

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 25th day of April, 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.

Boards & Agencies

(1) Chris Isdell, Residency Administrator, Va. Dept. of Transportation: Six Year Plan

Mr. Chris Isdell, Residency Administrator, shared with the Board the following powerpoint presentation:

Northampton County Secondary Six Year Program FY2017 – FY2022

April 25, 2016
Secondary Six Year Program

Chris Isdell
VDOT Account Residency Administrator

Projected Program Allocations

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

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

Per County Resolution dated May 12, 2015

#1 Priority - UPC 103391

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

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



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

#2 Priority - UPC 1850 & 1851

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

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



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Current Six Year Plan Projects County's Priority List

#3 Priority - UPC 75950

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

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

HB2 Candidate

Remove from SSYP next year and transfer remaining funding to new
smaller project next year

Current Countywide Cost Centers

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

Future Recommended Considerations

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

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Thank you

April 25, 2016
Secondary Six Year Program

Chris Isdell
VDOT Accomac Residency Administrator

Supervisor Hogg spoke of a concern expressed last year from a resident located on a private road off Doggett Lane. Mr. Isdell replied that the ownership of the property must be determined; that ownership status would determine what, if anything, can be done.

Supervisor Duer asked about the possibility for improvements to Cemetery Road. Mr. Isdell responded that ongoing maintenance, including paving, will continue.

County Administrator’s Report

(2) FY 2017 County Budget Finalization

The following memorandum from the County Administrator and the Finance Director was shared with the Board in response to questions posed at the last budget work session:

TO: Board of Supervisors
FROM: Katherine H. Nunez, County Administrator
 John J. Andrzejewski, Director of Finance
DATE: April 21, 2016
RE: Additional Budget Information

In response to Chairman Murray’s list of items/questions, the following information is provided:

Item #1 - Comparison of the budgets of old organizational structure to the new Economic Development organizational structure:

	FY 2016	FY 2017
Building Inspections	\$138,873	
Planning & Zoning	\$332,197	
Code Compliance	\$ 72,575	
Economic		

Development	\$151,030	\$714,979
Total	\$694,675	\$714,979
Difference		+\$20,304

The difference can be explained by the following:

Certification Raises	\$16,857
Increased Benefits	\$ 1,340
Medical Insurance	\$ 6,712
Total	\$24,909

There was one person whose budgeted pay and benefits did not include medical insurance and the amount was added in at the County Administrator's level.

Item #2 – Change in Emergency Services (Emergency Management):

This department supports the county's emergency management activities as well as providing the county contribution to the 911 Commission. The changes between FY2016 and FY 2017 are:

	FY 2016	FY 2017	Difference
Adopted/Proposed Budget	\$339,375	\$281,835	(\$57,540)
ESVA 911 Commission Contribution	\$289,796	\$238,835	(\$51,060)
Printing & Binding (EM Hurricane Booklets)	\$8,500	\$500	(\$8,000)
Total			(\$59,060)

A decrease in the ESVA 911 Commission contribution resulted from a decrease in Communication Tax (\$10,080) and a decrease in capital needs (\$40,980). In FY 2016, \$40,980 was provided for the purchase of CPE communications equipment. The Printing & Binding expense in FY 2016 was for the printing of hurricane booklets. This expense is periodic and not a requirement of FY 2017.

Item #3 – County Attorney/Commonwealth Attorney:

The personnel expenses are split between the County Attorney budget and the Commonwealth Attorney budget. For FY 2017, the split was adjusted resulting in a shift of expenses from the Commonwealth Attorney to the County Attorney.

Item #4 – Building Inspector:

Charts of permit revenue from FY 2007 through FY 2016 are provided.

