report along with a Payment Request form for

each vendor (i.e. one for the registration fee, one for the hotel, one to the airline, one for the employee's advance, etc.)

- Cash to the Requesting Party - This type of advance is a payment to the requesting party for expenses such as meals and certain transportation costs while the requesting party is actually traveling. Advances of this type should be submitted to the accounts payable office in sufficient time to be included in a regular check-run cycle if at all possible. Checks for this type of advance will not be issued earlier than 30 days prior to the travel date. Requesting parties should request advances only when they are needed and at the proper times so as to avoid holding unspent County funds longer than necessary. The amount of the travel advance must be based on the best estimate of actual costs, and in no case shall the travel advance(s) exceed the estimated cost of travel. Travel advances requiring additional reimbursement or repayment to the County will be settled when the final reconciled Travel Advance and Expense Report is submitted within ten (10) working days after the completion of approved travel. Any additional reimbursements will be included in the next regular accounts payable check run.

Planning and Performance

a. Authorization

1. For travel other than by the County Administrator and elected officials the department head or constitutional officer is responsible for determining that a sufficient unexpended appropriation remains in the department travel budget to reimburse all expected costs of travel.

2. All travel-related payment requests must be submitted on a Travel Advance and Expense Report and authorized (signed) by the department head or constitutional officer prior to processing. Travel-related payment requests by department heads, constitutional officers, the County Administrator and elected officials will be authorized by the County Administrator.

3. The accounts payable office should receive all travel-related payment requests by the regular deadline in order to be included in the next semi-monthly check-run cycle. The accounts payable office is responsible for verifying that a sufficient unencumbered appropriation exists. When insufficient funds are available, the authorizing party will be notified.

4. Authorization of travel-related payment requests will be based upon need and cost/benefit of travel as determined by the authorized party.

5. Use of County automobiles must be approved by the department head, constitutional officer or County Administrator. A minimal amount of personal use such as driving to and from dinner will be allowed during travel. Spouses and children of employees may not accompany employees in County vehicles unless authorized by the County Administrator. Use of personal vehicles must be approved in advance by the department head, constitutional officer or County Administrator. The use of rental vehicles in conjunction with travel for official business shall require pre-approval by the department head, constitutional officer or County Administrator.

b. Methods of Payment

1. Travel Advances - Travel advances will be requested by completing the Travel Advance Request Form (Copy A) and be approved by department head. The amount of travel advance may not exceed the estimated travel cost. No later than seven (7) days after travel has taken place, the itemized Travel Advance Expense Form (Copy B) should be filed with the Finance Office with supporting original receipts attached. When the final itemized Travel Advance and Expense Report (Copy B) is filed, it should include **ALL** travel-related expenditures associated with the trip. Any advances or pre-payments will also be shown in the report.

2. Reimbursements
   a. Eligible Expenses:

      1) Lodging - Lodging costs will be reimbursed at the single room rate only. Lodging costs should be paid by the County directly to the hotel when possible using the Travel Advance Request Form. Receipts for lodging costs must be submitted to the accounts payable office upon return, with the single room rate clearly stated.

      2) Meals - Employees of the County who incur expenses for meals (including tips) while on official County business will receive reimbursement when receipts are provided. Alcoholic beverages will not be considered an eligible expense under this policy. Receipts must state the business purpose, people attending, date and any other pertinent information. Incidental meals for business purposes *not* related to travel will be reimbursed at cost with receipts detailing the same information requested above. Reimbursement for these meals should be requested on a **payment request form**.

      3) Transportation - Transportation costs will be reimbursed at the actual amount incurred with supporting receipts, or in cases where a personal vehicle is used, the mileage will be reimbursed at the prevailing IRS mileage rate. **Payment requests for <u>mileage only</u>, may be requested on the Auto Mileage Expense Reimbursement Request form.** Mileage reimbursement requests associated with a trip should be requested on the Travel Advance Request Form. Air fare will be paid at coach rates when available.

