

MINUTES  
BOARD OF SUPERVISORS  
COUNTY OF YORK

Regular Meeting  
August 4, 2015

6:00 p.m.

Meeting Convened. A Regular Meeting of the York County Board of Supervisors was called to order at 6:04 p.m., Tuesday, August 4, 2015, in the East Room, York Hall, by Chairman Thomas G. Shepperd, Jr.

Attendance. The following members of the Board of Supervisors were present: Walter C. Zarembo, Sheila S. Noll, Donald E. Wiggins, George S. Hrichak, and Thomas G. Shepperd, Jr.

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

**WORK SESSION**

**VDOT QUARTERLY REPORT**

Mr. Rossie Carroll, VDOT Williamsburg Residency Administrator, provided the Board with the Residency's quarterly transportation report. Reviewing the maintenance accomplishments for the quarter, he noted that 484 out of 607 work orders were accomplished during this time period. A few highlighted accomplishments for the quarter included the completion of ditch regrades on Wynterset Circle, Seaford Road, and Route 238; tree trimming on Old York-Hampton Highway; culvert repair on Creedmore Court; and sight distance improvements in Queens Lake and on Wilkins Drive and Nelson Street. Mr. Carroll provided an update on current projects, including progress on Route 17 construction. He then reviewed the I-64 widening for Segments 1 and 2, noting Segment 1 should begin in September and be completed by December of 2017, and Segment 2 should be approved this December with construction to be completed in the spring/summer of 2019. Lastly, Mr. Carroll reviewed traffic studies completed for Route 1009 for No Outlet signs; Route 1736 for the replacement of existing signs with Yield Here to Pedestrians signs at crosswalks; and on J. Farm Lane for the installation of a 25 MPH speed limit sign in a residential area.

Mr. Hrichak indicated one of the residents in his district had been going back and forth with VDOT regarding skip lines from Route 17 south onto Lakeside Drive. He stated they were supposed to be there Thursday, but as of today they still were not there.

Mr. Carroll stated he saw an email stating it was in the work plan, and he would check to see exactly when it would be completed.

Mr. Zarembo spoke of a sight distance problem traveling west on Rochambeau with a 45 MPH when lit sign. He stated one did not see the sign until they were 10 yards from it, and vegetation along the stretch needs to be trimmed. Mr. Zarembo also noted a concern about coming out of the Verena senior housing onto Mooretown Road. He indicated many of the residents in the complex were 75 years old plus, and they were pulling out onto Mooretown Road which is 55 MPH. He asked Mr. Carroll to review the situation and see what might be done about lowering the speed limit on the stretch of Mooretown Road around the curve to the K-Mart to 35 MPH.

Mr. Wiggins asked what the final outcome was regarding the intersection of Penniman and Government Roads.

Mr. Carroll indicated VDOT has plans to install a T-intersection. The project was still on the Secondary Six-Year Plan, but was many years from being funded. He indicated there would need to be an additional funding source in order to construct it in the near future.

Chairman Shepperd expressed his concern about the mowing schedule, stating the upkeep of the County's roads was looking bad. He stated the Route 134 overpass at Route 17 that had

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recently been dedicated to a fallen State Trooper was an insult to him because no one was taking care of the overpass. He noted it was a major route through York County, and he asked that VDOT put some emphasis on mowing that particular stretch of Route 134 down to Hampton.

Mr. Carroll indicated VDOT was getting ready to do the third mowing cycle. He stated he was researching a growth inhibitor to spray on the grass on the primary systems, which would keep the grass from growing so quickly. He noted VDOT was limited in its budget as to how many cycles it could complete.

Discussion ensued regarding the use of growth inhibitors, and how they worked.

Chairman Shepperd expressed the Board's appreciation for all the work VDOT does and the challenges it faces. He commended VDOT for the job on Yorktown Road.