Item #5 – Expenses and Revenue Related to Fines and Forfeiture:

This analysis identifies program operating expenses and other prior funding commitments. The summary assumes that the 3 deputies identified as traffic enforcement and their associated equipment are 100 % dedicated to the program. The program costs are:

Salary & Benefits 3 Traffic Enforcement Deputies	\$149,166
3 Equipped Vehicles Amortized over 5 Years	\$ 22,800
Gas for 3 Vehicles	\$ 13,044
Maintenance for 3 Vehicles	\$ 7,428
Revenue Portion to Fund 100	\$209,000
Prior Pay Raises	\$ 99,024
PT Court Clerk (proposed in FY 2017 budget)	\$ 9,912
Total	\$510,374

The total of \$510,374 represents the revenue level required to meet all associated financial commitments (assuming the clerk position is approved).

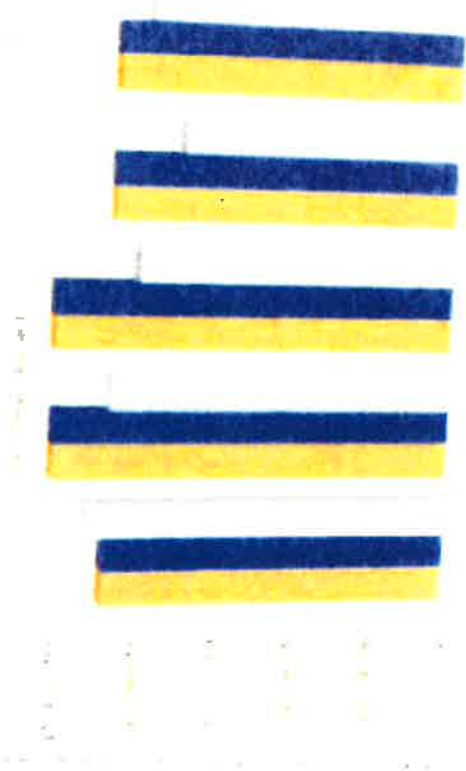
If you have any questions or require additional information, please contact John J. Andrzejewski at 757-678-0440 ext. 550.

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Detail
 Five Year Trend
 Budget Analysis
 Budget History

Account

445675 (General Permits, Privilege Fees & Reg Lic-Building Permits)
 all: Permits, Privilege Fees & Reg Licenses, Permits & Other Licenses



	2017	2018	2019	2020	2021	2022	2023	2024	2025
Actual	388,141.00	701,276.00	810,120.00	810,120.00	810,120.00	810,120.00	810,120.00	810,120.00	810,120.00
Budget	392,322.71	810,120.00	887,000.00	887,000.00	887,000.00	887,000.00	887,000.00	887,000.00	887,000.00
ANNUAL									

At this time, the Board discussed the following budget worksheet:

