

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 14th day of June, 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.

Adoption of the Agenda:

Board and Agency Presentations:

- (1) Nick Pascaretti: Eastern Shore of Va. Broadband Authority – update

Mr. Nick Pascaretti, Executive Director of the Eastern Shore of Virginia Broadband Authority, updated the Board on this initiative with the following powerpoint presentation:



EASTERN SHORE OF VIRGINIA
BROADBAND
AUTHORITY



Who is the ESVBA?

- The ESVBA is the Eastern Shore of Virginia Broadband Authority
- The ESVBA is a Public Authority, which is made of five board members. The ESVBA was created by a Joint resolution of Accomack & Northampton Counties under the Virginia Wireless Act on April 17, 2008.
- The ESVBA is similar to a utility and owns, operates, and maintains an open access network.

ESVBA Grant Funding	
Start-up Operating Funds	
Accomack County	\$ 200,000
Northampton County	\$ 66,000
Total Planning Phase Funding	\$266,000
Backbone Construction	
EDA/DHCD Funding	\$4,509,800
NASA 2008	\$1,786,000
NASA 2009	\$2,000,000
Total Backbone Funding	\$8,295,800
Community Network Construction	
Town of Parksley	\$ 450,400
Town of Cape Charles	\$ 489,900
Town of Onancock	\$ 200,000
Town of Chincoteague	\$ 479,500
CDBG-R Grant	\$1,000,000
Total Community Funding	\$2,619,800
Total ESVBA Grant Funds	\$11,181,600

What has ESVBA Accomplished?

- Constructed approximately 300 route miles of fiber.
- Repaid Accomack and Northampton Counties the initial start up money they provided
- Funds its capital program (network extensions, equipment upgrades, etc.) internally with revenues from operations.
- Lowered pricing in 2014 and again in 2015
 - ESVBA pricing is on par or lower than Mid Atlantic Broadband and Maryland Broadband

Free Wi-Fi Hot Spots

■ Sites In Service

- Chesapeake Bay Bridge & Tunnel Rest Area
- Custis Park
- Accomack County Airport
- Eastern Shore Chamber of Commerce
- Accomack Park
- Indian Town Park
- Chincoteague Park

■ Sites to be Installed

- Cape Charles Park

ESVBA Pricing Initiatives

■ Broadband Initiative Program (BIP)

- Available to Incorporated Towns on ESVBA's network.
- Designed to help service providers serve residential & small business customers
- Free Internet & Transport for 12 months
- Cape Charles, Exmore, Parksley, Bloxom, Hallwood, Chincoteague, Belle Haven, have participated in the BIP.
- Nassawadox & Cheriton have just awarded contracts to Service Providers

ESVBA Pricing Initiatives

- WISP EVPL (*Wireless Internet Service Provider Ethernet Virtual Private Line*)
 - Designed to help service providers serve residential & small business customers via wireless connections
 - Drastically reduces the cost of Ethernet Transport by ≈ 87%
 - Designed to promote broadband to the less populated regions
 - Restricted to 50' or greater towers or poles
 - Restricted to wireless broadband sites
 - Currently there are 15 WISP EVPL sites

ESVBA FY16 Network Extensions

- Quinby- *Complete*
- Wachapreague- *Complete*
- Cheapside- *Complete*
- Oyster- *Complete*
- Harborton- *Complete*
- Greenbackville- *In progress*
- Proposed for 2017
 - Sanford
- Other Possible Extensions
 - Silver Beach, Vacluse, Cradockxville, Cashville, Wardtown

ESVBA Electronics Upgrades

- Two Core Routers
 - Upgrading to Cisco ASR 9010
 - One in Cheriton & one in Wallops
 - Approximately \$200,000
- Core Ethernet Switches
 - Currently have a 10 Gigabit Backbone
 - Upgrading to a 100 Gigabit Backbone
 - Metro Ethernet Platform
 - Approximately \$500,000
- Dense Wavelength Division Multiplexing (DWDM)
 - Will be required to provision 10 Gig wavelength services
 - Approximately \$500,000-\$700,000

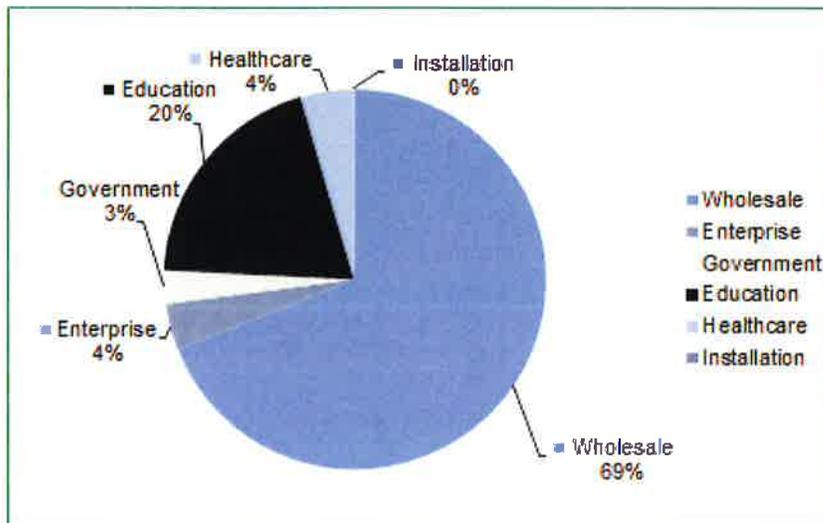
Current Product Offering

- Ethernet Transport (1Mb/s to 10,000 Mb/sec)
- SONET Transport (T1 to OC-192)
- Dedicated Internet (1Mb/s to 10,000 Mb/sec)
- WAN/MAN Networks

Some of ESVBA Customers

- NASA, Navy, & NOAA
- Northampton Public School District
- Accomack Public School District
- Eastern Shore Rural Health
- Eastern Shore Community Services Board
- Northampton County Government
- Chesapeake Bay Field Station
- Riverside Healthcare Associates

Revenue by Sector as of 4-30-16





Sales Plan

- Direct Sales
- Sales Agent/Referral Plan
- Strategic Alliances with National Carriers
 - Cox
 - Windstream
 - Level 3
- Strategic Alliances with Service Providers
 - Chesapeake Bay Communications, Eastern Shore Communications, DNG Group, and OnCall Telecom



Cost Management

- **ESVBA generally does not use “Turn-Key” Contracts**
 - Use Line Item Construction Contracts
 - In House Procurement
- **In-house engineering, maintenance**
- **In-House Network Operations Center (NOC)**
- **Use outside consultants to supplement ESVBA operations and to acquire knowledge**

Keys to Success

- Experienced management team
- Build and train a local team and technical staff
- Build a highly reliable & scalable network
- Be flexible and provide the service that customers desire, not what you want to sell them
- Fiscally careful on expenditures
 - Cash flow positive in twenty-four months
 - Sustainable

Questions?



**Bringing the power of
light to the Shore**



Consent Agenda:

- (3) Minutes of the meetings of May 10, 17 and 31, 2016.
- (4) Consider adoption of the annual "Eastern Shore Juneteenth Festival" resolution.

