

MINUTES  
BOARD OF SUPERVISORS  
COUNTY OF YORK

Regular Meeting  
January 19, 2021

6:00 p.m.

Meeting Convened. A Regular Meeting of the York County Board of Supervisors was called to order at 6:01 p.m., Tuesday, January 19, 2021, in the Board Room, York Hall, by Chairman W. Chad Green.

Chairman Green read a statement concerning the purpose and the participants of the meeting:

This meeting is called to order. It is January 19, 2021. For the record, this is a meeting of the York County Board of Supervisors, being held by electronic means without a quorum being physically assembled in one place, pursuant to the emergency "continuity of government" ordinance adopted on April 21, 2020, and readopted on June 16, 2020, under Code of Virginia section 15.2-1413, allowing public meetings of this Board, and of other County boards, commissions, and authorities, to meet remotely. This action was taken because of the health emergency resulting from the Coronavirus pandemic, making an assembly of the board and staff and members of the public in one place unsafe because of the highly contagious nature of the Coronavirus pandemic.

Arrangements have been made for public participation in the public portions of this meeting. As with all Live Board of Supervisors' meetings, this meeting is available to watch live on WYCG-TV, Cox Cable 46, Verizon FiOS CH 38 or live streaming at yorkcounty.gov/TV. Those who wish to make comment on any of tonight's public hearings, or during the Citizens' Comment Period, may call the phone numbers that are listed on tonight's meeting agenda for each public hearing or for the Comment Period, and also shown on both the live stream and cable TV viewings of this meeting. All comments will follow the Board of Supervisors' Rules of Procedure, which limit comments to one per public hearing and no longer than three minutes. All telephone comments called in between 6 p.m. and the close of the public hearing, or the close of the Citizens' Comment Period, will be recorded for playback during this meeting. Phone lines are open now.

I am William C. "Chad" Green, Board Chair, and I am sitting in the Board Room of York Hall. Other Board members participating are Walter C. Zaremba, participating from his home in Queens Lake subdivision, Sheila S. Noll, participating from her home in Kiln Creek subdivision, Stephen Roane participating from his home in the Brandywine subdivision, and Thomas G. Shepperd, Jr., participating from his home in Olde Port Cove subdivision. Other County staff present or participating are Neil A. Morgan, County Administrator; James E. Barnett, Jr., County Attorney; Heather L. Schott, Legislative Assistant, and a small number of senior County staff.

Attendance. The following members of the Board of Supervisors were present: Walter C. Zaremba, W. Chad Green, G. Stephen Roane, Jr., and Thomas G. Shepperd, Jr.

Sheila S. Noll joined the meeting at 6:05 p.m. remotely from her home in Kiln Creek subdivision.

Also in attendance were Neil A. Morgan, County Administrator; Mark L. Bellamy, Jr., Deputy County Administrator; Vivian A. Calkins-McGettigan, Deputy County Administrator; and James E. Barnett, County Attorney.

Invocation. Heather Schott, Legislative Assistant and Deputy Clerk, gave the invocation.

Pledge of Allegiance to the Flag of the United States of America. Mr. Shepperd led the Pledge of Allegiance.

**PRESENTATIONS**

**YEARS OF SERVICE EMPLOYEE RECOGNITION FOR CALENDAR YEAR 2020**

Mr. Morgan recognized employees who have achieved significant milestones during the calendar year 2020.

**20 Years of Service**

Shelley V. Anderson, Administrative Assistant II, York-Poquoson Sheriff's Office  
 Joycelyn Y. Corbin, Senior Zoning/Code Enforcement Officer, Division of Development Services  
 Dreama M. Croft, Senior Library Assistant  
 J.D. "Danny" Diggs, Sheriff, York-Poquoson Sheriff's Office  
 Lisa D. Hanks, Recreation Supervisor II, Division of Parks and Recreation  
 Brian W. Harmon, Video Production Specialist, Division of Public Affairs/Video Services  
 Michael L. Ketter, Construction/Maintenance Worker II, Department of Public Works  
 Robert L. Krieger, Deputy Director, Department of Public Works  
 David M. Lehman, Facility Maintenance Manager, Department of Public Works  
 Stephen W. Moore, Firefighter, Department of Fire and Life Safety  
 Prennis L. Page, Program Manager I, Department of Community Services  
 Brandy N. Palazzone, Chief Deputy, Commissioner of the Revenue  
 Michele R. Rivero, Financial Systems Specialist, Department of Information Technology  
 Sean S. Robinson, Deputy Sheriff/Courts, York-Poquoson Sheriff's Office  
 Jared L. Scouten, Master Deputy Sheriff, York-Poquoson Sheriff's Office  
 Minnie L. Sippio, Aging Health Disability Coordinator, Department of Community Services  
 Christopher D. Whitaker, Fire Lieutenant, Department of fire and Life Safety

