



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

BOARD OF SUPERVISORS  
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*Katherine H. Nunez*  
County Administrator

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**TO:** Board of Supervisors  
**FROM:** Katie H. Nunez, County Administrator  
**DATE:** April 5, 2016  
**RE:** Bi-Monthly Report

**I. Projects:**

**A. USDA Grant Obligation Update:**

*November 2015 thru April 5, 2016 Status Report: USDA has signed off completely on all items except for the 2 generators for the School. To date, we have now committed \$500,775.19 of the \$599,734.80 obligation or 83.49%.*

Pursuant to the Board's direction on March 28, 2016, the School has been notified that the generator project has been removed from the USDA project list, due to cost and other considerations.

USDA has been contacted and permission obtained to move forward with the acquisition of two additional Sheriff's vehicles and 15 AED units for placement in the Sheriff's vehicles, contingent upon procurement.

The estimated cost for these items is \$90,977; the County still needs to expend \$7,982.

One potential for the use of these remaining funds is acquisition of laptops to transition to an agenda automation software system.

Since the Board of Supervisors has requested the staff to automate the agenda packets, we have been looking at software for that purpose. BoardDocs is software used by the Northampton County School Board and the Accomack Board of Supervisors, along with many other localities and school systems in Virginia. We have demo'd the software and feel that it will meet our needs for the most part at a nominal start-up cost of \$1,000 and either an annual maintenance cost of \$3,000 or \$6,000. The primary difference on the annual maintenance cost is whether the software services one Board or multi-Boards are using it for agenda automation. We believe that the Board of Supervisors as well as the Planning Commission would benefit from this software.

The software is internet based, with a link that would be placed on our website, for access. The general public would have access to all of the documents for the agenda with the exception of any of the closed session items. The Board members would have a log-in so that they have full access to both open and closed session items and could access the agenda packet directly from their home or personal computer. The only drawback is at the Board meeting itself since we currently don't have enough "spare" laptops to set up for the Board members to log-in and access the agenda. We would envision acquiring 8 laptops that would be provided for each Board member or Planning commissioner, depending upon the meeting, as well as for appropriate staff, for use only during the meeting and not to take home. If the Board is supportive of this, I would contact USDA to obtain their approval. I believe we could acquire 8 laptops based on the available funds.

B. 2016 Reassessment:

With the Commissioner of Revenue's office complete with 2016 Reassessment and notices have been mailed to all property owners informing them of their new assessments and the right to contest said assessments, the Board needs to set the "Equalized Tax Rate". Enclosed is a spreadsheet detailing the changes in assessed valuation to the total real estate for the county and how that alters the tax rate. We are proposing a public hearing date of Tuesday, May 17, 2016 at 7:00 p.m., as per our budget calendar to set the Equalized Tax Rate.

The Equalized Tax Rate may be altered when the Board of Supervisors advertises and eventually adopts a Fiscal Year 2017 budget and the County's tax rates could be higher, lower or equal to the Equalized Tax Rate, depending upon the budgetary conditions. The Budget Public Hearing, which is separate from the Equalized Tax Rate Public Hearing, is proposed for Monday, May 23, 2016. For information purposes, I have enclosed a second spreadsheet that shows the generation of taxes based upon the Equalized Tax Rate as well as our other tax rate categories for personal property, business, etc.

C. Request to schedule public hearing for plat vacation:

Last May 2015, the Board approved an ordinance to vacate a portion of a plat as requested by Hyler Stanavage. Based upon review by legal counsel and the Clerk of the Circuit Court, there are flaws in the adopted ordinance which will require a corrected document and thus, a revised public hearing.

***Board approval is requested to send this public hearing for May 2016.***

D. Emergency Operations Center (EOC) Exercise held on March 10, 2016:

On Thursday, March 10, 2016, the Virginia Department of Emergency Management along with the Northampton and Accomack Counties EOCs as well as the Town of Chincoteague's EOC participated in a half-day exercise to task our ability to activate our EOC quickly as well as to task our ability to coordinate amongst the three EOCs, the School Districts and law enforcement.

The purpose of this functional exercise was to validate our Emergency Operations Plans (EOPs) in response to the threat of an improvised explosive device (AED) in multiple

schools on the Shore and multiple threats, with no detonation in the functional exercise. Staff from VDEM was on hand to run the exercise and observe our ability to respond to this functional exercise with staffing, needs, evacuation efforts, public relations, communications and other elements of our EOP.

This exercise allowed us to train all of our staff in EOC operations, especially for newer staff members or staff who have been assigned a new role in EOC. It also allowed us to test our conferencing equipment in the EOC to contact with the Accomack EOC and to ensure that our local EOC Deputy Coordinators were proficient in accessing and reporting to the state's WebEOC on an event.

VDEM will be issuing a full report later this month with their complete comments and recommendations on our EOP and EOC functionality.

E. Roof Replacement at County Administration Building:

In the FY2016 budget, we included \$45,000 to replace the roof over a portion of the former Courthouse portion of the County Administration Building.

Last fall, the Director of Public Works went out to bid seeking slate composite roof replacement specifically seeking a slate composite roofing material – that bid came in at \$62,500.

Pursuant to Board direction, a new solicitation was issued for a conventional asphalt shingle roof. Two bids were received and the low bidder is Walter Frisch Construction, Inc. in the amount of \$25,467. Based upon this price consideration, we have moved forward and awarded the contract to Walter Frisch Construction and will be replacing the roof with the asphalt shingle roof and not the more historically accurate slate composite roof.

F. Director of Public Works:

Michael Thornes, Director of Public Works, has indicated his intention to retire from the position as of June 1, 2016. He has been employed with the County since October 2006. I will be moving forward with recruitment for this position.