BUDGET WORKSHEET 4/22 KHN & JJA

	Item Amount	Balance	Projected Tax Change	ACTED ON	
				4/13 Meeting	4/19 Meeting
Current Deficit		(\$1,205,261)	\$0.0844		
Restore Water Coolers	(\$4,370)	(\$1,209,631)	\$0.0847	X	
Eliminate Johnson Grass Outreach	\$5,035	(\$1,204,596)	\$0.0844	X	
Reduce Sheriff's Vehicle by 1	\$38,938	(\$1,165,658)	\$0.0816	X	
Remove EMS Phase III (reduce to 8 positions)	\$238,055	(\$927,603)	\$0.0650		X
VRS 1.7%/GLIP/Insurance Changes	\$54,976	(\$872,627)	\$0.0611		
Reduce EMS OT @ Phase III Level (new item)	\$64,226	(\$808,401)	\$0.0566		
Capital Reserve Reduction	\$408,048	(\$400,353)	\$0.0280		
SRO Position Matching Grant Funds	(\$26,142)	(\$426,495)	\$0.0299		
Estimated Adjustment for Comp Board Funding - GF Shared Expenses	(\$12,060)	(\$438,555)	\$0.0307		
Estimated Adjustment for Comp Board Funding - Jail Shared Expenses	\$8,244	(\$430,311)	\$0.0301		
Estimated Adjustment for Comp Board Funding - Jail Per Diem	(\$13,619)	(\$443,930)	\$0.0311		
Estimated Comp Board General Fund 2% Pay Raise & Benefits as of 12/1	(\$29,481)	(\$473,411)	\$0.0332		
Estimated Comp Board Regional Jail 2% Pay Raise & Benefits as of 12/1	(\$26,691)	(\$500,102)	\$0.0350		
State (Electoral) 2% Pay Raise & Benefits as of 12/1	(\$1,028)	(\$501,130)	\$0.0351		
BOS Employee 2% Pay Raise & Benefits as of 12/1	(\$46,227)	(\$547,357)	\$0.0383		
School Adjustment (original increased contribution \$391,781)	\$8,329	(\$539,028)	\$0.0377		
Additional School Adjustment	\$86,741	(\$452,287)	\$0.0317		
Commissioner of the Revenue FT Position (\$38,766)	\$38,766	(\$413,521)	\$0.0290		
General District Court PT Position (\$9,912)	\$0	(\$413,521)	\$0.0290		
Parks & Rec FT Position (\$36,890)	\$0	(\$413,521)	\$0.0290		
Certification Raise Adjustments (original request \$16,857)	\$8,246	(\$405,275)	\$0.0284		
Solid Waste Software (30,000)	\$30,000	(\$375,275)	\$0.0263		
Paint Eastville Inn (\$20,000)	\$20,000	(\$355,275)	\$0.0249		
Landfill Loader Tires (\$25,000)	\$0	(\$355,275)	\$0.0249		
Reassessment Computer (\$1,500)	\$0	(\$355,275)	\$0.0249		
Jail Computers (2@\$2,400 total)	\$2,400	(\$352,875)	\$0.0247		
Sheriff Toughbooks (2@ \$10,000 total)	\$10,000	(\$342,875)	\$0.0240		
Code Compliance (\$56,003)	\$0	(\$342,875)	\$0.0240		
Economic Development Computer Hardware	\$1,700	(\$341,175)	\$0.0239		
Other Items Raised Requiring a Vote:					
Animal Control Truck (\$44,060)	\$0	(\$341,175)	\$0.0239		
Sheriff On-Call Pay (\$14,431)	\$0	(\$341,175)	\$0.0239		

Sheriff Training Officer Stipend (\$2,161)	\$2,161	(\$343,336)	\$0.0240
Add PT Building Inspector Position (\$22,025)	\$22,025	(\$365,361)	\$0.0256
Sheriff Dispatcher Raise (\$14,500 plus taxes/benefits)			

Item Requiring Concurrence:

EMS Phase II (8 positions, 4 authorized as of 7/1.
Remaining 4 positions to be filled at BOS discretion.

Notes:

Items in budget and part of current deficit. A "NO" vote will decrease deficit.

Items not in budget and not part of current deficit. A "YES" vote will increase deficit.

Item does not have a budgetary impact.

Items in Bold were added after 4/22

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Mr. Eddie Lawrence, School Superintendent, and Ms. Brook Thomas, Finance Director, were recognized and noted that the cost of the proposed pay increase between July 1 and November 30, 2016 would be \$86,741, although Mr. Lawrence indicated that he would not be in favor of delaying the pay raise. In response to a question from Mr. Hogg, Ms. Thomas detailed the various leave accruals afforded to the school staff.

Mr. LeMond suggested that the Board hire four new EMT staff effective July 1st and to hold off on the remaining 4 EMTs until later in the fiscal year, after the Hospital leaves. Funding for these last four positions could come from the Undesignated Fund Balance. Hiring four new staff at 7-1-2016 would equate to three ambulances 24/7.