**25 Years of Service**

Wayne C. Brown, Jr., Fire Lieutenant, Department of Fire and Life Safety  
 Arthur W. Croxton, Pump Station Mechanic, Department of Public Works  
 Gregory E. Fleming, Battalion Chief, Department of Fire and Life Safety  
 Jonathan L. Gsell, Master Firefighter, Department of Fire and Life Safety  
 David J. Smith, Jr., Senior Firefighter, Department of Fire and Life Safety  
 Thomas J. West, Captain/Deputy Sheriff/Investigations, York-Poquoson Sheriff's Office

**30 Years of Service**

Joel C. Acree, Division/Assistant Chief, Department of Fire and Life Safety  
 Andrew T. Barden, Battalion Chief, Department of Fire and Life Safety  
 James E. Barnett, Jr., County Attorney  
 Charles B. Leftwich, IV, Fire Captain, Department of Fire and Life Safety  
 Fred A. Simpson, Jr., Fire Captain, Department of Fire and Life Safety

**40 Years of Service**

Peggy E. Dillard, Permit Technician, Division of Building Safety  
 Michael W. Dunston, Fire Lieutenant, Department of Fire and Life Safety  
 Scott W. Laney, Ground Maintenance Supervisor, Department of Public Works  
 Charles D. Rainey, Construction/Maintenance Worker II, Department of Public Works

**45 Years of Service**

Ronald G. Montgomery, Major/Chief Deputy, York-Poquoson Sheriff's Office

Mr. Morgan asked everyone to reflect on all the many years of service in the wide range of operations and added the County is blessed with a loyal and long serving staff that contributed and continues to contribute a great deal to the citizens.

Chairman Green thanked Mr. Morgan for the presentation and all that were included; he appreciated everyone's service.

Mr. Zarembo stated that York County is one of the best places in the United States to raise a family and this is in large part because of the professionalism associated with the people that were identified tonight.

Mr. Roane expressed his appreciation for the employees sticking around so long adding that type of continuity is very hard to come by and the amount of knowledge they have to pass on to their team members and new staff coming into the County is invaluable.

Mr. Shepperd thanked the employees and stated when seeing the list of people the first thing that came to his mind is how fast time flies. One day you start a new job and it may seem like a couple of months have passed and you have been there 45 years and you are getting ready to retire. He added the wealth of knowledge and experience that was built up over the years and the tremendous support the employees have provided to the citizens of York County, is truly priceless.

Mrs. Noll thought everyone was absolutely fantastic and the County has benefited from all their years of experience. She added it is amazing how long our employees stay with us and she gave much of the credit to the good leadership they get from their administrators and department heads.

Mr. Green thanked the employees for their commitment and service over the years to the County and making our County a better place to live.

#### ACCESS WILLIAMSBURG

Mr. William S. Massey, Peninsula Agency on Aging, gave a brief presentation on Access Williamsburg, a one call transportation center for the Greater Williamsburg area for seniors and individuals with disabilities which became operational on August 10, 2018. Access Williamsburg has a partnership with three current transportation providers and is currently working with other potential partners to expand. He acknowledged the work that Gerald Patesel, Vice President for Community Services at the Peninsula Agency on Aging, has accomplished. He noted that in addition to managing the day-to-day programs such as the Meals on Wheels program, he assumed the duties as Project Manager for Access Williamsburg. Mr. Massey stated they have been the recipient of Federal Transportation Administration funding over a half million dollars to help establish and support a one call system in the Greater Williamsburg area and the Fiscal Agent, PAA, is responsible for obtaining matching funds from the community and serves to ensure the continuation and success of the program. Access Williamsburg has requested a modest contribution of \$3,000 from York County, James City County, and the City of Williamsburg for Fiscal Year 2022, which was included in the budget request a couple of months ago. Access Williamsburg evolved as a result of a study the Williamsburg Health Foundation sponsored in 2013 while studying the existing and projected capacity and needs and recommendations. A major impetus from this study was the need for a single point of entry for individuals to access transportation services. He added the recommendation also aligns with the Coordinated Human Service Mobility Plan for the Hampton Roads region, which notes the need to expand collaboration among existing transportation providers. He stated the service areas include Williamsburg, James City County and the Bruton District of York County. Mr. Massey explained how the system operates by having individuals call a single phone number. With the client data and information, the scheduling software will assign the appropriate provider based on eligibility requirements. He added currently they have provided 496 one way trips to residents of York County through Access Williamsburg and they expect to continue to expand their efficiencies, scheduling and building on existing organizational structures and technology. He then added the initiative will also help to prepare for future demands, identifying gaps in services, identifying underserved populations and communities that weave together and continue to provide services to meet those needs.

Mr. Green asked the Board if they had any questions for Mr. Massey.