RESOLUTION

WHEREAS, Northampton County's economic and social well-being requires the best efforts and cooperation of county residents of all races, creeds and backgrounds; and

WHEREAS, for fifteen years, the Juneteenth Festival has been an arena to educate and promote cultural enlightenment and diversity to the residents of the Eastern Shore of Virginia; and

WHEREAS, Juneteenth, also known as "Freedom Day" or "Emancipation Day" is the oldest known festival to celebrate the end of slavery and celebrates African-American freedom, encourages strong family structure, and emphasizes the importance of the church in the African-American community; and

WHEREAS, this year's festival will be held on Saturday, June 18, 2016 at the Eastern Shore Community College and will be in combined with a health fair to encourage and educate Eastern Shore residents on healthy living practices.

NOW, THEREFORE, the Northampton County Board of Supervisors does hereby endorse the EASTERN SHORE JUNETEENTH FESTIVAL to be held June 18, 2016.

* * * * *

- (5) Consider approval of the Abstract of Votes Cast in the 2016 May Town General Election

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

County Officials' Reports:

(6) 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: June 14, 2016

RE: Budget Amendments and Appropriations – FY 2016

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

\$25,000 – This represents a budget increase to Contracted Housing to cover costs to the end of FY 2016. Funds to be taken from the Undesignated Balance.

\$10,208 – This represents a transfer of lapsed Compensation Board payroll funds from the Jail Fund to the Sheriff's Police Supplies budget.

\$8,600 – This represents a transfer of lapsed Compensation Board payroll funds from the Jail Fund to the Sheriff's Police Supplies budget.

\$3,126.15 – This represents an insurance claim reimbursement for damage to a vehicle net of a \$250 deductible. Funds to be placed in the Sheriff's Vehicle Supplies budget line.

\$248.80 – This represents an insurance claim reimbursement for damage to a vehicle net of a \$250 deductible. Funds to be placed in the Sheriff's Vehicle Supplies budget line.

\$423 – The represents the use of the Commonwealth Attorney's use of State Asset Forfeiture for office renovations.

* * * *

Motion was made by Mr. _____, seconded by Mr. _____, 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: June 14, 2016
RE: Budget Amendments and Appropriations – FY 2016

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

\$10,067 – This represents a Project Guardian award received from the Virginia Department of Education. The funds will be used to provide after school instruction in SOL core content subject areas.

* * * * *

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

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: (Recreation Board – District 3 only, Navigable Waterways Committee, E. S. of Va. Housing Alliance, 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

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:

(7) **Special Use Permit 2016-04:** Candace Nottingham has applied to obtain a special use permit for a Bed and Breakfast (NCC, 4/12/2016, Appendix A, Category 3 Commercial Uses #21) on property located 3059 Toms Lane, near Eastville. The property, described as Tax Map 57, double circle A, parcel 99A, is zoned ECC/R, Existing Cottage Community/Residential and contains approximately 7 acres of land.

The Chairman called the public hearing to order and asked if there were any present desiring to speak.

Mr. Peter Stith, Long-Range Planner, indicated that the Planning Commission was recommending approval of a three-bedroom bed and breakfast with the condition that upon completion of the additional septic system, it could be expanded to the capacity of the new system. He distributed correspondence from the Health Department which indicated that the new septic system has been installed and inspected.

Mr. C. A. "Bert" Turner, III, representing the applicant, indicated that there were about 100 cottages in the Smith Beach community and that a Bed & Breakfast was a very appropriate use for the area. There would be no measurable effect on the local traffic.

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

Motion was made by Mr. Bennett, seconded by Mr. LeMond, that Special Use Permit 2016-04 be approved for a three-bedroom bed and breakfast with the condition that upon completion of the additional septic system, it could be expanded to the capacity of the new system. All members were present and voted "yes." The motion was unanimously passed.

(8) **Special Use Permit 2016-05:** Gary Wagner has applied to obtain a special use permit for a Borrow Pit (NCC, 4/12/2016, Appendix A, Category 5 Industrial Uses #09) on property located Simpkins Dr., near Eastville. The property, described as Tax Map 68, double circle A, parcel 75, is zoned A/RB, Agriculture/Rural Business and contains approximately 37.52 acres of land.

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

Mr. Stith indicated that the Planning Commission was recommending approval of the petition with the condition that a minimum 200 foot vegetated buffer be installed as shown on the site plan to screen the proposed use from adjacent properties.

Mr. Paul Sonderville and Mr. James Schaefer from the Department of Mines, Minerals and Energy were in the audience and indicated that they would be happy to answer questions.

The applicant, Mr. Wagner, said that he had been in business 35 years as a farmer and then as a landscape contractor. He said that there have been no incidents with safety in the past on this 40-acre site; a proven safety record.

Mr. Hogg asked if Mr. Wagner would consider installing a fence around the borrow pit. Mr. Wagner responded that there were other options to use instead of fencing.

Mr. Bennett said that he had a problem with some ponds being required to be fenced and others not.

Mr. Sonderville confirmed that Mr. Wagner's mine is in good standing with DMME at this time. There is no state requirement for fencing; however, the regulations do require that the access to the site be restricted when not in use. Additionally, there is nothing in the state regulations which would require that the County be notified if the property becomes noncompliant.

Ms. Gertrude Ramer, a local resident, said that she was concerned with the facility not being fenced although there were not many children in the neighborhood.

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

Motion was made by Mr. Hogg, seconded by Mr. Bennett, that Special Use Permit 2016-05 be approved subject to the 5-acre new site being fenced.

Mr. Murray said that he thought fencing 5 acres would be onerous.

Mr. Hogg and Mr. Bennett voted "yes"; Mr. Murray, Mr. LeMond and Mr. Duer voted "no". The motion failed.

Motion was made by Mr. LeMond, seconded by Mr. Duer, that Special Use Permit 2016-05 be approved with the condition that a minimum 200 foot vegetated buffer be installed as shown on the site plan to screen the proposed use from adjacent properties. All members were present and voted "yes," with the exceptions of Mr. Hogg and Mr. Bennett who voted "no." The motion was passed.

(9) Consider the possible transfer of property to the Commonwealth of Virginia as described below:

That portion of State Route 642 (Old Cape Charles Road) located between the boundary of the lands of the landowner and the centerline of State Route 642, from approximate centerline Station 121+60 to approximate centerline Station 121+70. The source being a

portion of the property acquired by the Landowner from Sally Tazewell and Ella W. Tazewell to William L. Scott by Deed dated May 12, 1883 and recorded September 13, 1883 in Deed Book 41, Page 213, in the Office of the Clerk of the Circuit Court of the County of Northampton. It being a portion of the land taken by Certificate of Take No. C-516006 recorded in the Northampton Circuit Court as Instrument No. 160000366 on March 7, 2016.

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

The County Administrator noted that the proposed property donation was needed to order to move forward with the construction of the road, designated as the County's top priority for the last several years.