      4) Other Costs
         a. Long distance phone bills for County business will be reimbursed along with emergency personal calls and one personal call home per day during the trip.
         b. Registration fees or other conference fees not prepaid must be adequately documented and filed for reimbursement on the Travel Advance Request.

c. Final Documentation
A final itemized Travel Advance Request Form should be filed with the accounts payable office within seven (7) days of the completion of the travel. It should include **ALL** travel-related expenditures associated with the trip along with supporting documentation. Any

advances or pre-payments will also be shown on the form. The employee will return any money advanced in excess of the actual approved expenses within seven (7) working days to the Treasurer's Office with an attached Travel Advance Excess Fund Deposit Form (Copy C). Any additional reimbursements will be included in the next regular accounts payable check run.

APPENDIX G: STATEMENTS OF DISCLOSURE

Declaration of interest with respect to transactions in which Members of the Board of Supervisors may participate in accordance with Section 2.2-3112 (A)(2) VA Code Ann.

This Declaration is made with respect to those transactions in which a Member of the Board may participate even though he or she is a member of a business, profession, occupation, or group the members of which are affected by the transaction.

"The Virginia State and Local Government Conflict of Interests Act requires that I make disclosure of certain interests in order to participate in a transaction which otherwise affects my personal interest as a member of certain defined groups. Therefore, I make the following disclosure:

1. The transaction involved is:

2. My personal interest affected by this transaction is:

3. I am a member of the following business, professional, occupation, or group, the Members of which are affected by this transaction:

4. I affirmatively state that, notwithstanding my personal interest, and the effect it may have on the aforementioned group, I am able to participate in the transaction fairly, objectively, and in the public interest."

Date:_____ _____

Member of the Board of Supervisors

* * * * *

This form may be used verbally at meetings of the Board of Supervisors, and the substance thereof included by the Clerk in the Board's minutes. Alternatively, this form may be completed, signed and dated by the Supervisor and provided to the Clerk not later than the next business day after any meeting where disclosure is required. The Supervisor shall orally disclose the existing of the interest during each Board meeting at which the transaction is discussed and this disclosure shall be recorded in the minutes.

STATEMENT OF COMPLETE DISQUALIFICATION

Declaration of interest with respect to transactions in which Members of the Board of Supervisors may not participate in accordance with Section 2.2-3112 (A)(1) VA Code Ann.

This Declaration is made with respect to those transactions in which a Member of the Board may not participate at all, by virtue of law or by reason of his or her choice.

"The Virginia State and Local Government Conflict of Interests Act requires that I make disclosure, to be recorded in the County records in any case in which I am forbidden, or choose not, to participate. Therefore, I make the following disclosure:

1. The transaction involved is:

2. My personal interest affected by this transaction is (if the interest involves a business or real estate, give the full name and address of business and the address and parcel number for the real estate involved):

OR

3. I choose not to participate for the following reasons:

4. I affirmatively state that I will not vote or in any manner act on behalf of the Board in this matter."

Date:_____ _____

Member of the Board of Supervisors

* * * * *

This form may be used verbally at meetings of the Board of Supervisors, and the substance thereof included by the Clerk in the Board's minutes. Alternatively, it may be completed, signed and dated by the Board Member and provided to the Clerk.

Per Supervisor LeMond:

Discussion of EMS garage at the February meeting

NORTHAMPTON COUNTY
Department of Emergency Medical Services
13294 Lankford Highway
PO Box 235
Eastville, VA 23347
Office: (757) 678-0411 ~ Fax: (757) 678-7288

- 80 ft x 40 ft building, running east to west with bay doors opening to the south
  - Included is a drawing depicting proposed layout
  - Included is a schematic for the Cape Charles Rescue Service (CCRS) building plans, utilizing a 20 x 40 space to accommodate the utility room, maintenance/mechanical room, medical supply room, coed bath/shower and an office (use to be determined). This schematic shows the space needs for each room.
  - Included schematic of CCRS building plans, showing bay area and slab requirements.

- 4 vehicle bays
  - 4 bays with 12 ft x 12 ft doors to accommodate:
    - 2011 Lifeline Ambulance
    - 2016 Chevrolet Tahoe
    - 2011 Chevrolet Tahoe
    - Mass Casualty Trailer
    - 2016 Ambulance (FY17 budget request)
  - Minimum of 40 feet depth for vehicle bays
  - Radiant heat for bay area
  - Electrical needs are specific for each vehicle
  - Hose bib inside, middle, front of bay for outside vehicle washing

- Utility Room
  - Double Utility Sink
  - Mop sink
  - Shower
  - Washer/Dryer
  - Storage for cleaning supplies, mops, brooms, etc.