At this time, the Board provided consensus actions as shown below on the spreadsheet items as follows:

VRS 1.7%/GLIP/Insurance Changes	Approve (this means that the VRS 1.7% Hazardous Duty benefit will also apply to EMT staff)
Reduce EMS OT @ Phase III Level (new item)	Approve
Capital Reserve Reduction	Approve
SRO Position Matching Grant Funds	Approve
Estimated Adjustment for Comp Board Funding - GF Shared Expenses	Approve
Estimated Adjustment for Comp Board Funding - Jail Shared Expenses	Approve
Estimated Adjustment for Comp Board Funding - Jail Per Diem	Approve
Estimated Comp Board General Fund 2% Pay Raise & Benefits as of 12/1	Approve
Estimated Comp Board Regional Jail 2% Pay Raise & Benefits as of 12/1	Approve
State (Electoral) 2% Pay Raise & Benefits as of 12/1	Approve
BOS Employee 2% Pay Raise & Benefits as of 12/1	Approve
School Adjustment (original increased contribution \$391,781)	Approve
Additional School Adjustment	Approve
Commissioner of the Revenue FT Position (\$38,766)	Delete from proposed budget
General District Court PT Position (\$9,912)	Delete from proposed budget
Parks & Rec FT Position (\$36,890)	Approve
Certification Raise Adjustments (original request \$16,857)	This needs to be re-looked by Supervisors Hogg And LeMond
Solid Waste Software (30,000)	Delete from proposed budget
Paint Eastville Inn (\$20,000)	Delete from proposed budget
Landfill Loader Tires (\$25,000)	Approve
Reassessment Computer (\$1,500)	Delete from proposed budget
Jail Computers (2@\$2,400 total)	Delete from proposed budget
Sheriff Toughbooks (2@ \$10,000 total)	Delete from proposed budget
Code Compliance (\$56,003)	Approve
Economic Development Computer Hardware	Delete from proposed budget
Other Items Raised Requiring a Vote:	
Animal Control Truck (\$44,060)	Delete from proposed budget
Sheriff On-Call Pay (\$14,431)	Delete from proposed budget
Sheriff Training Officer Stipend (\$2,161)	Approve
Add PT Building Inspector Position (\$22,025)	Approve
Sheriff Dispatcher Raise (\$14,500 plus taxes/benefits)	Delete from proposed budget
Item Requiring Concurrence:	
EMS Phase II (8 positions, 4 authorized as of 7/1. Remaining 4 positions to be filled at BOS discretion.	

Using the live spreadsheet application, the Finance Director was able to calculate the aforementioned inclusions and deletions which therefore resulted in a proposed tax increase of approximately .0142 cents. It was therefore the consensus of the Board to advertise a proposed tax increase of two cents in the real estate tax rate with all other taxes remaining at the current level.

Ms. Katherine H. Nunez, County Administrator, updated the Board on the USDA obligation, indicating that there remains \$11,178.65 to expend. In her prior monthly report, she proposed the acquisition of laptop computers to be shared between the Board of Supervisors and Planning Commission in order to implement the electronic agenda software known as "BoardDocs". It was the consensus of the Board to use the remaining \$11,78.65 to purchase laptops and/or computer equipment.

Ms. Nunez distributed the topographic survey recently completed for the EMS site in Machipongo.

Action Items:

Motion was made by Mr. LeMond, seconded by Mr. Bennett, that the following resolution be adopted in order to change the meeting time for the regular May meeting. All members were present and voted "yes." The motion was unanimously passed. Said resolution as adopted is set out below:

RESOLUTION

BE IT RESOLVED by the Northampton County Board of Supervisors, this 25th day of April, 2016, that the regular meeting of the Board, scheduled for Tuesday, May 10, 2016, commencing at 5:00 p.m., in the Board Chambers of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, be changed to Tuesday, May 10, 2016 at 4:00 p.m. in the Board Chambers of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia; and

BE IT FURTHER RESOLVED that, following this meeting, the date, time and place of the regular meeting of the Northampton County Board of Supervisors shall revert to the second Tuesday of each month in the Board Chambers, 16404 Courthouse Road, Eastville, Virginia, at 5:00 p.m.

* * * * *

Supervisor Hogg said that there appears to be some information relative to a conflict of information concerning traffic studies. He agreed to email these materials to the Board members and have the matter discussed more fully at the regular May meeting.

Adjourn:

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

The meeting was adjourned.

_____CHAIRMAN

_____ COUNTY ADMINISTRATOR