Mr. Crosby Johnson asked for the Board to weigh in on the settlement offer extended to him by VDOT, indicating that these were the instructions provided to him by their officials. Mr. Bruce D. Jones, Jr., County Attorney, said that the County's action have no impact on Mr. Johnson's rights at all; the County is only transferring its rights, if any.

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

Motion was made by Mr. LeMond, seconded by Mr. Duer, that the proposed road donation be approved as presented, that the Chairman be authorized to execute the Deed and such other documentation as may be required and that the following Resolution be adopted therefor. All members were present and voted "yes." The motion was unanimously passed. Said resolution as adopted is set out below:

RESOLUTION

CAPE CHARLES HARBOR ACCESS ROAD DONATION

WHEREAS, the Cape Charles Harbor Access Road Project, identified as priority number one within Northampton County's Six Year Secondary Road Improvement Plan, will create expanded economic development opportunity for underdeveloped and impoverished

Northampton County by providing a much-needed highway access connecting sea-lane and rail-based shipping, deep-water access, and the Route 13 north/south highway corridor serving the Atlantic seacoast; and

WHEREAS, this road project is scheduled to commence during the Fall of 2016 and requires the donation of certain properties to the Commonwealth of Virginia.

NOW, THEREFORE, BE IT RESOLVED, that the Northampton County Board of Supervisors does hereby transfer its interest in said property to the Commonwealth of Virginia and authorizes the Chairman and/or County Administrator to execute such documentation as may be required to effect such transfer of property as identified below:

That portion of State Route 642 (Old Cape Charles Road) located between the boundary of the lands of the landowner and the centerline of State Route 642, from approximate centerline Station 121+60 to approximate centerline Station 121+70. The source being a portion of the property acquired by the Landowner from Sally Tazewell and Ella W. Tazewell to William L. Scott by Deed dated May 12, 1883 and recorded September 13, 1883 in Deed Book 41, Page 213, in the Office of the Clerk of the Circuit Court of the County of Northampton. It being a portion of the land taken by Certificate of Take No. C-516006 recorded in the Northampton Circuit Court as Instrument No. 160000366 on March 7, 2016.

* * * * *

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

Ms. Senora Lewis, a resident of Kiptopeke Drive, said that the proposed Royal Farms store would be a nuisance in their neighborhood and that she had a petition with over 100 signature attesting to same.

Mrs. Roberta Kellam spoke in favor of agenda item #9 – the training session proposed to be conducted by Mr. Mike Chandler of Virginia Tech, indicating that a third-party expertise is needed, without an agenda, on the Comprehensive Plan review.

Ms. Kerry Allison referenced an item within the County Administrator's Report, dealing with building and planning & zoning fees. She said that the Eastern Shore Tourism Commission's position supported any sort of policy which would encourage communities and

the public sector to replenish signs.

The following future meeting agenda was shared with the Board:

Work session/other meeting agendas:

- (i) 6/27/16: Work Session: County Property
- (ii) 7/25/16: Work Session: Topic to be determined
- (iii) 8/22/16: Work Session: Topic to be determined
- (iv) 9/14/16: VACo's Region I Summer Meeting (Eastville!)

(10) 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: June 7, 2016
RE: Bi-Monthly Report

I. Projects:

A. USDA Grant Obligation Update:

November 2015 thru May 10, 2016 Status Report: USDA has signed off completely on all items, 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 and additional laptop computers for County Administration. We have now committed 100% or \$599,734.80 of the obligation.

I am awaiting delivery and invoicing on the Ford Explorer and awaiting delivery on the 9 laptops. Once those items are in and fully paid, then we will send a packet to USDA with a copy of all invoices, payments made as well as proof of insurance and title on all vehicles and items as required by USDA.

B. Update on the ESVA Broadband Authority:

The ESVA Broadband Authority has focused its efforts for the last 18 months determining how to extend service into the home. While the Authority operates an open access network and has been encouraging third party Internet Service Providers (ISPs) to provide the final delivery into homes and businesses, the Board has recognized that the geographic layout of the Shore along with its sparse population continues to pose the same challenges that led to the creation of the ESVBA in the first place: high capital costs with limited financial return thus a lack of interest from the public sector. Therefore, the Authority has done the following to encourage and continue the growth of the network:

- 1.) Instituted another rate reduction in our Transport Internet Pricing.

- 2.) Implemented a new pricing model known as the WISP EVPL Network Price Model – this price structure reduces rates for service providers to towers and poles 50' or greater on the Eastern Shore.
- 3.) Extended and established free Wi-Fi Hot Spots at: ES Welcome Center at the CBBT, Indiantown Park at Eastville, Randy Custis Park at Nassawadox, ES Chamber of Commerce at Melfa, Accomack Central Park at Accomack, and Waterfront Park at Chincoteague. We are working with the Town of Cape Charles to establish a Wi-Fi Hot Spot at the Cape Charles Public Beach.
- 4.) Continued expansion of the fiber network by including the following extension segments in the adopted FY2016 ESVBA Budget: Oyster, Cheapside, Wachapreague, Quinby, Pungoteague, Harboton, Greenbackville and Sanford.
- 5.) Issued a Request for Proposals (RFP) for Last Mile Deployment in September 2015 under the PPEA Guidelines with responses due in November 2015. The objective of the RFP is for a Service Provider to provide complete coverage to all residents of Accomack & Northampton Counties in Virginia; residents of Tangier Island excepted (the "Counties"). The Service Provider's network shall be designed, implemented, owned or leased, and maintained by the successful bidder (the "Service Provider"). ESVBA will provide the Service Provider with internet access services at up to fifty (50) towers, which each must be fifty feet (50') or more above ground level at the tower's location, at no monthly charge. Service Provider shall provide 100% coverage to all residents of the Counties within 24 months of contract execution, with the exception of Tangier Island and those areas which require completion of fiber extensions by ESVBA prior to service, which areas will obtain 100% coverage no later than twelve (12) months after completion of the fiber extension. 100% coverage means that any resident in the Counties will receive service upon request, within sixteen (16) weeks on receipt of order by Service Provider.

Within one year of the Effective Date of this Agreement, Service Provider will offer coverage to 50% of all residents in Northampton County and 25% of all residents of Accomack County.

The Authority has been in negotiation with DNG Networks regarding a contract pursuant to the RFP and the PPEA. After substantial negotiation regarding the terms and conditions of the contract, the Authority, at our meeting on Wednesday, June 1, 2016, recommended the award of the proposed contract to DNG Networks, contingent upon the required public hearing as part of the PPEA Guidelines. This proposed contract has an initial term of five years with 5 five-year renewal terms, potentially being a 30 year contract. I am anticipating

that the ESVBA will be holding this public hearing as part of their meeting scheduled for July 21, 2016.

- 6.) In addition, the Authority has instructed our Executive Director to develop a residential rate recommendation and to add that to our rate sheet which is scheduled for public hearing at the July 21, 2016 meeting and to also provide a report on a plan of action for implementation of a residential rate by the ESVBA. This is being done so that we have options available to the Authority if our PPEA contract does not materialize as anticipated.