- Medical Supply and Equipment Storage Room

- Maintenance Storage Room for tools, parts, etc.

NORTHAMPTON COUNTY
Department of Emergency Medical Services
13294 Lankford Highway
PO Box 235
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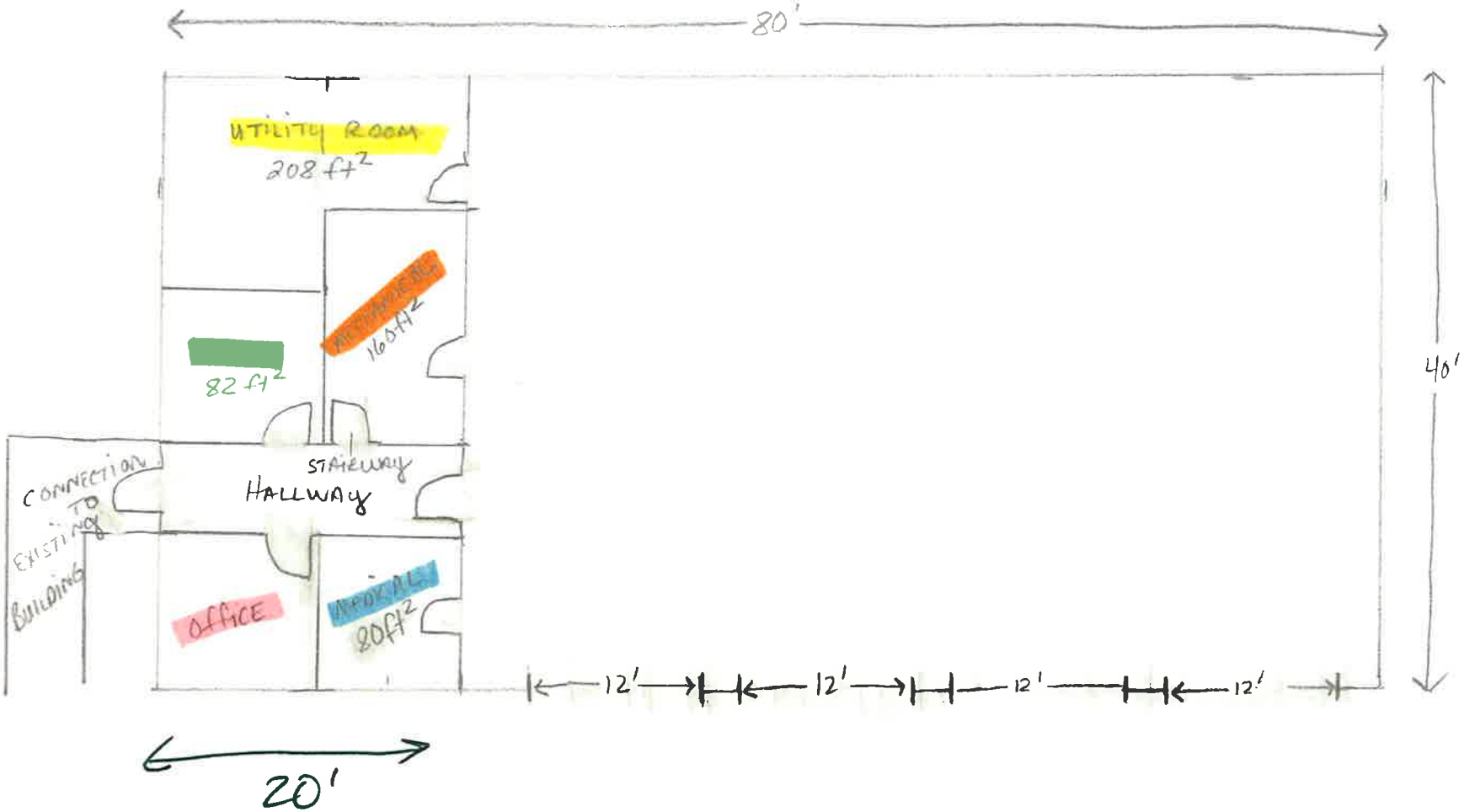
