



**Wednesday, February 20, 2019  
Board of Supervisors Regular Meeting 5:00 p.m.**

**Regular Meeting**

**1. Opening of Meeting**

---

**Subject**                      **1.1 Invocation**

Meeting                        Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                      1. Opening of Meeting

Type                            Procedural

**Subject**                      **1.2 Pledge of Allegiance**

Meeting                        Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                      1. Opening of Meeting

Type                            Procedural

**Subject**                      **1.3 Adoption of Agenda**

Meeting                        Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                      1. Opening of Meeting

Type

**2. Public Comment**

---

**Subject**                      **2.1 Public Comment Rules**

Meeting                              Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                            2. Public Comment

Type                                 Information

**A.** Public comments shall not address matters on the public hearing calendar for the day.**B.** No individual citizen shall be permitted to address the Board for more than four (4) minutes.**C.** The chairman shall allocate the time among the speakers in an equitable manner.**D.** Individuals who have previously spoken on a subject at a public hearing shall not be allowed to readdress the Board during the citizens comment period.**E.** Specific questions should be resolved prior to the meeting by contacting a Board member or the appropriate staff member.**F.** Anyone who would like to present a PowerPoint presentation for a public meeting has to present the presentation 24 hours in advance for review by staff for appropriateness.**G.** Questions shall be directed to the Chairman, who will, at his/her discretion, solicit the response from the appropriate person.**The Chair has the right and duty to maintain proper order in accordance with these rules.****3. Consideration of Minutes**

---

**Subject**                      **3.1 January 16, 2019**

Meeting                              Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                            3. Consideration of Minutes

Type                                 Minutes

File Attachments

[2019.01.16 DRAFT BOS Minutes.pdf \(367 KB\)](#)**Subject**                      **3.2 February 4, 2019**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.  
 Category 3. Consideration of Minutes  
 Type Minutes

File Attachments  
[2019.02.04 DRAFT BOS Minutes - County Administrator's Budget Presentation.pdf \(48 KB\)](#)

**Subject 3.3 February 6, 2019**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.  
 Category 3. Consideration of Minutes  
 Type Minutes

File Attachments  
[2019.02.06 Department and Agency Presentations.pdf \(79 KB\)](#)

## 4. Recognitions

---

**Subject 4.1 Resolution in Honor of Mr. Jeffrey L. Pitts**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.  
 Category 4. Recognitions  
 Type Recognition

**Subject 4.2 Accomack County North Landfill Receives Award**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.  
 Category 4. Recognitions  
 Type Recognition

**Key Points:** American Council of Engineering Companies of Virginia chose the Closure Turf Landfill Closure in Accomack County for an Honor Award.

**Staff Contact:** Stewart Hall, Deputy Administrator, Public Works & Facilities and Greg Duncan, Deputy Director, Public Works/Solid Waste

**Staff Recommendation:** On February 7, 2019 at an awards ceremony held at the Jefferson Hotel in Richmond, Deputy Director Greg Duncan represented Accomack County, received an Honor Award in conjunction with CHA Consulting, Inc. for the landfill closure.

**Subject** **4.3 Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA)**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 4. Recognitions

Type Information, Recognition

**Key Points:** Accomack County and the Finance Department specifically received the Distinguished Budget Presentation award from the Government Finance Officers Association (GFOA). This is a national association and Accomack County has been the recipient in prior years. This award is the highest form of recognition in governmental budgeting. A copy of the notification of the award and press release are included.

**Staff Contact:** Michael T. Mason, County Administrator and Kathy Carmody, Chief Human Resource Officer.

**Number of Attachments & Description:** One (1) Notification of Award and corresponding press release.

File Attachments  
[Distinguished Budget Presentation Award.pdf \(282 KB\)](#)

**Subject** **4.4 Individual Staff Recognitions**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 4. Recognitions

Type

**Key Points:** Two more individual staff members have achieved professional certifications within their area of expertise.

Daniel Justice from the IT department recently completed two more security certifications, the Security + and Network +, both of which are issued through CompTIA, Both certifications are part of the Core offerings and require re-certification through continuing education every three years. These credentials are industry standards and globally recognized. In partnership with the Eastern Shore Community College, the County was able to find an opportunity locally for Daniel to take the training. Successfully completing the work and corresponding examinations, were all Daniel's efforts!

Meredith Parlett, has recently completed the Accounts Payable Manager certificate program offered through the Institute of Financial Management as well as individual training courses in IRS 1099 compliance and Microsoft Excel pivot tables. These position related continued learning and skills bring further professional development and help ensure that the County is up to date on compliance related best practices.