I. **BACKGROUND:** The Eastern Shore of Virginia Broadband Authority is a public authority, formed by the Counties of Northampton and Accomack, to provide broadband services on the Eastern Shore of Virginia. The ESVBA is a public not for profit company created under the Virginia Wireless Service Authorities Act, Chapter 54.1 §15.2-543.1.1 et seq. and by a resolution of the Counties of Northampton and Accomack. The Board of Directors is:

- 1.) Steven Miner, Chairman - Accomack County Administrator – Accomack County representative.
- 2.) Elaine Meil, Vice-Chairman – ANPDC Executive Director – Jointly selected representative.
- 3.) Katie Nunez, Treasurer – Northampton County Administrator – Northampton County representative.
- 4.) Peter Lalor – Accomack County representative.
- 5.) John Reiter – Northampton County representative.

II. **The Backbone-** This part of the ESVBA's network begins at Wallops Island and runs south along the Eastern Shore of Virginia to Virginia Beach. Along this route, regeneration facilities are located in Wallops Island, Tasley, Exmore and Cheriton. **Community Networks-** This part of the ESVBA's network consists of regionalized networks that are connected to the backbone. Currently, the following communities have operational broadband networks:

- a. Chincoteague
- b. Parksley
- c. Onancock
- d. Belle Haven
- e. Exmore
- f. Willis Wharf
- g. Nassawadox
- h. Eastville
- i. Cape Charles

C. Review of Building Permit Fees:

Recently, citizens from the Jamesville area were interested in replacing their community sign. The issue of the sign fees charged by the County was raised to see if there could be a waiver since this is a community project with funds for the sign replacement coming from community donations, possibly because it is a community project, not for profit and in the interest of tourism.

The building permit fees (see attached) for a free standing sign is \$140 (see page 2 near the bottom) and there is no waiver provision for any of the building permit fees in this ordinance. I have enclosed a memo from John Outten, Building Official, who has provided some additional information on the costs of sign fees in other localities. If the Board would like to amend this fee or any other fees on the building fee schedule, then it would need to go to public hearing to amend the ordinance.

It was the consensus of the Board to proceed to public hearing with amendments to the building fee ordinance denoting a \$70.00 fee for a freestanding sign (a reduction from \$140.00) and a \$50.00 fee for a roof-mounted sign (a reduction from \$100)

D. Review of Planning & Zoning Fees:

As part of the Item #C above, the zoning fee for signs was raised and I have included the fee schedule for Planning and Zoning fees as well if the Board would like to amend that fee as well. This fee schedule is done as a vote of the Board but not by ordinance.

In addition, there has been some discussion regarding the fees for E&S and Stormwater Management. Since we are in the midst of obtaining new proposals for third party engineering services, the Board may wish to defer altering these fees until we have the proposals in so that we ensure we set rates that cover expenses.

The Board concurred with the recommendation from the County Administrator and to wait until the new pricing schedule is received from the successful third-party engineer.

E. 2016 Legislative Summary:

Enclosed is the tracking of bills passed by the General Assembly for 2016 that affects local government. There may be legislation that requires the County to revise its ordinances or local policies and they have been flagged for review by the respective departments. I will have a full report on this for our next meeting.

F. Eastville Courthouse Green:

As part of your FYI packet, you received an e-mail from Eyre Baldwin regarding the Eastville Courthouse Green in which he proposes the formation of a committee to help develop a master plan for the courthouse green property. If the Board is interested in pursuing this, I would recommend the adoption of a

resolution forming an Ad-Hoc Committee with a defined scope of work, committee membership such as the Baldwins, representative(s) from the Town of Eastville, the Historic Society, and one or two members of the Board of Supervisors; along, with an initial timeframe to provide a report back to the Board of Supervisors.

Mr. LeMond and Mr. Murray agreed to serve on this Ad Hoc Committee and the County Administrator was tasked with developing a charge and timeline for the work of the Committee. Mr. Murray asked that this project be added to the County's Priority Listing with a ranking of "high".

G. FY2017 Proposed Budget Resolution – 2 Items for BOS Consideration:

Under the Action Items for tonight's agenda, the Board will be taking up the FY2017 Budget Resolution. There are two items that I would like to raise for the Board's consideration to see if you would like to add them as clauses to this year's budget resolution.

The first item is relative to the commitment in the proposed budget that a 2% COLA is intended for all County staff, effective December 1, 2016. In the Governor's adopted budget, this 2% COLA for State Employees and State-Sponsored Employees (the Constitutional Officers and Employees, Social Services and Voter Registrar) are contingent upon FY16 year-end revenues. If Fiscal Year 2016 ends on a sour note, requiring a re-forecast of state revenues for the 2016-18 biennium, the \$69.1 million in FY17 and the \$121.1 million in FY18 that have been set aside by the General Assembly for salary raises for state employees, teachers, state constitutional officers, and state-supported local employees will be at risk. The first call on these appropriations will be to offset any downward revisions of a new general fund revenue estimate for the biennium. Therefore, the Board might wish to adopt contingent language as part of the budget resolution that the 2% raise for all employees is conditional upon the state providing the 2% for state and state-sponsored employees.

The second item is regarding Clause #5 of the Budget Resolution. The Board has stated that any unspent appropriations in the School Operating Fund will be recorded as reserved fund balance and transferred to the School Capital Fund (Fund 395). Over the past five years, the average amount transferred is approximately \$530,000. The Superintendent has made me aware that the state aid true-up based upon the final ADM numbers is going to be approximately \$260,000 and will be issued in late June as operational funds for the School System for FY2016. Therefore, that number will be added to the traditional end of the year funds so it is possible that this fiscal year's end of year numbers may be around \$650,000 to \$800,000. I am not proposing that the Board alter their approach as outlined in Clause #5 of the Budget Resolution. Rather, I wanted to make you aware that there may be more funds than usual remaining at the end of the fiscal year that will move over to the School Capital Fund. As part of the

Board's future consideration of use of the funds from Fund 395, the Superintendent has made me aware of the demographic trend that is moving a larger than expected classes through the system (see attached chart) which may require an investment in portable classrooms to handle this situation. Therefore, the Board may want to take that into consideration when use of Fund 395 is requested by the School Board and should be part of an overall strategy with the School Board. Additionally, I am scheduling the July work session to be a joint meeting with the School Board to discuss the capital needs of the school system and they will be inviting their architect to attend the meeting.

The Board concurred with the addition of these paragraphs to the Appropriations Resolution which will be addressed later in the evening.

H. Correspondence from Accomack County requesting a Cost Allocation from Northampton County for the new Regional Library:

Enclosed in your FYI packet is a letter from Steven Miner, Accomack County Administrator, requesting Northampton County to consider making a contribution for the construction of the regional library and he has provided a proposed cost allocation to determine a funding level for that contribution. I have enclosed a copy of the Regional Library Agreement which only indicates that the two counties shall discuss capital expenditures but does not commit either locality to a fixed or percentage based contribution.

The Board agreed to defer discussion of this topic until next month.