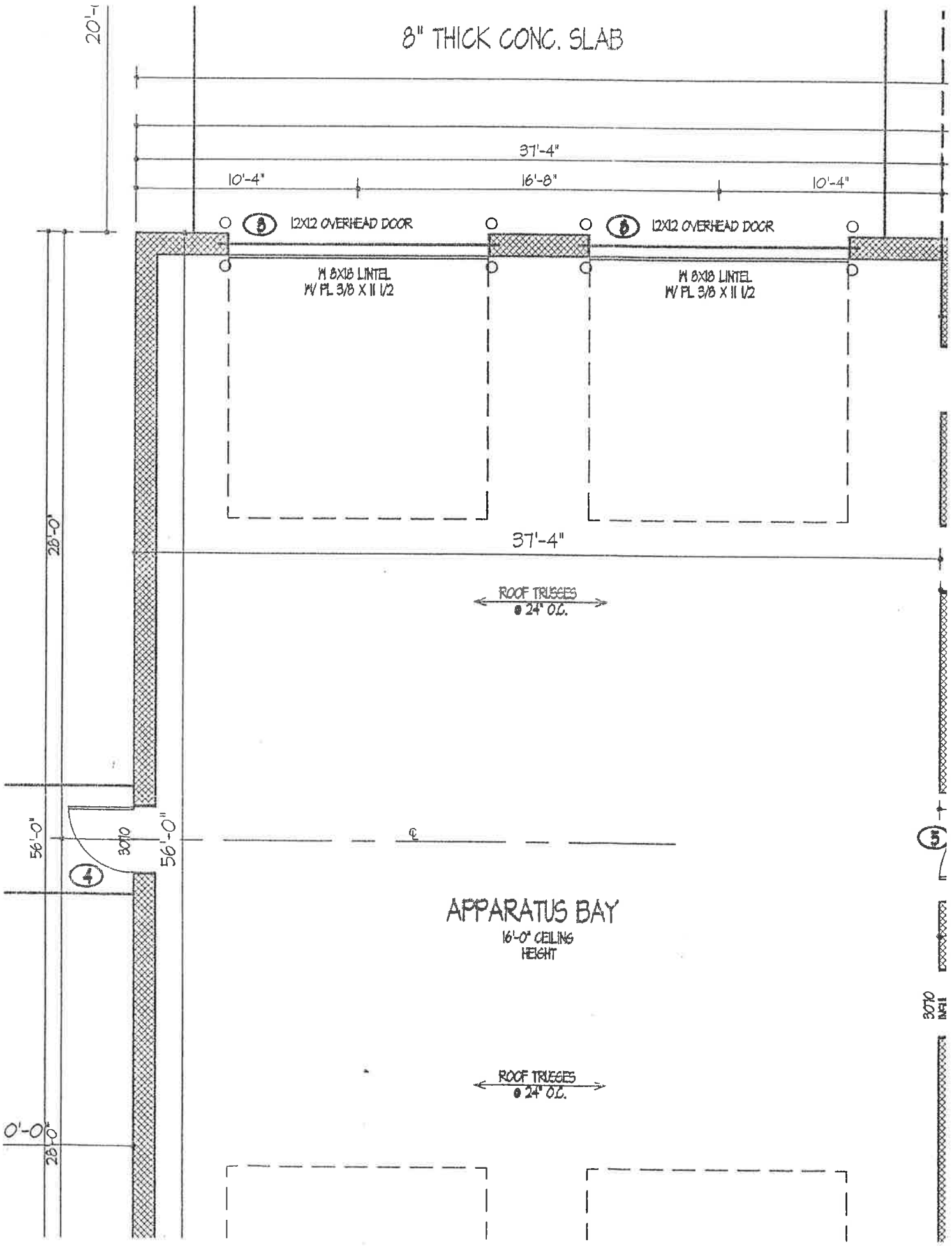
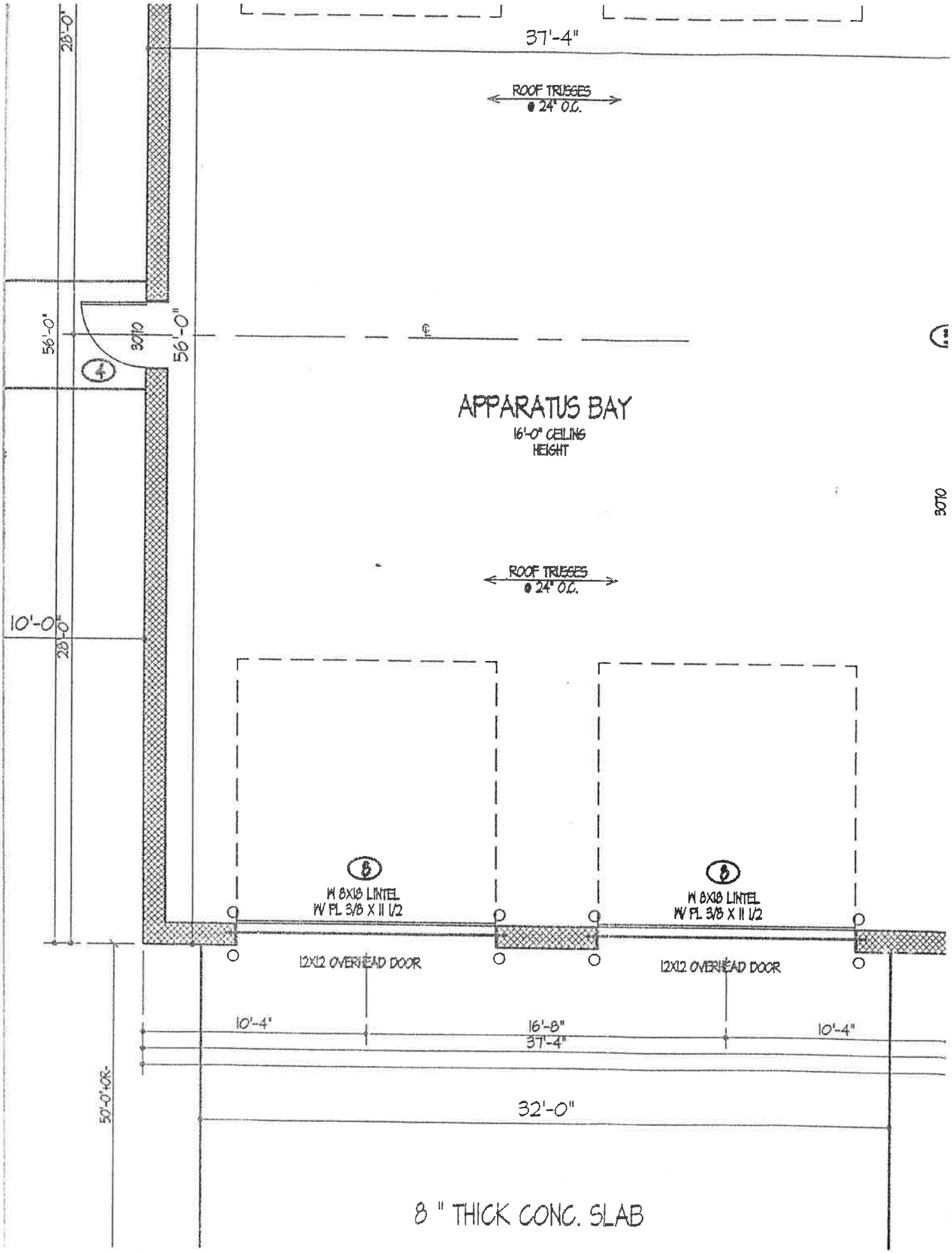
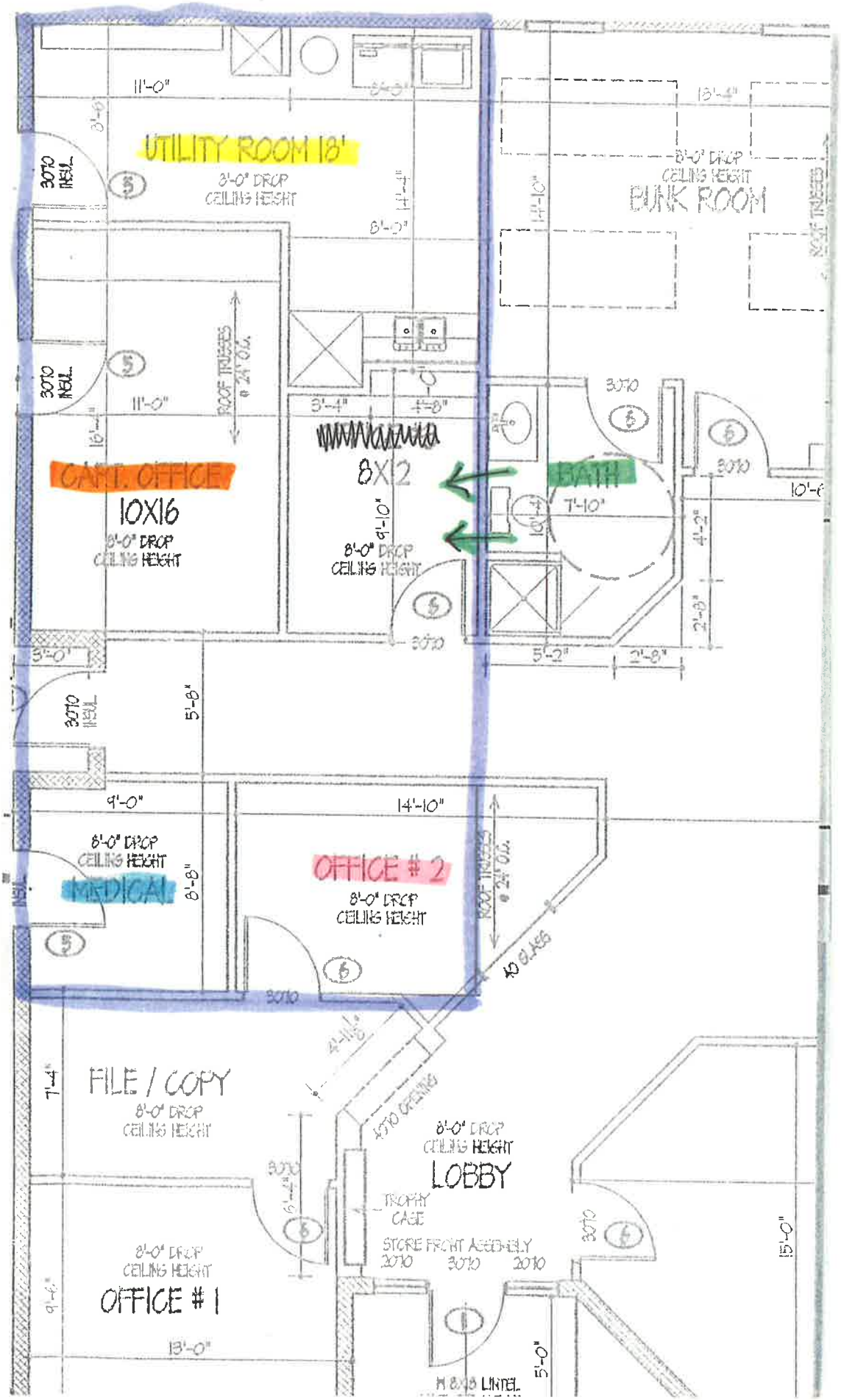
Office: (757) 678-0411 ~ Fax: (757) 678-7288