Mrs. Noll thanked Mr. Massey stating what he is doing is fantastic and to be able to provide transportation for people who can no longer drive is essential. She also asked what they are doing in the lower part of the Peninsula to provide the same type of service.

Mr. Massey responded they primarily service the lower part of the County out of the Newport News office operation, providing transportation to all the residents of the County who meet the criteria. He added that Access Williamsburg is focused on that particular catchment area.

Mr. Zaremba acknowledged Mrs. Noll's question and responded that the program primarily concentrated on the City of Williamsburg, James City, and the upper park of the County of York which is District One. He finished by thanking Mr. Massey and the organization he is associated with.

Mr. Roane thanked Mr. Massey and appreciated the organization providing mobility for people. He then asked what they had seen in growth in recent years of service, whether it has been steady or had it plateaued.

Mr. Massey responded there has been steady growth using the nutrition program, Meals on Wheels as an example. He added they have a fall prevention program, and help people deal with chronic disease and aging gracefully.

Mr. Shepperd thanked Mr. Massey stating they appreciate all they are doing.

**CITIZENS COMMENT PERIOD** No Comments**COUNTY ATTORNEY REPORTS AND REQUESTS**

James E. Barnett, Jr. had no detailed report but noted the General Assembly had been in session for a week and he has been tracking the bills.

Mr. Zaremba asked if a bill had been introduced regarding the abolishment of the death penalty in Virginia.

Mr. Barnett responded that he had not seen such a bill yet and he would not normally track that kind of bill for the Board, but he will take a second look.

Mr. Roane questioned if the General Assembly had settled on this being a short or regular session.

Mr. Barnett stated it is a short session but he will check as to exactly when and how long this session would continue. He added this year would normally be a short session; however, he looked last week and a final session calendar had not been posted, but he will check and get back with the Board.

**COUNTY ADMINISTRATOR REPORTS AND REQUESTS**

Neil Morgan provided an update on COVID 19 and the vaccinations. He stated that the State's statistics had a glimmer of hope the last three or four days, specifically in the Eastern Region as perhaps the holiday peak has passed. Mr. Morgan added the County staff has had a challenging period since Christmas with employees testing positive in eight different buildings. Although some had been quite sick, most had endured only minor symptoms. He then shared some details regarding the vaccines and a general statement that the State Department of Health and regionally, the Peninsula Health District is responsible for possessing and distributing the vaccine for six localities of the Virginia Peninsula. The local governments have stepped up their efforts to offer help with people resources and facilities, but the hospital systems are the ones that have the capacity and infrastructure to put out the vaccines in their authority and supplies have been limited. He added that Riverside Health Systems and Sentara Health Systems have stepped up their efforts to provide advice to the Health Department and lend support to the local governments.

Mr. Morgan referenced the State's website stating approximately 1,600 people in York County have received a least one vaccination, many of which are medical providers. He added Virginia was getting approximately 110,000 new doses a week and with about eight million citizens' times two doses, compared to a month ago, people are starting to get vaccinated. He is hopeful that by early February, the Health District will be able to announce some vaccination sites that are open to some categories of the general public.

Mr. Zaremba made comments concerning the numbers that the Daily Press is reporting on the municipalities in this area in terms of the number diagnoses and the number of deaths. He stated that he had been told that of the 100% of the people across the County who have been diagnosed with COVID 19, six percent had no serious underlying conditions, but the vast majority of people who died did have underlying conditions. He asked for some clear numbers because it is a scary thing and he has clients that are fearful and never take a mask off when they are in his office even when 20 feet apart from one another. He believes it is all because of the media.

Mr. Morgan responded that two weeks ago his aunt passed away of COVID and she had some other comorbidities, but she still died because of COVID and his daughter is an ICU doctor and she had six people die of COVID in her ICU on Christmas day.

Mr. Zaremba added he had received good news from Mrs. Noll stating she had received her COVID-19 vaccine from Portsmouth Naval Hospital. Then he received an email from County Administration stating that Riverside is ready to provide your first COVID 19 shot. He added after looking at Mrs. Noll being perfectly healthy and happy after her first shot, he had no issue with respect to getting his first shot.

Mr. Roane added he was getting emails from residents asking about the vaccinations. In addition, he noted that citizens are under the impression that York County is lagging behind other localities

distributing the vaccines to the general population and wanted some feedback on how York County compares to other localities.

Mr. Morgan replied the only real database is the Virginia Health Department (VDH) and they track it by health district, so some districts have reported to be vaccinating people in 1-B and the Peninsula showed in 1-A. He added there are certainly health districts in Virginia that are doing better than our health district, but we can't talk about York County separately from Williamsburg, Poquoson or Newport News because we are all served by the same health district. Mr. Morgan continued that the County does not possess vaccines, the County can try to help the system which we are trying to do in partnership with neighboring localities. He then commented that the districts that tend to do better are the ones where the health district, the locality and the hospital all work together and not like ours that has three different health districts, three different health systems, six localities and five school systems.