I. Proposed Policy on the Limitations on the Use of County Funds:

As discussed with the Board during the FY2017 Budget deliberations, the Finance Director and I are recommending the adoption of a policy on the Limitations on the Use of County Funds to identify which items should not be purchase with county funds. We have enclosed a draft policy for consideration by the Board and welcome any input.

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

LIMITATIONS ON THE USE OF COUNTY FUNDS

Purpose: The purpose of this policy is to identify limitations to the use of County funds.

Scope: This policy applies to all procurements that utilize County funds.

Discussion: When departments spend County funds that are allocated to them, the funds should only be used to purchase items that are needed to fulfill their obligations to the citizens of

Northampton County. Examples of items that should not be purchased include but are not limited to:

- Appliances such as refrigerators, microwave oven, coffee makers, toaster ovens
- Food (food in conjunction with travel is covered under separate policy)
- Coffee
- Holiday decorations
- Articles of clothing for personal use

The purchase of appliances may be granted for Public Safety activities that operate on a 24 x 7 basis.

If you have an item that is questionable, it must be approved by the County Administrator before the item is purchased. If the purchase is deemed inappropriate, the cost may become the responsibility of the person who made the purchase. Improper procurement with County funds may also be subject to disciplinary action.

* * * * *

J. Elderly/Disabled Exemption Ordinance for BOS Review:

As part of the FY2017 Budget discussions, Supervisor Hogg requested a review of the provisions of the Elderly/Disabled Exemption Ordinance.

I am enclosing several documents for the Board's review in anticipation of this discussion and am proposing that we earmark the August work session for a discussion of this ordinance and if the Board would wish to propose any revisions to the ordinance to send to public hearing.

Enclosed is A.) County's ordinance (I have highlighted the key areas of potential revision which are the total combined income of the owners; the net combined financial worth of the owners; and the exempt schedule table); B) the Code of Virginia §58.1-32.10 et. seq; C.) Section 3 of the Weldon Cooper Tax Rate Comparative Book for 2015 which provides a comparison of what other localities in Virginia propose for this type of exemption.

K. Discussion of the Parameters of a Business, Professional Occupational License (BPOL):

I am working on a draft BPOL Ordinance for the Board's review and will provide that to you no later than June 14, 2016. I am proposing that we earmark the August work session for a discussion of this potential ordinance and determine if the Board wishes to propose any changes to the draft and if you wish to send this proposed ordinance to public hearing.

The County Administrator indicated that this draft document will be distributed in the next few days.

* * * * *

Tabled Items:

- (11) EMS Garage Discussion. *This item was tabled since February 2016.*

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.

The Board reviewed a drawing as prepared by Supervisor Hogg. No further discussion or action was taken by the Board.

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

Action Items:

- (12) Consider a request from James C. Hopper for construction of a small addition (garage, deck) to his property located within the Elkington Agricultural-Forestal District.

Motion was made by Mr. Bennett, seconded by Mr. Hogg, that the Board approve the request from Mr. James C. Hopper for construction of a small garage and deck addition to his property, identified as Tax Map 67-A-4, located within the Elkington Agricultural-Forestal District. All members were present and voted “yes.” The motion was unanimously passed.

- (13) Consider accepting all of the bids received at the April 14, 2016 Delinquent Tax Auction event.

Mr. Bennett indicated that he had participated in the subject event and would therefore be abstaining from this action. Motion was made by Mr. LeMond, seconded by Mr. Duer, that the Board accept all bids received at the April 14, 2016 Delinquent Tax Auction event. All

members were present and voted “yes,” with the exception of Mr. Bennett who abstained. The motion was passed.

(14) Consider a request for reimbursement of solid waste tipping fees in connection with an illegal tire dump on Johnstown Road.

Motion was made by Mr. LeMond, seconded by Mr. Hogg, that the Board refund solid waste tipping fees in the amount of \$358.00 to Mr. Walter Stevenson in accordance with his request. All members were present and voted “yes.” The motion was unanimously passed.

(15) Consider a request from the Northampton County Electoral Board for relocation of the District Four Polling Place from the former middle school gymnasium to the Eastville Volunteer Fire Company Bingo Hall.

Supervisor Murray indicated that Mr. Terry Flynn, the General Registrar, will be visiting other possible location within District Four and will be reporting his findings to the Board at a later date. Motion was made by Mr. Murray, seconded by Mr. Duer, that this matter be tabled. All members were present and voted “yes.” The motion was unanimously passed.

(16) Consider adoption of the FY 2017 Appropriations Resolution and setting the Tax Year 2016 Tax Rates Therefor.

Mr. Hogg said that he would like to see the 2% Cost of Living Adjustment allocated to employees at different levels; i.e., a different percentage for different pay scales. Mr. Duer said that he was familiar with the idea, but supposed that it would be very difficult to calculate and manage.

Mr. Hogg then questioned aircraft assessments and tax rates.

The Board recognized Ms. Charlene Gray, Commissioner of the Revenue, who indicated that aircraft were considered luxury items and questioned why the Board would consider lowering the tax rate on that classification.

It was the consensus of the Board not to change any of the proposed tax rates as outlined in the following resolution. Motion was made by Mr. LeMond, seconded by Mr. Bennett, that the following Appropriations Resolution be adopted, including the addition of the paragraphs as outlined in the County Administrator’s Report. All members were present and voted “yes”, with the exception of Mr. Hogg who voted “no.” The motion was passed. Said resolution as adopted is set forth below:

(don’t forget to insert the two new paragraphs)

APPROPRIATION RESOLUTION

A RESOLUTION TO APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTIMATED REVENUES FOR FY17 FOR THE ANNUAL OPERATING BUDGET FOR THE COUNTY OF NORTHAMPTON

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Northampton that:

1. For the fiscal period beginning the first day of July 2016, and ending the thirtieth day of June 2017, the following amounts are hereby appropriated for the office and activities shown below in accordance with the duly adopted budget for the fiscal year ending June 30, 2017:

GENERAL FUND

Revenues

General Property Taxes	\$17,532,194
Other Property Taxes	\$ 3,143,740
Permits, Privilege Fees & Reg Licenses	\$ 120,400
Fines & Forfeitures	\$ 510,000
Use of Money & Property	\$ 12,050
Charges for Service	\$ 900,385
Miscellaneous	\$ 3,000
Recovered Costs	\$ 182,497
Payments in Lieu of Taxes	\$ 26,000
Non-Categorical	\$ 1,484,846
Shared Expenses	\$ 1,658,238
Categorical Aid	\$ 112,823

Other Financing Sources	\$ 77,421
Revenue Totals	\$25,763,594

Expenditures

General Government Administration	\$ 2,029,887
Judicial Administration	\$ 695,367
Public Safety	\$ 4,612,309
Public Works	\$ 2,222,102
Health & Welfare	\$ 597,340
Education	\$ 131,723
Parks, Recreation & Culture	\$ 410,692
Community Development	\$ 1,171,710
Non-Departmental	\$13,892,464
Expenditure Totals	\$25,763,594