- Coed Bathroom w/shower
- Other
  - Place for oxygen bottle storage cage (we have a cage in storage)
  - Place for personnel lockers (we have lockers in storage)
  - 25 – 30 foot cement pad in front of building
- New building and existing building attached. Connection can be with existing double doors or window on northern side of building.
- Second floor area over lower rooms (20 ft x 40 ft) and possibly one bay to accommodate future buildout of living space, offices, storage, etc. Stairway to upstairs will be located in hallway, utilizing part of the mechanical/maintenance room.


80'
40'
UTILITY ROOM
208 ft²
ATTACHED
160 ft²
82 ft²
STAIRWAY
HALLWAY
CONNECTION TO EXISTING BUILDING
OFFICE
WEEKAL
80 ft²
12'
12'
12'
12'
20'


8" THICK CONC. SLAB
20'-1"
37'-4"
10'-4"
16'-8"
10'-4"
3
12X12 OVERHEAD DOOR
3
12X12 OVERHEAD DOOR
W 8X18 LINTEL
W/ PL 3/8 X 11 1/2
W 8X18 LINTEL
W/ PL 3/8 X 11 1/2
28'-0"
37'-4"
ROOF TRUSSES
@ 24" O.C.
56'-0"
3070
56'-0"
4
APPARATUS BAY
16'-0" CEILING
HEIGHT
3070
INT
ROOF TRUSSES
@ 24" O.C.
0'-0"
28'-0"