Mr. Roane understood and then stated the County has done a great job with the COVID 19 connection portal on the webpage which has a lot of good information. However, he thought it needed to push more information out pertinent to York County residents, show what is happening in the background and that progress is being made.

Mr. Shepperd thanked Mr. Morgan for the updates and for putting it all in perspective. He added while everyone is talking about the numbers he brought up Cornell Medical Center in New York, 1,200 beds of which are full with COVID patients. He further explained they are not putting heart disease or kidney disease patients in these rooms just COVID, so regardless of the numbers certain situations are going to be tough. He stated that if you don't have your act together from one end of the system to the other then the dominoes don't all fall and you end up with a problem. He then referenced the incoming President stating he wants 100 million people vaccinated in 100 days. With 300 million people in this country and the number of days in a year that would mean you would have to vaccinate a million people almost a day, which is not happening. He added it is going to be a long time before the disease is brought under control and the best thing we can do is have the information, make it available and be as transparent as we can. Mr. Shepperd stated we have a responsibility to wear a mask and do the things that will help mitigate this disease and he knows Mr. Morgan cannot solve the problem and he appreciates all his hard work.

Chairman Green thanked Mr. Morgan and appreciated his hard and continued work. He reiterated what Mr. Roane stated that the more information the County can put out to the citizens the better. He added the more vaccine sites we can potentially have with the Health Department throughout the County, whether they are drive-in, Senior Center or the Fire Department, we need to get as many vaccines in people as possible to combat this disease. Chairman Green also responded to Mr. Zaremba that he had two friends who were in their 40s and mid-50s succumb to this disease. He added they had varying degrees of health but this disease is real, it is out there and do not believe the hype that it is not serious.

Mrs. Noll read a short letter to the editor, the headline being *Get the Shot* by Dr. Freeman of Virginia Beach: "As a practicing family physician, I have been asked the question every day, should I get the COVID 19 shot vaccine. Basically, if you check your pulse and you have one, you should get the vaccine. Whichever one you can, whenever you can. If you are not doing it for yourself, you should do it for society. If you do not have a pulse that is a different set of problems." She added there is quite a number of people who are closing their eyes to the problem and saying they do not need a shot and she thinks that is wrong. Mrs. Noll thinks the citizens really have to think about what is good not only for themselves and their family, but for the people they interact with and she is urging everyone to get a shot when it becomes available. She stated the State Health Department should have had a plan in place months ago and no matter if the County has one hospital, one school or five hospitals and schools the state should have handled it better. She added Mr. Morgan has done a superhuman job with the other officials in various jurisdictions, pulling together.

Mr. Zaremba replied to Mr. Shepperd's comments stating he misunderstood what he was trying to convey, he knows that COVID 19 is a deadly virus, but the numbers are all over the place. He compared the numbers of other more deadly diseases people die from annually and offered to send out a study completed by a doctor from Stanford University.

Mr. Shepperd acknowledged he had already read the study.

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Mr. Roane agreed with Mrs. Noll stating that the plan to administer the vaccine should have been thought out and put in place in advance of the vaccine being developed.

### **MATTERS PRESENTED BY THE BOARD**

Mr. Shepperd spoke concerning transportation and the Hampton Roads Bridge Tunnel stating they are digging the pit and when the boring machine arrives, which is being built in Germany, they will continue. He added the boring machine is going to be the length of two football fields and is a custom built machine for the Hampton Roads Tunnel and cannot be used anywhere else, so it will be buried below the tunnel when boring is completed. He explained that it was made for the type of soil, granite rock base and sand that is in Hampton Roads.

Chairman Green asked Mr. Shepperd if they are on schedule as far as time is concerned.

Mr. Shepperd responded that they are and there is a big reward for getting the job done on time.

### **PUBLIC FORUM**

#### **PROPOSED FISCAL YEAR 2022 BUDGET DEVELOPMENT**

Neil Morgan, gave a brief update on the proposed Fiscal Year 2022 Budget stating historically the Board advertised the public forum for the second meeting in January and at this time the County has started to work on the budget. He will be recommending a budget in March which will be studied, work sessions will take place and the Board will have to dispose of it no later than May. Mr. Morgan added the budget will hopefully restore the County to where it was March of last year, before the cutbacks with the beginning of the pandemic. He concluded that moving forward that some of the priorities would include public education, public safety and the infrastructure support that goes with a reasonably scaled capital budget and this presentation is to see if any citizens would like to comment for the Board's benefit.

Chairman Green asked if the Board had any questions and then asked if there were any public comments

Timothy Wyatt, Deputy Director of Information Technology, responded there were no calls at this time.