SOCIAL SERVICES FUND

Revenue

Categorical Aid	\$ 2,015,628
Other Financing Sources	\$ 485,057
Revenue Totals	\$ 2,500,685

Expenditures

Health & Welfare	\$ 2,408,191
Non-Departmental	\$ 92,494
Expenditure Totals	\$ 2,500,685

HARBOR IMPROVEMENT FUND

Revenue

Charges for Services	\$ 15,150
Other Financing Sources	\$ 4,850
Revenue Totals	\$ 20,000

Expenditures

Construction/Improvements	\$ 20,000
Expenditure Totals	\$ 20,000

EASTERN SHORE REGIONAL JAIL FUND

Revenue

Charges for Service	\$ 14,500
Recovered Costs	\$ 1,500
Shared Expenses	\$ 1,919,175

Categorical Aid	\$ 266,381
Other Financing Sources	\$ 1,504,819
Revenue Totals	\$ 3,706,375

Expenditures	
Public Safety	\$ 3,706,375
Expenditure Totals	\$ 3,706,375

CAPITAL RESERVE FUND

Revenue	
Other Financing Sources	\$ 300,000
Revenue Totals	\$ 300,000

Expenditures	
Reserve	\$ 300,000
Expenditure Totals	\$ 300,000

GENERAL DEBT SERVICE FUND

Revenue	
Recovered Costs	\$ 161,139
Other Financing Sources	\$ 2,596,368
Revenue Totals	\$ 2,757,507

Expenditures	
Non-Departmental	\$ 2,757,507
Expenditure Totals	\$ 2,757,507

SCHOOL DEBT SERVICE FUND

Revenue	
Other Financing Sources	\$ 342,914
Revenue Totals	\$ 342,914

Expenditures	
Non-Departmental	\$ 342,914
Expenditure Totals	\$342,914

PUBLIC UTILITIES FUND

Revenue	
Charges for Service	\$ 187,298
Revenue Totals	\$ 187,298

Expenditures

Public Works	\$ 183,435
Non-Departmental	\$ 3,863
Expenditure Totals	\$ 187,298

INDUSTRIAL DEVELOPMENT AUTHORITY

Revenue	
Charges for Service	\$ 16,673
Revenue Totals	\$ 16,673

Expenditures	
Community Development	\$ 16,673
Expenditure Totals	\$ 16,673

NORTHAMPTON COUNTY TOURISM CAPITAL FUND

Revenue	
Other Financing Sources	\$ 40,500
Revenue Totals	\$ 40,500

Expenditures	
Community Development	\$ 40,500
Expenditure Totals	\$ 40,500

SCHOOL OPERATING FUND

Revenue	
Miscellaneous	\$ 159,840
Categorical Aid	\$ 8,833,969
Financing Proceeds	\$ 373,326
Other Financing Sources	\$ 8,607,077
Revenue Totals	\$17,974,212

Expenditures	
School Instruction	\$11,468,152
School Administration, Attendance & Health	\$ 1,915,291
School Pupil Transportation Services	\$ 1,828,033
School Operation & Maintenance Services	\$ 2,198,148
School Technology	\$ 564,588
Expenditure Totals	\$17,974,212

SCHOOL FEDERAL GRANTS FUND

Revenue

Categorical Aid	\$ 1,490,191
Revenue Totals	\$ 1,490,191

Expenditures	
School Instruction	\$ 1,490,191
Expenditure Totals	\$ 1,490,191

SCHOOL FOOD SERVICE FUND

Revenue	
Charges for Service	\$ 159,685
Miscellaneous	\$ 3,337
Categorical Aid	\$ 743,727
Revenue Totals	\$ 906,749

Expenditures	
School Food Services	\$ 906,749
Expenditure Totals	\$ 906,749

2. The County Administrator is authorized to transfer budgeted amount between line items, classifications, departments and projects, but any revisions between funds or revisions that alter total expenditures must be approved by the Board of Supervisors through legislative action. All supplemental appropriations must be reported in a public meeting of the Board of Supervisors and made a matter of record in the minutes.

3. Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the project or until the Board of Supervisors, by appropriate resolution, amends or eliminates the appropriation. Upon completion of a capital project, staff is authorized to close out the project and transfer to the funding source any remaining balances.

4. Per the Code of Virginia, any supplemental appropriation which increases the total budget by more than 1% of the total budget will be advertised for a public hearing at least seven days prior to the meeting date. The Board of Supervisors may adopt such amendment at the advertised meeting, after first providing a public hearing on the proposed budget amendments.

5. Any unspent appropriations in the School Operating Fund for FY16 will be recorded as reserved fund balance within that fund and shall be transferred to the School Capital Fund (Fund 395) and shall be utilized for funding projects in the adopted School's Capital Improvement Plan.

a. At the conclusion of FY 2016, in the event that there are funds in excess of \$530,000 in unspent appropriations as referenced in paragraph 5. above, the

governing body shall consider the future use of said funds after consultation with the Northampton County School Board and prior to any appropriation of same.

6. If deficits appear to be forthcoming within a fiscal year, recommended spending reductions would be proposed by the County Administrator during the fiscal year in order to sufficiently offset the deficit.

7. In accordance with the requirements set forth in Section 58.1-3524(C) (2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle situated within the County commencing January 1, 2017 shall receive personal property tax relief in the following manner:

- a. Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- b. Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 54% tax relief;
- c. Personal use vehicles valued at \$20,001 or more shall only receive 54% tax relief on the first \$20,000 of value; and
- d. All other vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.
- e. In accordance with Item 503.D.1., the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior years expired on September 1, 2006. Supplemental assessments for tax years 2005 and prior that are made on or after September 1, 2006 shall be deemed "non-qualifying" for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

8. The 2% COLA proposed for the Board of Supervisors' employees, to be effective on December 1, 2016, will not take effect if state revenues should not be sufficient in order to provide the proposed 2% COLA for those state and state-sponsored employees.

9. The funding of the School Resource Officer position is contingent upon successful grant funding for same.

10. The 2016 real estate tax rate contains the equalized base of \$.8253. Tax rates for Tax Year 2016 are proposed to be set as follows:

	<u>Tax Year 2015 (Current)</u>	<u>Tax Year 2016 (Proposed)</u>
Real Estate: value	\$0.6805 per \$100 assessed value	\$0.8300 per \$100 assessed

Mobile Homes:	\$0.6805 per \$100 assessed value	\$0.8300 per \$100 assessed
value		
Tangible Pers. Property	\$3.90 per \$100 assessed value	\$3.90 per \$100 assessed value
Aircraft	\$3.90 per \$100 assessed value	\$3.90 per \$100 assessed value
Boats	\$0.99 per \$100 assessed value	\$0.99 per \$100 assessed value
Machinery & Tools	\$2.00 per \$100 assessed value	\$2.00 per \$100 assessed value
Farm Mach. & Equip.	\$1.43 per \$100 assessed value	\$1.43 per \$100 assessed value
Heavy Construction	\$2.86 per \$100 assessed value	\$2.86 per \$100 assessed value
Solar Installations	\$0.49 per \$100 assessed value	\$0.49 per \$100 assessed value
Wind Generation	\$0.49 per \$100 assessed value	\$0.49 per \$100 assessed value
Motor Vehicle, Limit of One for Qualified Disabled Veterans, pursuant to Code of Virginia §58.1-3506 A (19) & B	\$0.00 per \$100 assessed value	\$0.00 per \$100 assessed value

* * * * *

(17) Consider adoption of a VRS Resolution, electing the 1.70% multiplier for the County’s EMS staff (as included in the FY 2017 budget).