We would like to publicly recognize our employees and their continued achievement in maintaining a high level of expertise and knowledge in their chosen fields.

**Staff Contact:** Kathy Carmody, Chief Human Resources Officer, Ben Fox, Chief Information Officers and Gregory Davis, Chief Financial Officer

## 5. Consent Agenda

---

### Subject 5.1 Approval of Consent Agenda

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 5. Consent Agenda

Type Action (Consent)

Recommended Action Motion to approve Consent Agenda Items

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

### Subject 5.2 Consider Contract Renewal -- RFP 279 Engineering Services for Existing Marine, Drainage and Building Facilities

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 5. Consent Agenda

Type Action (Consent)

Preferred Date Feb 20, 2019

Absolute Date Feb 20, 2019

Fiscal Impact Yes

Budgeted Yes

Budget Source Public Works and Facilities

Recommended Action Approve contract renewal for Professional Engineering Services for Existing Marine, Drainage and Building Facilities for the term of March 17, 2019 through March 16, 2020 in accordance with the terms and conditions of RFP 279.

**Key Points:** Contract renewal is provided for in the original RFP. Current projects for these firms include: Greenbackville Harbor Renovations, Sawmill Park, and HVAC replacements for the General District and Circuit Courthouses.

**Staff Contact:** Stewart Hall, Deputy County Administrator; Lucy Huffman, Procurement Assistant

**Number of Attachments & Description:** 0

**Staff Recommendation:** Approve contract renewal to J.W. Salm Engineering Inc. and Moffatt & Nichol for Professional Engineering Services for Existing Marine and Building Facilities according to the terms and conditions of RFP 279 for the term of March 17, 2019 through March 16, 2020.

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

**Subject** **5.3 Consider Scheduling a Public Hearing on Northern Landfill Expansion**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 5. Consent Agenda

Type Action (Consent)

Preferred Date Feb 20, 2019

Fiscal Impact No

Recommended Action Approve

**Key Points:** Public Works & Facilities wishes to acquire the necessary permits for additional landfill capacity to meet the County's needs over the next 20 years. The most cost-effective expansion would be to the west onto property that the County purchased in 2016. Pursuant to Code Sections 9 VAC 20-81-450.B.4 and 10.1-1408.1.B.4, staff would like to announce a public meeting (hearing) to show the intent to apply for a permit to operate a western expansion of the Accomack County Northern Landfill, and to receive comments and questions on the proposed siting (attached) and operation of the facility. The proposed site is located at 9400 Cutler Lane in Atlantic, Virginia (located off of Greta Road).

**Staff Contact:** Stewart Hall, Deputy County Administrator

**Number of Attachments & Description:** N/A

**Staff Recommendation:** Request that the Board of Supervisors schedule a public hearing for March 20, 2019 on the proposed landfill expansion.

File Attachments  
[Conceptual Layout Western Expansion 12-21-18.pdf \(1,980 KB\)](#)

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough*

*review. Items may be removed from the consent agenda at the request of any board member.*

**Subject 5.4 Consider Accepting Rescue Squad Assistance Fund (RSAF) Grant**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 5. Consent Agenda

Type Action (Consent)

Dollar Amount \$7,405.75

Budgeted Yes

Budget Source 214.3202

Recommended Action It is recommended that the Board of Supervisors accept these grant funds.

**Key Points:** Accomack County was awarded a 50/50 grant for a LUCAS Device from the Rescue Squad Assistance Fund. A LUCAS is a mechanical chest compression device to be used on cardiac arrest patients in the pre-hospital setting. The matching funds will come from current operating funds.

**Staff Contact:** Charles R. Pruitt, Director

**Number of Attachments & Description:** One attachment: Grant award documentation.

**Staff Recommendation:** Staff recommends acceptance of these grant funds.

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

**Subject 5.5 Consider Requesting that VDOT Address Drainage Concerns on Broadway Road in Cashville.**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 5. Consent Agenda

Type Action (Consent)

Recommended Action Authorize staff to submit a resolution requesting that VDOT address the roadway and drainage/flooding concerns on Broadway Road in Cashville - Onancock, Virginia.

**Key Points:** Drainage issues along Broadway Road outside of Cashville continue to render the road impassable during certain weather events. Attached is letter from Mr. and Mrs. Matthews, who live along this road, requesting assistance.