### **PUBLIC HEARINGS**

#### **APPLICATION NO. UP-960-20, NATASHA MCMURTREY: Resolution R21-4**

The matter was considered and **approved on a vote of 5:0**. A summary of the preceding is below.

Amy Parker, Senior Planner, gave a presentation on Application No. UP-960-20, Natasha McMurtrey to request a Special Use Permit to authorize a home occupation beauty salon to be located at 608 Clements Trace in the Whitaker's Mill subdivision.

Chairman Green called on the applicant Ms. Natasha McMurtrey.

Ms. McMurtrey thanked Ms. Parker for the presentation and did not have anything to add but stated she would answer any questions.

Mr. Zaremba questioned Ms. Parker about the subdivision, asking approximately what percentage of the homes on Clements Trace are occupied.

Ms. Parker replied that she observed that this particular stretch of street is 100 percent occupied.

Mr. Zaremba questioned the presentation that mentioned Whitaker's Mill was zoned Economic Development, as he felt certain that we must have changed that.

Ms. Parker stated the Comprehensive Plan designates the area for Economic Development; however, it is zoned Planned Development Residential.

Mr. Roane asked if the street was a dead end.

Ms. Parker stated no, it was part of a loop.

Mr. Roane stated that the application was for a beauty salon and home business but added that Ms. McMurtrey has a specialization in lash artistry. He questioned if that was going to be the sole focus or could general services be provided.

Ms. McMurtrey responded that lash artistry is going to be the sole focus.

Mr. Shepperd had no questions but added that Ms. McMurtrey had done her due diligence on getting the information, talking to everyone and it appears getting their support. He added other HOAs have had neighbors up in arms over changing the culture of the community and to cause traffic and if the neighbors allow it he doesn't see any reason why it should not be approved.

Chairman Green thanked Ms. McMurtrey and opened the public hearing. Being no public comments he asked what the pleasure of the Board is.

Mrs. Noll then moved the adoption of proposed Resolution R21-4.

On roll call the vote was:

Yea: (5) Zaremba, Noll, Roane, Shepperd, Green  
Nay: (0)

APPLICATION NO. UP-961-20, 455 MERRIMAC TRAIL: Resolution R21-5

The matter was considered and **approved on a vote of 5:0**. A summary of the preceding is below.

Earl Anderson, Senior Planner, gave a presentation on Application No. UP-961-20, 455 Merrimac Trail to request approval for a machine shop at 451 Merrimac Trail.

Chairman Green asked Aaron Green, applicant, since the location is next to Domino's Pizza and you are going to be machining, painting or using a coating, will the noxious smells from the coatings permeate through the walls.

Mr. Green replied it is basically in a cylindrical machine and you put the product in a basket and dip it in the solution, so there will be very little odor. He added it will be well ventilated and compared to how large the shop is the machine is small, approximately a foot or two cubed.

Mrs. Noll asked Mr. Green since there are three parking spaces required, how many clients would actually come to the business.

Mr. Green stated that there would be him and one employee that delivers and picks up once a week to a customer and there won't be any traffic at all.

Mrs. Noll agreed and asked if they would be parking in the rear.

Mr. Green replied that the access is in the rear of the building and they have no access to the front of the shop.

Mr. Zaremba asked if there was any pushback from the citizens who live in the adjacent subdivision.

Mr. Anderson responded that the only comment received was from the manager of the Disabled American Veteran Thrift Store, who was curious as to what the use was but had no concerns.

Mr. Zaremba added he thought it was a great idea and that there is a need for more businesses in this area. He then asked what the purpose of the wall in rear was.

Mr. Anderson replied the wall was there for the old Farm Fresh loading dock, but it is cut off now because of the new mini storage buildings and the fence line in the rear.

Mr. Roane stated he was familiar with the product and questioned how big the air compressor is going to be.

Mr. Green acknowledged it was a 20 horsepower screw compressor which is pretty quiet compared to the old piston compressors and V compressors.

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Mr. Roane stated that was good and to be considerate of the neighbors, and if locating the air compressor outside he needed to put in a sound dampening device box. He then asked what the plan was for disposal of the paint.

Mr. Green replied that he is familiar with all the regulations with waste disposal and had worked in a machine shop and painting shop for a number of years. He added the product really does not go bad but needs to be filtered. However, if he needs to dispose of it he would place it in a sealed five gallon container and have a hauler come and dispose of it.

Mr. Shepperd asked about a comment that caught his attention which was you implied that you only had one customer.

Mr. Green responded he had a couple of different customers but when starting out he had to put all his eggs in one basket. He added that he planned on having a couple of different customers using the application for perhaps a boat or something similar.

Mr. Shepperd asked Mr. Green if he sees the product being used nationally or internationally.

Mr. Green stated yes, it is anti-galling so that with stainless steel it basically creates a dry film lubricant that prevents galling and corrosion protection. He added it is used all over the nation, mainly in aerospace and defense.