Motion was made by Mr. LeMond, seconded by Mr. Bennett, that the following resolution be adopted, electing the 1.70% multiplier for the County’s EMS staff. All members were present and voted “yes.” The motion was unanimously passed. Said resolution as adopted is set forth below:

GUIDE RESOLUTION
Political Subdivisions
With retirement multiplier of 1.70%
Already in VRS

BE IT RESOLVED, that the County of Northampton, Virginia, a political subdivision currently participating in the Virginia Retirement System under Title 51.1, Chapter 1, Article 5 of the Code of Virginia, as amended, acting by and through its Board of Supervisors, does hereby elect to have such employees of the County of Northampton who are employed in positions as full-time salaried Emergency Medical Technicians, and whose tenure is not restricted as to temporary or provisional appointment, to become eligible, effective July 1, 2016, to be provided benefits in the Virginia Retirement System equivalent to those provided for State police officers of the Department of State Police, as set out in Section 51.1-138 of the Code of, in lieu of the benefits that would otherwise be provided as such code has been or may be amended from time to time, and the County agrees to pay the employer cost for providing such employees such benefits.

BE IT FURTHER RESOLVED that Katherine H. Nunez, County Administrator and Clerk, is hereby authorized and directed in the name of the County of Northampton to execute any required contract in order that the above-described employees of the County of Northampton may become entitled to retirement benefits equivalent to those provided for State police officers of the Department of State Police. In execution of any contract which may be required, the seal of the County shall be affixed and attested by the Clerk, and said officer of the County is hereby authorized and directed to do any other thing, or things, incident and necessary in the lawful conclusion of this matter. The Treasurer of the County of Northampton be and is hereby authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are to be paid by the County of Northampton and its employees for this purpose.

* * * * *

(18) Consider adoption of a Holiday Compensation Personnel Policy.

Motion was made by Mr. Hogg, seconded by Mr. LeMond, that the following Holiday Compensation Policy be adopted. All members were present and voted "yes." The motion was unanimously passed. Said Policy as adopted is set out below:

HOLIDAY COMPENSATION FOR ALL NORTHAMPTON COUNTY EMPLOYEES

Purpose: The purpose of this policy is to set uniform holiday compensation.

Scope: This policy applies to all Northampton County full-time employees.

Discussion: The Virginia Code 2.2-3300 sets forth the following holidays:

- New Year's Day
- Lee-Jackson Day
- Martin Luther King Jr. Day
- George Washington Day (Presidents' Day)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

All employees will be paid 8 hours for the holidays listed above. Employees who work on one of the above holidays will be additionally compensated with regular pay for the hours worked. Should the employee work in excess of 8 hours on a holiday, they will receive holiday compensation time equal to the hours worked over 8 hours. Any additional holidays authorized by the Commonwealth of Virginia shall be compensated in the same manner as described above.

Starting July 1, 2016, new compensation time accruals will be tracked separately. The accrual period will be from July 1 to June 30. These accruals will expire annually on June 30 beginning on June 30, 2017.

Credit to the existing holiday compensation time balances will no longer take place. The balances for this compensation time will expire on June 30, 2018.

This policy supersedes all other policies related to holiday compensation.

* * * * *

(19) Consider action on the training session as proposed to be conducted by Dr. Mike Chandler of Virginia Tech for Board/Planning Commission members.

Mr. Duer suggested that the Board consider waiting until the Fall of this year prior to entertaining this training idea. Mr. Murray agreed, indicating that many of Mr. Chandler's proposed dates were during vacation times and that perhaps Mr. Chandler's training session would be more useful after a draft of the Comprehensive Plan had been received from the Planning Commission. It was the consensus of the Board that Mr. Hogg communicate with Mr. Chandler that the board will wait until the draft of the Comprehensive Plan is received and re-engage Mr. Chandler at that time.

Matters Presented by the Board Including Committee Reports & Appointments

Motion was made by Mr. Bennett, seconded by Mr. LeMond, that Ms. Barbara Rogers be appointed to the Eastern Shore Public Library board. All members were present and voted "yes." The motion was unanimously passed.

Motion was made by Mr. Bennett, seconded by Mr. LeMond, that Katherine H. Nunez, be reappointed to the Eastern Shore of Virginia Broadband Authority 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. Duer, seconded by Mr. Hogg, that Mr. Bob Meyers be reappointed to the Northampton County Wetlands Board, for a new 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. Murray read the following letter received from Mr. Carl Nordstrom:

The Northampton County Board of Supervisors
Via email

June 14, 2016

Dear Sirs,

Unfortunately I am unable to attend tonight's BOS meeting due to a prior commitment and I am writing to you to express my full support and endorsement for the department of Parks and Recreation's budget request for FY 2016-2017. As a member of the Parks and Recreation Advisory Board and my past 27 years experience in the field of parks & recreation, these programs and facilities for our youth are extremely important and provide a valuable component of a well rounded education.

As a member of the Advisory Board for Parks and Recreation, I have examined the proposed budget as prepared by the Director and want to recommend to you especially your approval of certain items, namely the repairs to the gymnasium roof and wood floor, the establishment of a full time assistant Director, the restoration of the clay infield on the softball field and the addition of mulch on the children's playground.

As you know, the programs held in the Machipongo Middle School are the greater part of the Parks and Recreation programs overall, which produce revenue in excess of \$40,000. each year. The director reports that the instances of players slipping on the worn surface of the floor are cause for safety concerns. As you are aware, the roof repair must be accomplished prior to restoring the floor's surface. Safety concerns also dictate the need for restoration of the clay on the softball field and the mulch in the children's playground.

Clearly, the most controversial item in the Director's budget may be the new full-time position for an Assistant Director. Due to the vast variety and scope of our Parks and Recreation

programs, the need for an assistant is apparent when one considers the number of participants, athletic teams, contests, locations and evening and weekend hours. More than 1,000 of our citizens are taking advantage of the department's various programs and the department is in need of a full time assistant for continuity and administrative efficiency.

It has been demonstrated that Parks and Recreation programs are a vital part of a community's health and well-being and indirectly attract future residents to areas that provide well balanced recreational opportunities for their youth.

Thank you in advance for your consideration and support for our Parks and Recreation Department's budget request.

Sincerely yours,

Carl R. Nordstrom
10363 Thompson Lane
Exmore, Va. 23350

* * * * *

Finance Director John Andrzejewski thanked the Board for including the 2% COLA for all employees.