**Staff Contact:** Mike Mason, CPA, County Administrator

**Number of Attachments & Description:** One (1) letter from Mr. and Mrs. Matthews with attachments to document previous correspondence and images.

**Staff Recommendation:** Authorize staff to submit a resolution requesting that VDOT address the roadway and drainage/flooding concerns on Broadway Road in Cashville - Onancock, Virginia.

File Attachments  
2019.02 Matthews Letter - Broadway Road.pdf (6,155 KB)

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

## **6. Items Removed from Consent Agenda**

### **7. Report of Public Officials**

#### **Subject 7.1 Receive an Update on the Eastern Shore Tourism Commission Activities**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 7. Report of Public Officials

Type Information

**Key Points:** Receive presentation from Mr. Robie Marsh, Executive Director - Eastern Shore of Virginia Chamber of Commerce

#### **Subject 7.2 Receive Updates from Chris Isdell, VDOT**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 7. Report of Public Officials

Type Information

**Key Points:** Receive an update from Mr. Chris Isdell, Accomac Residency Administrator, on the following projects:

1. Hillsborough
2. Industrial Park Traffic Light
3. Upcoming VDOT Secondary Six-Year Plan (SSYP)



**Subject**                                **7.3 Receive the Accomack County School Board FY20 Budget Request**

Meeting                                Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                                7. Report of Public Officials

Type

**Key Points:** Receive the Accomack County School Board Fiscal Year 2020 Budget Request presentation.

**Staff Contact:** Beth Onley, ACPS Director of Finance

**Number of Attachments & Description:** 2 - Presentation & School Board Funding Request

File Attachments

School Board Presentation.pdf (716 KB)

School Board Funding Request.pdf (7,445 KB)

## **8. Committee Reports**

---

### **9. Old Business**

---

**Subject**                                **9.1 Update on Whispering Pines Dangerous Structure**

Meeting                                Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                                9. Old Business

Type                                        Information

**Key Points:** Mr. Morrison will provide the Board with an update regarding the County's remediation efforts on the Whispering Pines Site.

**Staff Contact:** Rich Morrison, Deputy Administrator - Building, Planning & Economic Development

## **10. Appointments**

---

**Subject**                                **10.1 February Appointments**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.  
Category 10. Appointments  
Type Action

File Attachments  
[Appointments Expiring in February.pdf \(17 KB\)](#)

**Subject 10.2 Attendance Reports**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.  
Category 10. Appointments  
Type Information

File Attachments  
[Attendance Reports.pdf \(439 KB\)](#)

## **11. Public Hearing (6:30PM)**

---

**Subject 11.1 Public Hearing Rules**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.  
Category 11. Public Hearing (6:30PM)  
Type Information

- A.** Speakers are requested to leave written statements and/or comments with the County Administrator.
- B.** All persons wishing to speak should sign the register.
- C.** Persons addressing the Board should stand behind the lectern.
- D.** Persons addressing the Board shall be limited to four (4) minutes.

- E. Persons addressing the Board shall not use inappropriate language or verbally attack any Board member or any member of the public.
- F. Signs and placards are not allowed inside the meeting room.
- G. Any person whose behavior is disruptive shall be asked to leave the meeting room.
- H. Persons may not question individual supervisors or staff members without unanimous consent of the Board.
- I. Persons addressing the Board shall limit their comments to the issue of the Public Hearing.
- J. A speaker may reserve their time, but shall not delegate their time to another speaker.
- K. Attorneys representing clients will be limited to four (4) minutes.

**The Chair has the right and duty to maintain proper order in accordance with these rules.**

<b>Subject</b>	<b>11.2 Public Hearing on Changing the Polling Place for District 3</b>
Meeting	Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.
Category	11. Public Hearing (6:30PM)
Type	Hearing

**Key Points:** The New Church Volunteer Fire Company has indicated it does not want to remain a polling place. Arcadia Middle School has been identified as an alternative site. Arcadia Middle School meets all the statutory requirements to function as a polling place, such as ADA compliance. The Code of Virginia 24.2-306 prescribes notice requirements when a change in polling place occurs.

Once the public hearing has been concluded and the Board votes, the Registrar will proceed accordingly.

**Staff Contact:** Mike Mason, CPA County Administrator

**Number of Attachments & Description:** 2 - Public Notice and Recommended Resolution

**Staff Recommendation:** Change the District 3 polling place from New Church Firehouse to Arcadia Middle School based on the Fire Company's decision to cease allowing the County to use the facility for election purposes.