Mr. Zaremba then moved the adoption of proposed Resolution R21-5.

On roll call the vote was:

Yea: (5) Noll, Roane, Shepperd, Zaremba, Green  
Nay: (0)

**UNFINISHED BUSINESS.** None

**CONSENT CALENDAR**

The Consent Calendar was considered and **approved on a vote of 5:0.** A summary of actions taken are below.

Mr. Zaremba asked to pull Numbers 11 and 12 for discussion.

Mr. Roane requested to pull Numbers 11, 15, 16, and 17 for discussion.

Chairman Green verified which items had questions and asked Mr. Morgan to respond.

Mr. Morgan gave a brief description of the Cisco phone system and the capabilities it would have. He added because of the CARES Act money, the County was able to buy a lot of technology that would have otherwise been purchased out of the Internal Service Technology Fund. Therefore this purchase is able to be funded by the existing Internal Service Fund.

Mr. Roane commented on the sync between landlines and cell phone being a more elegant solution than simply setting up call forwarding on your landline to the cell number. He also questioned the cost for the hardware, software, installation, and first time upfront costs.

Mr. Morgan responded that the total cost is approximately \$300,000, \$133,000 for hardware, \$106,000 for software and technical consulting work to assist staff to put it all together is \$58,000. He added once it is installed there will be ongoing operating costs of approximately \$30,000 per year, but there is an ongoing operating cost with the current phone system so the replacement should net out the yearly costs.

Mr. Roane asked if it was an ongoing cost, did it cover licensing and will the support be with Cisco or EPlus.

Mr. Morgan replied yes.

Mr. Roane questioned what type of contractor support times did the agreement include and whether it was does provided by EPlus or Cisco.

Mr. Morgan asked Tim Wyatt to answer Mr. Roane's questions.



Mr. Wyatt stated yes it is smart net for Cisco and the manufacturer, EPlus is also very knowledgeable so the County may leverage them from time to time. He added the support is Cisco, which the County currently uses for the switches and infrastructure and they have supplied great support over many years.

Mr. Roane asked if the County staff is going to be doing the installation.

Mr. Wyatt replied that EPlus is doing most of it but obviously there will be some collaboration so that the County staff gets knowledgeable as they will be working alongside being trained.

Mr. Zaremba asked how it was determined if it was a needed upgrade or just nice to have. After spending money on the Motorola system he wanted to make sure since the County has a system that seems to be working fine. He also questioned if the contract would be competitive or a sole proprietor.

Mr. Morgan responded that with any technology system like a phone system, there is always conversation about the risk profile of the system in place and how much longer it is going to continue to work and what would happen if it failed. He added for two or three years in the budget process he has been hearing reports about the current phone system needing to be replaced. Mr. Morgan explained that the Motorola system was unrelated to this, it was an 800 megahertz emergency system that funnels into the 911 system which is a landline system coming into the County offices. He added the IT Department scoped what was needed and worked with the purchasing agent to get proposals. At some point with the current system the software stops getting maintained, sets start breaking and citizens who are seeking customer service get annoyed because it does not work correctly. He concluded that it is a constant judgment call, but it would not have been placed on the agenda if he didn't think it had been properly vetted.

Mr. Wyatt informed the Board that over the past two years there have been several failures to the current system and they have worked through support multiple times and there is definitely instability issues. He added when COVID hit and most of the workforce start working remotely, the Avaya app on the cell phones did not work for us, so we have been making it work by using the soft phone on PCs when possible. He added one of the big issues was in Social Services where they try to call a customer, connect and now their personal direct cell phone number was exposed. He stated the new application with the Cisco solution would show their County number, the system calls the citizen back and routes through the system properly and if they leave a voice mail it is on the County's system recorded. He concluded Cisco is the industry leader in the market and he feels on multiple avenues this is solving a lot of issues.

Chairman Green introduced Number 12, Emergency Repair Services for discussion.

Mr. Zaremba stated since there is a lot of companies in Tidewater that do the same type of service, was this competitive or was it sole source.

Mr. Morgan responded it was absolutely sole source, it came to Public Works' attention about two days before Christmas that there was a major sewer leak under Victory Boulevard threatening to dump gallons of sewage. Public Works worked with a purchasing agent, called a few known contractors that do this type of work and Branscome was the first one that was able to go out, scope the work and give a proposal which was authorized as an emergency. He added as the law allows and the nature of the problem further compounded by the time frame of Christmas break, a normal job of this scale would be the standard, analyze the bids, open the bids and go with the low bidder, but the cost of not getting it repaired immediately would have been far greater so the County did not really have an option.

Chairman Green introduced Number 16, Asphalt Paving multi-year contract.

Mr. Roane questioned if the contract is for pavement on County owned driveways and parking lots.