#### COUNTY ADMINISTRATOR REPORT

Mr. Morgan gave a presentation on his activities during his first six weeks as County Administrator. He noted his intention was to spend as much time as possible during his first few months on the job listening, learning, and getting oriented. He indicated he was developing an informal "Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, which he would be sharing with the Board in a few months, and it was his hope that he would be fully up to speed and able to contribute by the time the newly organized Board of Supervisors holds its strategic retreat in late January. During that same time frame, he felt he would have concluded any internal administrative adjustments he felt were necessary so that there would be an orderly budget process next winter and spring. Mr. Morgan then reviewed how he had been touring the County, meeting its employees and their work places, and requesting briefings on the range of complicated topics the county organization must deal with. He has attended meetings of the Planning Commission, Economic Development Authority, and he has established a regularly scheduled dialogue with the school superintendent. To quickly understand some of the issues and opportunities facing the county, he organized four staff working groups to help him and the Board with future challenges. The groups include "Short Term Financial Performance", the "Capital Improvement Plan Team", "Economic Development and Land Use", as well as the "Operations Working Group." He has also initiated some changes to the county web site so that staff responsible for programs and operations could be easily identified by citizens, and he started an email blog to all county staff to share with them some of the things he was experiencing. In order to better get to know the York community, Mr. Morgan has sought opportunities to get to know its citizens, civic groups, businesses, and community institutions. He has scheduled meetings and met with many members of the community, including the new National Park Superintendent, the leadership at the Naval Weapons Station Yorktown, the York Hotel/Motel Association membership, the Executive Director of the Jamestown-Yorktown Foundation, officers of both chambers of commerce, and he has scheduled a speaking engagement with the Yorktown Rotary Club, as well as joined the Grafton Kiwanis Club. Mr. Morgan next spoke of the importance of reengaging the regional forums, stating he has thus far engaged the Hampton Roads Planning District Commission (HRPDC), the Hampton Roads Transportation Planning Organization (HRTPO), the Hampton Roads Transportation Accountability Commission (HRTAC), the Peninsula Regional Jail Authority, as well as the Peninsula Mayors and Chairs group. Other regional partners he has met with include York-Poquoson Social Services, the Peninsula Regional Animal Shelter, and the Hampton Roads Military and Federal Facilities Alliance (HRMFA). He has also been meeting with his counterparts in neighboring localities about a range of issues including, but not limited to, the 911 center and 800 MHz radio system. Mr. Morgan concluded his remarks by thanking the citizens, county staff, and Board of Supervisors for their warm welcome and generous support, and stating in the coming months he would provide additional updates through Board meetings and other forums.

Mr. Zaremba suggested that Mr. Morgan consider attending meetings of other Kiwanis Clubs, noting the one he belonged to in the upper county met on Wednesdays for lunch. He suggested that he spread himself across the County, attending the meetings of other clubs. Mr. Zaremba then asked Mr. Morgan if he was planning to continue to conduct the quarterly homeowners associations' meetings.

Mr. Morgan indicated it would be his desire to continue these meetings.

Mr. Zaremba noted a lot of attention had been nationally given to police officer body cameras, and he asked where the County was on this.

Mr. Hrichak indicated the County was very fortunate to be at 100 percent on this issue.

Chairman Shepperd stated he personally liked the folder concept that had been initiated for the various types of information the Board received. He indicated the members were able to read it at their leisure and in a timely manner. He noted he sent out a few summaries today from HRTAC, and he would be sending them in the future for transmission by way of the information folder. He then spoke of the minutes of the County's Boards and Commissions, stating he found there was no consistency in them. He indicated they should be detailed enough so the reader could understand what took place at the meeting, yet some had very little information provided. Mr. Shepperd suggested that there be some kind of standard as to what minutes should look like and what information they should contain.

Mrs. Noll stated Chairman Shepperd was talking about a template. She noted there were different individuals doing minutes for each committee, and the Board had to remember that some of them were volunteers. She noted good minutes were not who said what but the action that was taken by the committee.

Chairman Shepperd indicated he was very interested in the discussion in the minutes, and he felt it was committee-dependent. He gave as an example the Transportation Safety Commission and Planning Commission minutes which were very detailed. He stated the reader should learn something from the minutes.

After a brief discussion, Chairman Shepperd asked Mr. Barnett to develop a set of guidelines as to what should go in the minutes of the meetings of the County's boards and commissions.

### **CONSENT CALENDAR**

Mr. Zaremba moved that the Consent Calendar be approved as submitted, Item Nos. 1 and 2, respectively.