#### File Attachments

[Public Hearing Notice.PNG \(116 KB\)](#)

[Resolution Change of District 3 Polling Place Arcadia Middle School From Fire House.pdf \(21 KB\)](#)

## 12. New Business

---

**Subject**                      **12.1 Receive County 2nd Qtr Summary Financial Report**

Meeting                      Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                      12. New Business

Type

**Key Points:** The 2nd quarter financial report will be disseminated prior to the start of the meeting.**Staff Contact:** Gregory Davis, CPA, CFO**Subject**                      **12.2 Continue FY20 County Budget Development Work**

Meeting                      Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                      12. New Business

Type                              Action

**Key Points:** The purpose of this agenda item is to set aside time for the Board to continue to work on the FY20 County budget with a goal of conducting a public hearing on it during early March.**Staff Contact:** Mike Mason, CPA, County Administrator**13. County Administrator's Report****14. County Attorney's Report****15. Board of Supervisors Comment Period****16. Budget and Appropriation Items****Subject**                      **16.1 Resolution to Amend the FY2019 Budget**

Meeting                      Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                      16. Budget and Appropriation Items

Type                              Action

Fiscal Impact                      Yes

Dollar Amount	\$162,111.53
Budgeted	No
Budget Source	State Funds, General Fund, Vendor
Recommended Action	Approve budget amendment and appropriate funds that increase revenue as a result of increases in grant funding and receipts from a vendor; and reappropriate general funds

**Key Points:** This resolution contains a Fiscal Year 2019 budget amendment totaling \$162,111.53 to increase revenue for State grants, to reallocate general funds and also to appropriate funds received from a vendor.

**Staff Contact:** Greg Davis, CPA , Chief Financial Officer

**Number of Attachments & Description:** 1 - Resolution

**Staff Recommendation:** Approve the budget amendment and appropriate funds that increase revenue as a result of increases in grant funding and receipts from a vendor; and reappropriate general funds.

File Attachments  
[Resolution to Amend the FY19 Budget 20190220 Regular Budget Items.pdf \(142 KB\)](#)

## 17. Payables

---

<b>Subject</b>	<b>17.1 Consider February Payables</b>
Meeting	Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.
Category	17. Payables
Type	Action

**Key Points:** A listing of bills payable for the Board's review and approval are attached.

File Attachments  
[Accounts Payable Payments for Publications February 2019.pdf \(207 KB\)](#)

## 18. Closed Meeting

---

**Subject**                      **18.1 Closed Meeting**

Meeting                              Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                            18. Closed Meeting

Type                                    Action

Recommended Action            Motion to enter into closed meeting.

**Subject**                      **18.2 Reconsider offer to lease property in Wallops Research Park**

Meeting                              Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                            18. Closed Meeting

Type

**Key Points:** Reconsider offer to lease property in the Wallops Research Park Southside of Mill Dam Road.**Staff Contact:** Rich Morrison, Deputy County Administrator Building, Planning & Economic Development**Number of Attachments & Description:** Add Text**Staff Recommendation:** Add Text**Subject**                      **18.3 Closed Meeting Pursuant to Virginia Cost Sec. 2.2-3711 A. 19 for the purpose of receiving an update on the status of the Information Security Program**

Meeting                              Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                            18. Closed Meeting

Type                                    Presentation

This presentation will provide an update on the status of the County's Information Security Program.

**Subject**                      **18.4 Certification of Closed Meeting**

Meeting                              Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category                            18. Closed Meeting

Type Action

Recommended Action Motion to certify closed meeting.

Add text.

## **19. Adjournment**

---

**Subject** **19.1 Adjournment**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 19. Adjournment

Type Action

Recommended Action Motion to adjourn.

## **20. Informational Items**

---

**Subject** **20.1 VDOT Response: Route 175 Deer Warning Reflectors**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 20. Informational Items

Type Information

**Key Points:** VDOT has discontinued the pilot program which funded the reflectors and maintenance.

**Number of Attachments & Description:** 1 - VDOT Response Letter

<p>File Attachments</p> <p>VDOT Reponse to Resolution Route 175 - Deer Warning Reflectors.pdf (187 KB)</p>
------------------------------------------------------------------------------------------------------------

**Subject** **20.2 VDOT Response: Drummonds Mill Road Additional Signage**

Meeting Feb 20, 2019 - Board of Supervisors Regular Meeting 5:00 p.m.

Category 20. Informational Items

Type Information

Result of VDOT's review of Drummonds Mill Road.

File Attachments

[VDOT Response Drummonds Mill Road - Additional Signage.pdf \(280 KB\)](#)