Mr. Morgan stated it was for any project the County would be involved in for asphalt. However, it is most common in conjunction with a sewer repair project, as the County doesn't typically do roads but if a piece of sewer line or an emergency sewer job occurs, we have to patch the road right away. He added this is to have a paving contractor with all the paperwork in place in case

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we need them on short notice. On the other hand, if there is a big project like repaving the parking lot at the Courthouse the County would bid it out and go through a 90 day process.

Chairman Green requested more information about the Public Safety Medical Examination Testing Service.

Mr. Morgan replied the County has to do physicals for uniformed Public Safety personnel for various legal and occupational health reasons. He added some larger localities have a doctor on staff but the County has always handled it as a service we bid out. The proposed contract will employ Velocity to provide this service that can go on for three years with a 3% multiplier or we can cancel it after one year.

Mr. Roane stated he wanted to talk about the Learning Management System software and asked if it was an instructional software or did it keep track of the training County staff completes.

Mr. Morgan responded there is not a County-wide system for keeping track of the required and voluntary training and in some cases credentials are required for certain jobs. He added at this time individual departments try to keep up with the training and HR has been working on this for some time. This program would be a central database in HR with every employee and management having access to the records to maintain the credentials. He also stated it would greatly reduce the risk with employees that have to have certain qualifications by law that need to be maintained and not lapse.

Mr. Roane stated he sees the value in the software creating a one stop shop for the entire County to track the training but the costs seems a bit high, just for a tracking software. He also wanted to know what makes it special that would justify the costs and what is the cost per year after year three.

Mr. Morgan replied \$60,000 a year is the ongoing cost after year three.

Ms. Amy Etheridge, Acting Director of Human Resources, came online and offered to answer any questions.

Mr. Morgan asked Ms. Etheridge to answer the questions and how the process took place.

Ms. Etheridge, stated they went through the RFP process and had eleven vendors respond. They seriously considered the system that ties to the current online application and hiring center. She then explained the training component and how it will help sustain the compliance training. She concluded that although the cost looks like a large price tag, it is basically a middle management salary and all the employees will have the best training and records will be completely up-to-date and accessible.

Mr. Roane questioned how much the product cost compared to the competitors in the proposals.

Mr. Etheridge stated it was mid-range but the nice thing about this product is that it has DocuSign element with E forms, which we are currently missing and this made the product stand out.

Mr. Roane reiterated that the software will help avoid the cost of extra staff to track training and the County will not need to hire additional people to manually track.

Ms. Etheridge responded that it will save money administratively and human resources and it also engages the employees that only take courses that they are assigned to allow them to self-research and prepare for other positions in the organization. She added it will improve the employee engagement overall at all levels, whether you are a senior employee or newly employed by the County.

Chairman Green stated there are no more questions and asked what the Board's pleasure is on the Consent Calendar.

Mrs. Noll moved that the Consent Calendar be approved as submitted, Item Nos. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18 respectively.

On roll call the vote was:

Yea: (5) Roane, Shepperd, Zaremba, Noll, Green  
 Nay: (0)

Item No. 4. APPROVAL OF MINUTES

Thereupon, the following minutes were approved and resolutions adopted:

- a. September 15, 2020, Regular Meeting
- b. October 6, 2020, Regular Meeting
- c. October 20, 2020, Regular Meeting
- d. November 17, 2020, Regular Meeting
- e. December 1, 2020, Regular Meeting
- f. December 8, 2020, Regular Meeting

Item No. 5. COMMENDATION OF A RETIRING EMPLOYEE: Resolution R21-2

A RESOLUTION TO COMMEND LAWRENCE P. SEXTION (PAUL), FACILITY MAINTENANCE MANAGER OF THE FACILITY MAINTENANCE DIVISION, DEPARTMENT OF PUBLIC WORKS, ON THE OCCASION OF HIS RETIREMENT

Item No. 6. COMMENDATION OF A RETIRING EMPLOYEE: Resolution R21-3

A RESOLUTION TO COMMEND RONALD R. BLUEFORD, CONSTRUCTION MAINTENANCE WORKER II, FOR STORMWATER OPERATIONS AND GROUNDS MAINTENANCE, DEPARTMENT OF PUBLIC WORKS, ON THE OCCASION OF HIS RETIREMENT

Item No. 7. COMMENDATION OF A RETIRING EMPLOYEE: Resolution R21-12

A RESOLUTION TO COMMEND AND CONGRATULATE BARBARA S. TEEL, ADMINISTRATIVE PROGRAM ASSISTANT I, YORK-POQUOSON SOCIAL SERVICES, ON THE OCCASION OF HER RETIREMENT

Item No. 8. COMMENDATION OF A RETIRING EMPLOYEE: Resolution R21-14

A RESOLUTION TO COMMEND AND CONGRATULATE JOANNA S. BAUER, MANAGEMENT ANALYST, COUNTY ADMINISTRATION, ON THE OCCASION OF HER RETIREMENT FROM COUNTY SERVICE WITH 33 YEARS OF SERVICE