37'-4"
ROOF TRUSSES
@ 24" O.C.
28'-0"
56'-0"
30'10
56'-0"
APPARATUS BAY
16'-0" CEILING
HEIGHT
30'10
ROOF TRUSSES
@ 24" O.C.
10'-0"
28'-0"
W 8X18 LINTEL
W/ PL 3/8 X 11 1/2
W 8X18 LINTEL
W/ PL 3/8 X 11 1/2
12X12 OVERHEAD DOOR
12X12 OVERHEAD DOOR
10'-4"
16'-8"
10'-4"
37'-4"
50'-0"+OR-
32'-0"
8 " THICK CONC. SLAB


UTILITY ROOM 18'
8'-0" DROP CEILING HEIGHT
BUNK ROOM
8'-0" DROP CEILING HEIGHT
CAPT. OFFICE
10X16
8'-0" DROP CEILING HEIGHT
8X12
8'-0" DROP CEILING HEIGHT
BATH
MEDICAL
8'-0" DROP CEILING HEIGHT
OFFICE # 2
8'-0" DROP CEILING HEIGHT
FILE / COPY
8'-0" DROP CEILING HEIGHT
LOBBY
8'-0" DROP CEILING HEIGHT
TROPHY CASE
STORE FRONT ASSEMBLY
OFFICE # 1
8'-0" DROP CEILING HEIGHT
ROOF TRUSSES @ 24" O.C.
ROOF TRUSSES @ 24" O.C.
40 GLASS
40 OPENING
3070 INSUL.
3070 INSUL.
3070 INSUL.
3070 INSUL.
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3070
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11'-0"
11'-0"
8'-0"
14'-4"
18'-4"
14'-10"
3'-4"
4'-8"
9'-10"
7'-10"
10'-4"
4'-2"
2'-8"
5'-2"
2'-8"
3'-0"
5'-8"
9'-0"
14'-10"
8'-8"
7'-4"
9'-6"
13'-0"
5'-0"
15'-0"
10'-6"
M 8X8 LINTEL

Janice Williams

From: James McGowan <jmcgowan@TNC.ORG>
Sent: Monday, January 11, 2016 1:45 PM
To: Janice Williams
Subject: RE: TNC Fee Waiver Request For Tires Dumped on Boxtree Road

Hi Janice,

It was nice to talk with you this morning. During the past week approximately 250 to 300 old tires have been dumped at three different locations along Boxtree Road. The Northampton County Sheriff's Office is investigating. Photos are below. VDOT will pick up the two piles along the state road, but the third pile is on a farm field owned by The Nature Conservancy. The TNC staff and volunteers will remove this pile of approximately 50-60 tires.

On behalf of TNC, I request the Northampton County Board of Supervisors to waive the tire disposal fee. Thank you for considering this request.

Sincerely,

Jim McGowan
Land Protection Manager

Jim McGowan
Land Protection Manager

jmcgowan@tnc.org
(757) 442-3049 Ext.22 (Phone)
(757) 710-3931 (Mobile)
(757) 442-5418 (Fax)

The Nature Conservancy Virginia Coast Reserve
PO Box 158
11332 Brownsville Road
Nassawadox, VA 23413

The Nature Conservancy
Protecting nature. Preserving life.

nature.org

Janice Williams

From: Peter Henderson <veslt@verizon.net>
Sent: Wednesday, January 20, 2016 2:46 PM
To: jwilliams@co.northampton.va.us
Subject: tire dumping
Attachments: RIMG1751.jpg; Northampton Co_Tire Dumping 012016.pdf

Dear Janice,
Please find attached a photograph of the tires dumped on Sunshine Farm, Church Neck.
I have also attached a letter requesting the BOS's for a reprieve of disposal fees for the 100 or so tires.
My plan is to get them to the landfill early next week.
Thanks for your help.
Pete

Peter N. Henderson

Executive Director
Virginia Eastern Shore Land Trust
P.O. Box 1114
Exmore, VA 23350
Work (757) 442-5885
Cell (757) 617-5288

= 103 tires @ a cost of $206.00

↳ taken to lfill 1/20/16

VES Land Trust
VIRGINIA EASTERN SHORE

P.O. Box 1114 · Exmore, VA 23350
757-442-5885 · 757-442-5744 Fax
info@veslt.org · www.veslt.org