Mr. Bill Prorise commended the Board on its action on the budget and requested that in the future, the Board should consider pay raises for all classes of employees, including school teachers.

Ms. Charlene Gray thanked the Board for its approval of the budget.

Ms. Laura Jenrette, Parks & Recreation Director, and Ms. Lakita Brickhouse, her assistant, thanked the Board for passing the budget with its new full-time assistant Parks & Recreation position intact.

Ms. Hollye Carpenter, EMS Director, thanked the Board for the funding of four additional staff members, the pay adjustments and the enhanced retirement benefit for her staff.

She also noted that she has concerns with the recently adopted Holiday Compensation

Policy and how it will specifically affect her department.

Mr. Kris Tucker, the County's Economic & Community Development Director, thanked the Board and staff for all of the hard work on the FY 2017 budget.

Recess

Motion was made by Mr. Bennett, seconded by Mr. LeMond, that the meeting be recessed until 5:00 p.m., Monday, June 27, 2016, in the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, in order to conduct the regular work session. All members were present and voted "yes." The motion was unanimously passed.

The meeting was recessed.

_____ CHAIRMAN

_____ COUNTY ADMINISTRATOR

VIRGINIA:

At a recessed 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 27th day of June, 2016, at 5:00 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.

With the concurrence of the Board, the Chairman asked that the County Administrator provide an "after action" report on the recent menhaden spill along the bayside of the County during her regular July 12th report.

County Administrator's Report: County Property Discussion:

As a follow-up to the October 2015 work session where many of these properties were discussed, the County Administrator shared with the Board the following memorandum. Board action is shown relative to each property as follows:

MEMORANDUM:

TO: Northampton County Board of Supervisors

FROM: Katie H. Nunez
County Administrator

DATE: June 20, 2016

SUBJECT: Surplus Property Disposition

Last fall, the Board held a discussion at its October 2015 work session relative to certain County properties and some decisions were reached by the Board. Based on our workload, we have not been able to proceed with the requisite advertising and before we proceed, now that our schedule has lightened, we want to reconfirm the Board's intention on these properties. We are only targeting these properties which were identified as potentially being surplus property by the County. A spreadsheet and supporting documentation is enclosed for each identified property.

Sale of Property

(1) Old Home Demonstration Club Picnic Area. While the Board is in receipt of a draft "lease with option to purchase" document from Mr. Hogg, it was the October 2015 consensus to issue an RFP for sale of this property. Confirm?

Supervisor Hogg indicated that he still had an interest in this property and would be abstaining from discussion on the matter. The Board confirmed the October 2015 consensus to issue an RFP for sale of this property.

(2) Former Bayview Greenbox Site. The Board asked that an RFP for sale of this property be issued. Confirm?

The Board confirmed the October 2015 consensus to issue an RFP for sale of this property.

(3) Former Cheapside Greenbox Site. The Board asked that an RFP for sale of this property be issued. Confirm?

The Board confirmed the October 2015 consensus to issue an RFP for sale of this property.

(4) Former Exmore-Willis Wharf School Site. The Board asked that an RFP for sale of this property be issued. Confirm?

It was the consensus of the Board to discuss this property with the Northampton School Board at the joint meeting scheduled for August to determine if there is a need expressed by the School System to retain this property.

Lease of Property

(5) Farmland Behind Kiptopeke Elementary School. While the Board is in receipt of a draft "lease with option to purchase" document from Mr. Hogg, it was the October 2015 consensus to issue an RFP for lease of this property. Confirm?

Supervisor Hogg indicated that he still had an interest in this parcel and would be abstaining from discussion on this matter. The Board confirmed the October 2015 consensus to issue a RFP for lease of this property.

(6) Farmland Adjacent to Hare Valley Waste Collection Site. Please confirm the earlier consensus of the Board to issue an RFP for lease of this property, bearing in mind that there has been an expression of interest from Verizon Wireless for a lease of an approximate 10 ft. x 10 ft. area for a cell tower site.

The Board confirmed the October 2015 consensus to issue a RFP for lease of this property.

Other

(7) Block of Buildings Across the Street. Does the Board wish to include these properties in the scope of work to be developed by the ad-hoc committee (referenced below)? It was the October 2015 consensus of the Board to issue an RFP for sale of these properties. What is the Board's pleasure?

It was the consensus of the Board to wait until the charge to the Ad Hoc Court Green Committee, which was referenced at the last meeting and contains representatives from the Town of Eastville and the Historic Society as well as Chairman Murray and Vice Chairman LeMond, has been developed and approved by the Board.

(8) Two Old Jails. At its meeting of June 14, 2016, the Board discussed the creation of an ad-hoc committee to develop a master plan for these buildings.

See response to item (7) above.

(9) Former Middle School. The Economic Development Director and the Parks & Recreation Advisory Board were tasked to solicit a feasibility study for this property, which is in progress now. Depending on the results of that study, and deliberations by the Board, the location of the Virginia Cooperative Extension Service's Offices may be affected. Very preliminary discussions have been held relative to their relocation to the former Sheriff's Office at Willow Oak; said discussions can be furthered in the joint meeting with the School Board at the August work session. It was the October 2015 consensus to hold this topic for further discussion at a future work session and to have RFPs prepared to determine the condition of the roofs. That process is beginning. What is the Board's pleasure?

In light of the recent Board actions to solicit a feasibility study for this building as well as RFPs for roof repair/replacement and tree removal, it was the consensus of the Board to delay further discussion on this property until the August joint meeting with the School Board.

(10) Former Golf Course Leased Area at Landfill. It was the consensus of the Board in October 2015 to let this area “go natural”, given the presence of nearby monitoring wells and the activities associated with the on-site active landfill operation. The County has been approached by US Fish & Wildlife Service to discuss the Wise Point boat ramp and its commercial operations and whether the County might play a role in its future management. As part of these discussions, we informed Fish & Wildlife that the County owns approximately 160 acres within the wildlife preserve including the County-owned firing range. There is a meeting scheduled for the end of June to discuss these properties including the possibility of a trade or financial remunerations that would include relocating of the firing range to somewhere else in the County.

The Chairman indicated that he and Supervisor Hogg have been working with the US Fish & Wildlife Service, who want to eliminate their management of the Wise Point Boat Ramp. It was further noted that the Sheriff has procured cost estimates for construction of a new firing range at the former golf course leased area at the landfill which range from \$175,000 - \$300,000.

(11) Backside of Current Cheapside Waste Collection Site. Please confirm the earlier consensus of the Board to issue an RFP for possible lease as a cell tower location.

The Board confirmed the October 2015 consensus to issue an RFP for lease of this property as a possible cell tower location.

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:

(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.

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 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.

Supervisor Bennett asked if there was anything that the Board could do about the

abandoned garage building at the intersection of Lankford Highway and Sylvan Scene Drive. Other Board members mentioned various derelict structures and were informed by the County Administrator that the part-time Code Compliance Officer will begin his duties next week.

Adjourn

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

The meeting was adjourned.

_____ CHAIRMAN

_____ COUNTY ADMINISTRATOR