On roll call the vote was:

Yea: (5) Zaremba, Noll, Wiggins, Hrichak, Shepperd  
Nay: (0)

Thereupon, the following resolutions were adopted:

#### **Item No. 1. EMPLOYEE OF THE QUARTER: Resolution R15-84**

##### **A RESOLUTION TO COMMEND MARK A. STEVENS, DIVISION OF COMPUTER SUPPORT SERVICES, DEPARTMENT OF FINANCIAL & MANAGEMENT SERVICES, AS EMPLOYEE OF THE QUARTER**

WHEREAS, Mark A. Stevens has been employed with the County since September 28, 1987, and now holds the position of Telecommunications Manager; and,

WHEREAS, Mr. Stevens has diligently supported the York County staff and citizens for over 27 years, beginning his career as a Trades Helper; and with his can-do attitude, he progressed through the positions of Trades Mechanic, Carpenter, Multicraft Technician, and Telecommunications Coordinator, culminating with his most recent promotion to Telecommunications Manager; and,

WHEREAS, in 2002 Mr. Stevens moved into the Telecommunication field with no prior formalized training, and for the past 13 years has maintained the County's entire telephone system supporting over one thousand devices; and,

WHEREAS, in the past few years, he migrated the County's telephone system into a completely new Voice over Internet Protocol (VOIP) system, which is now integrated with the County's computer network and required almost a complete redesign of the entire system,

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which would have been impossible without Mr. Stevens' dedication, hard-work, and initiative; and,

WHEREAS, Mr. Stevens is highly respected and well-known throughout the County and exemplifies the highest quality of customer service, setting an example for all County staff to strive towards. He is always the first to volunteer when a project needs assistance and even after 27 years, he will not hesitate to learn a completely new skillset to assist the County or coworkers; and,

WHEREAS, Mr. Stevens is a cornerstone of the foundation that allows the County to deliver amazing customer service each and every day;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors, this 4th day of August, 2015, that Mark A. Stevens be, and is hereby congratulated upon his selection as Employee of the Quarter for the quarter ending June 30, 2015.

Item No. 2. ACCEPTANCE OF VIRGINIA RESCUE SQUAD ASSISTANCE FUNDS: Resolution R15-85 and Resolution R15-88

Resolution R15-85

A RESOLUTION TO ACCEPT AND APPROPRIATE VIRGINIA RESCUE SQUAD ASSISTANCE GRANT FUNDS AND APPROPRIATION OF AVAILABLE MATCHING FUNDS

WHEREAS, it is the policy of the Board of Supervisors that all grant awards of \$50,000 or more be submitted to the Board for approval and appropriation; and

WHEREAS, the York County Department of Fire and Life Safety sought and has been awarded grant funding in the amount of \$60,316.55 for use towards power lead stretcher loading and restraint systems; and

WHEREAS, funds to provide the necessary grant match had previously been identified and are available to further support this initiative; and

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 4th day of August, 2015, that \$60,316.55 in State Rescue Squad Assistance Fund Grants are hereby appropriated in the General Fund, and the matching funds in the amount of \$60,316.55 from available FY15 funds, and that the County Administrator be, and hereby is, authorized to execute grant agreements/arrangements and to provide other documentation and assurances as may be required by the granting agency subject to approval as to form by the County attorney.

Resolution R15-88

A RESOLUTION TO PROCURE POWER LOAD STRETCHER LOADING AND RESTRAINT SYSTEMS IN THE AMOUNT OF \$120,633.10

WHEREAS, it is the policy of the Board of Supervisors that all procurements of goods and services by the County involving the expenditure of \$50,000 or more be submitted to the Board for its review and approval; and

WHEREAS, the County Administrator has determined that the following procurements are necessary and desirable, they involve the expenditure of \$50,000 or more, and that all applicable laws, ordinances, and regulations have been complied with; and

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 4th day of August, 2015, that the County Administrator be, and hereby is, authorized to execute procurement arrangements for the following:

	<u>AMOUNT</u>
Stryker PowerLoad Stretcher Loading and Restraint Systems	\$120,633.10

**OPEN DISCUSSION**

Mrs. Noll stated Dr. Jim Shaw, who started the Lackey Free Clinic, had passed away. She stated the clinic started first in a church, then at Charles Brown Park, and finally is now in an independent building. She stated it was a work of love for him, and the clinic was a wonderful monument to his memory. It was noted there was to be a memorial service at 3 p.m. on August 9 at Williamsburg Community Chapel. Mrs. Noll then spoke of the change to the County's web site to include a link to see the different organizations with which the County partners. She suggested the Peninsula Workforce Development and Olde Towne Medical Center be included to the link.