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Stewardship Manager
Hali Plourde-Rogers

Administrative Assistant
Nita Daley

January 20, 2016

Northampton County
Board of Supervisors
P.O. Box 66
Eastville, VA 23347

Dear Supervisors,

As you may have heard, there has been a rash of tire dumping in Northampton County lately. Please accept this letter as the Virginia Eastern Shore Land Trust's official request to waive the disposal fee of approximately 100 tires that were recently dumped on the Sunshine Farm conservation easement located on Church Neck. The Virginia Eastern Shore Land Trust plans to remove the tires and take them to the landfill during the week of January 25th. I truly appreciate your consideration.

Sincerely,

Peter Henderson
Executive Director

ACCREDITED LAND TRUST ACCREDITATION COMMISSION

NORTHAMPTON COUNTY

Mike Thornes
Director

Public Works Department
P.O. 538
Eastville, VA 23347
Phone: (757) 678-0414
Fax: (757) 678-0483

Memorandum

Date: 1/12/2016

To: Katie Nunez

From: Mike Thornes, Director

Re: Quote to replace the slate roof over the Administration / Finance Dept. Offices

---

On January 8, 2016, we received only one quote to replace the slate roof over the Administration / Finance Dept. Offices from Walter Frisch Construction, Inc. in the amount of $53,000.00. On January 11, 2016, I called Mr. Frisch to ask him why this quote was substantially higher than the original estimate of $45,000.00 that he had given me at the start of this project. He stated that when he re-inspected the roof weeks prior to submitting his bid, he discovered substantial rot in the joint that connects the slate roof with the asphalt shingle roof that covers the BOS meeting room. He said that the additional funds would be necessary to replace the rotten material and to re-tie the two roof sections together with new copper flashing to insure a joint that would last as long as the new roof.

For comparison purposes, an estimate for the installation of a conventional, asphalt shingle roof is attached.

REMOVAL/REPLACEMENT – SLATE ROOF

Item Description **Price**

The project consists of furnishing and installation, complete, including labor, equipment, materials, site preparation and other work incidental to removal/replacement of the Administration Building slate roof at 16404 Courthouse Road, Eastville, Virginia, in accordance with contract documents.

TOTAL CONTRACT PRICE $ 53,000.00

Respectfully submitted,

Signature of Bidder: [signature]

1. If an individual, doing business as: _____

2. If a partnership: _____
(Member of Firm)

_____
(Member of Firm)

3. If a corporation: Walter Frisch Construction, Inc.
(Name of Corporation)

4. Business Address: P.O. Box 121 Craddockville, VA. 23341

5. Telephone: (757) 442-7256, (757) 617-5873

6. Officer and Title: President

7. Date: 1/8/2016

Current Contractor's Virginia Registration Number: 2705081337 A
(Attach copy of Virginia Contractor's License or bid will be unaccepted.)

Type of License: Class A

ADDENDA ACKNOWLEDGEMENT: Receipt of the following addenda are hereby acknowledged:

Addendum No. _____ Addendum Date: _____

American Contracting
P.O. Box 1421
Parksley Va 23421

665-1882

Attn Bob Crair

PROPOSAL SUBMITTED TO: Department of Public Works	JOB NAME Admin Building	JOB #
ADDRESS	JOB LOCATION Eastville	
Eastville	DATE	DATE OF PLANS
PHONE # 757-377-1233	FAX #	ARCHITECT

We hereby submit specifications and estimates for: Roof for Admin Building

Will take off old ~~asphalt~~ slate shingles, felt, caps, pipe-collar, and re-move hatch door. Put back titanium water proof felt, O.D.E. T-Edge, 110 M.P.H. timber line architect shingles, Timber tex caps. Plywood same thickness plywood over hatch hole. Clean job daily and haul scrap to land fill and cover permit and land fill cost.

(P.S. Extra to cover side roof and roof of another building under roof. Extra $2000.00 Labor + material

Place a magnetic sweep across lawn to get up old nails!

A clean job is a happy job ☺

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

$ $24,025.00 Dollars

with payments to be made as follows: ~~½ to start ½ half done the rest when job is finished~~ ⅓ is 8025

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Brian Alfee

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____

A-NC3819 / T-3850 09-11