Item No. 9. COMMENDATION OF A RETIRING EMPLOYEE: Resolution R21-15

A RESOLUTION TO COMMEND DARRIN J. CLEGG, CAPTAIN, DEPARTMENT OF FIRE LIFE SAFETY, ON THE OCCASION OF HIS RETIREMENT FROM COUNTY SERVICE

Item No. 10. COMMENDATION OF A RETIRING EMPLOYEE: Resolution R21-16

A RESOLUTION TO COMMEND CAPTAIN TROY LYONS, CAPTAIN OF ADMINISTRATIVE DIVISION, YORK-POQUOSON SHERIFF'S OFFICE, ON THE OCCASION OF HIS RETIREMENT

Item No. 11. PURCHASE AUTHORIZATION – CISCO PHONE SYSTEM: Resolution R21-8

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE CONTRACTS WITH EPLUS TECHNOLOGY, INC FOR THE PURCHASE AND INSTALLATION OF HARDWARE AND SOFTWARE FOR A NEW CISCO PHONE SYSTEM

Item No. 12. HENRY S. BRANSCOME, LLC – EMERGENCY REPAIR SERVICES OF SEWER FORCE MAIN: Resolution R21-10

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR'S EXECUTION OF A CONTRACT IN AN AMOUNT OF \$220,000 WITH HENRY S. BRANSCOME, LLC, TO PROVIDE EMERGENCY REPAIR SERVICES OF THE SEWER FORCE MAIN AT

January 19, 2021

THE INTERSECTION OF VICTORY BOULEVARD AND KILN CREEK PARKWAY,  
COMPLETED UNDER EMERGENCY PROCUREMENT PROCEDURES

Item No. 13. APPROVAL OF PERSONNEL POLICIES: Resolution R21-9

A RESOLUTION TO AMEND AND READOPT AS COUNTY POLICY THE PERSONNEL POLICIES AND PROCEDURES MANUAL TO BECOME EFFECTIVE JANUARY 19, 2021

Item No. 14. PURCHASE AUTHORIZATION – EMPLOYEE HEALTH BENEFIT CONSULTING SERVICES: Resolution R21-6

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT WITH USI INSURANCE SERVICES TO PROVIDE EMPLOYEE HEALTH BENEFIT CONSULTING SERVICES

Item No. 15. PURCHASE AUTHORIZATION – PUBLIC SAFETY MEDICAL EXAMINATION AND TESTING SERVICES: Resolution R21-7

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT WITH VELOCITY URGENT CARE FOR PUBLIC SAFETY MEDICAL EXAMINATION AND TESTING SERVICES

Item No. 16. PURCHASE AUTHORIZATION – MULTI-YEAR CONTRACT FOR ASPHALT PAVING AND RELATED SITE WORK: Resolution R21-11

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT, RENEWABLE ON AN ANNUAL BASIS THROUGH DECEMBER 31, 2025, WITH EXCEL PAVING CORPORATION FOR ASPHALT PAVING AND RELATED SITE WORK, PROVIDED ON AN AS-NEEDED BASIS, WITH NO SINGLE PROJECT TO EXCEED \$100,000

Item No. 17. PURCHASE AUTHORIZATION – LEARNING MANAGEMENT SYSTEMS SOFTWARE: Resolution R21-13

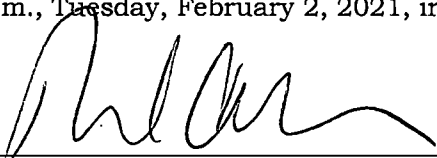
A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT WITH GOVERNMENTJOBS.COM, INC. DEB: NEOGOV TO PROVIDE LEARNING MANAGEMENT SYSTEM SOFTWARE

Item No. 18. BOARD OF SUPERVISORS LIAISON APPOINTMENTS FOR 2021: Resolution R21-17

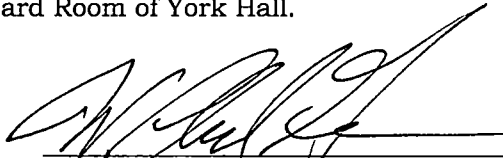
A RESOLUTION TO APPOINT MEMBERS OF THE YORK COUNTY BOARD OF SUPERVISORS AS LIAISONS TO VARIOUS BOARDS AND COMMISSIONS FOR 2021

**NEW BUSINESS:** No New Business

Meeting Adjourned. At 8:00 p.m. Chairman Green declared the meeting adjourned sine die/to 6:00 p.m., Tuesday, February 2, 2021, in the Board Room of York Hall.



Neil A. Morgan  
County Administrator



W. Chad Green, Chairman  
York County Board of Supervisors