Mr. Zaremba thanked the Board for filling in for him while he was out of the country. He mentioned the denial of the use permit application for a vacation rental by owner, noting he was in agreement. He stated it was nothing new across the country, but it was not known if this concept fits in York County at this time. Mr. Zaremba then noted all the Board members had received an invitation for tomorrow at the Kingsmill Shoppes from Sentara Regional Medical Center for a ribbon cutting for Sentara Family Medical Physicians. He stated this new practice would provide innovative medical technology and techniques for its patients, and he hoped the Board members could attend.

Mr. Wiggins spoke about mosquitos, stating he wanted to make sure the citizens realized what their responsibilities were regarding ditches. He asked residents not to rake their leaves into their ditches. VDOT and the County do not provide a service to clean them out, and if the leaves trap and hold water in the ditches, they will have mosquitos. He asked the residents to keep the leaves and pine needles out of the ditches so that the pipes under the driveways did not get clogged up which backed up the water in the ditches. Mr. Wiggins also suggested that the residents do everything possible to keep water from standing anywhere in their yards.

Chairman Shepperd indicated he saw that Langley was going to do an aerial spray.

Mr. Wiggins stated the County was not part of the planned spray.

Mr. Hrichak noted the County was performing ground spraying.

Mr. Hrichak mentioned that York County was the No. 5 happiest place in the United States to live.

Chairman Shepperd stated he had met with the new National Park Service Superintendent, Kym Hall, and he invited her to come to talk to the Board.

Mr. Morgan noted Ms. Hall had accepted the invitation for the September 1 Board meeting.

Chairman Shepperd stated Ms. Hall has a markedly different approach than her predecessor, and they had a very nice conversation. Mr. Shepperd then spoke of the YMCA and how the County had supported the YMCA in many different ways, recognizing the importance of that relationship with the County's residents. He stated on November 6 there would be a major fundraising event for the YMCA taking place at the Marriott starting at 7:15 a.m., and he encouraged those who could to attend. Mr. Shepperd then informed the Board he would be attending the Virginia Association of Planning District Commissions (VAPDC) summer conference in Virginia Beach starting tomorrow through Friday.

**CLOSED MEETING.** At 6:51 p.m. Mr. Hrichak moved that the meeting be convened in Closed Meeting pursuant to Section 2.2-3711(a)(1) of the Code of Virginia pertaining to appointments to Boards and Commissions; and Section 2.2-3711(a)(7) consult with legal counsel on a matter of actual litigation in which the County is involved.

On roll call the vote was:

Yea: (5) Noll, Wiggins, Hrichak, Zaremba, Shepperd  
Nay: (0)

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Meeting Reconvened. At 7:10 p.m. the meeting was reconvened in open session by order of the Chair.

Mr. Zaremba moved the adoption of proposed Resolution SR-1 that reads:

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the York County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711.1 of the Code of Virginia requires a certification by the York County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this the 4th day of August, 2015, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the York County Board of Supervisors.

On roll call the vote was:

Yea: (5) Wiggins, Hrichak, Zaremba, Noll, Shepperd  
Nay: (0)

APPOINTMENT TO THE ECONOMIC DEVELOPMENT AUTHORITY

Mr. Zaremba moved the adoption of proposed Resolution R15-72 that reads:

A RESOLUTION TO APPOINT MEMBERS TO THE YORK COUNTY ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the terms of H. J. Coxtton and Vernard Lockwood to the York County Economic Development Authority expire on June 30, 2015;

NOW, THEREFORE, BE IT RESOLVED by the York County Board of Supervisors on this 4th day of August, 2015, that H. J. Coxtton and Vernard Lockwood be, and they are hereby, appointed to serve on the York County Economic Development Authority for a term of four years, such term to begin July 1, 2015, and end June 30, 2019.

On roll call the vote was:

Yea: (5) Wiggins, Hrichak, Zaremba, Noll, Shepperd  
Nay: (0)

Meeting Adjourned. At 7:11 p.m. Chairman Shepperd declared the meeting adjourned sine die.



Neil A. Morgan  
County Administrator



Thomas G. Shepperd, Chairman  
York County Board of Supervisors