



NEW KENT COUNTY BOARD OF SUPERVISORS

April 30, 2024, 9:00 AM

Boardroom, County Administration Building, 12007 Courthouse Circle, New Kent, VA
23124 - WORK SESSION

AGENDA

CALL TO ORDER AND ROLL CALL

Times are approximate

- 9:00 a.m. ITEM 1 **Bridging Communities Regional Career & Technical Center Update**
Executive Director Dr. Julie Ellis
- 9:15 a.m. ITEM 2 **Community Resource Update: Well Assistance**
NKDSS Community Resource Coordinator Shana Abdus
- 9:30 a.m. ITEM 3 **Resolution R-11-24, Housing Advisory Committee Charter Amendment**
Matthew Smolnik, Assistant County Administrator
- 9:40 a.m. ITEM 4 **Other Business**
- 9:50 a.m. ITEM 5 **Continuation/AutoZone Tour**
- 11:00 a.m. ITEM 6 **Adjournment**

MEETING SCHEDULE: The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on Monday, May 6, 2024, and the next work session will be held at 9:00 a.m. on Wednesday, May 29, 2024, both in the Boardroom of the County Administration Building.

If a meeting cannot be held because of the closing of State and/or County offices, the meeting will be held on the next business day that the County offices are open.

New Kent County Board of Supervisors
P O Box 150, 12007 Courthouse Circle
New Kent, VA 23124

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 4/30/2024

Agenda Item

Motion: "Mr.
Chairman, I move to
(not required for Consent
Agenda items)

Subject

**Bridging Communities Regional Career & Technical Center
Update**

Issue

Recommendation

Fiscal Implications

Policy Implications

Legislative History

Discussion

Time Needed:

9:00 a.m.

Person Appearing:

Executive Director
Dr. Julie Ellis

Request
prepared by:

W. Watkins, Deputy
Clerk of the Board

Telephone:

804-966-9687

Copy provided
to:

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	4/12/2024 - 3:14 PM
Administration	Hathaway, Rodney	Approved	4/12/2024 - 3:44 PM
Attorney	Everard, Joshua	Approved	4/15/2024 - 11:46 AM

New Kent County Board of Supervisors
P O Box 150, 12007 Courthouse Circle
New Kent, VA 23124

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 4/30/2024

Agenda Item

Motion: "Mr.
Chairman, I move to
(not required for Consent
Agenda items)

Subject

Community Resource Update: Well Assistance

Issue

Recommendation

Fiscal Implications

Policy Implications

Legislative History

Discussion

Time Needed:

9:15 a.m.

Person Appearing:

NKDSS Community
Resource
Coordinator Shana
Abdus

Request
prepared by:

Wanda F Watkins

Telephone:

9669687

Copy provided
to:

REVIEWERS:

Department

Reviewer

Action

Date

Clerk

Watkins, Wanda

Approved

3/13/2024 - 3:26 PM

Administration

Hathaway, Rodney

Approved

3/26/2024 - 1:45 PM

Attorney

Everard, Joshua

Approved

3/27/2024 - 8:51 AM

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 4/30/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adopt resolution R-11-24 amending the New Kent County Housing Advisory Committee charter to expand the membership to include one member of the Board Supervisors, and one member of the Planning Commission.
Subject	Resolution R-11-24, Housing Advisory Committee Charter Amendment
Issue	Proposed amendment to the New Kent County Housing Advisory Committee charter to include one member of the Board of Supervisors and one member of the Planning Commission.
Recommendation	Staff recommends adoption of the proposed motion.
Fiscal Implications	NA
Policy Implications	The current Charter for the New Kent Housing Advisory Committee states that any amendment of the charter requires the approval of the Board of Supervisors.
Legislative History	The Housing Advisory Committee charter was adopted by the New Kent County Board of Supervisors on July 13, 2023.
Discussion	The New Kent County Housing Advisory Committee was created to perform an analysis of the current state of housing in the County and develop recommendations to address any issues that may be identified. Please see the attached proposed resolution.

Time Needed:	9:30 a.m.	Person Appearing:	Matthew Smolnik, Assistant County Administrator
Request prepared by:	Rodney Hathaway, County Administrator	Telephone:	(804) 966-9683
Copy provided to:	Rebecca Guthrie, Financial Services Director		

ATTACHMENTS:

Description	Type
Resolution R-11-24 (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Administration	Hathaway, Rodney	Approved	4/22/2024 - 8:26 AM
Administration	Hathaway, Rodney	Approved	4/22/2024 - 8:26 AM

**BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA**

R-11-24

At the regular meeting of the Board of Supervisors of the County of New Kent in the Boardroom of the County Office Building in New Kent, Virginia on the 30th day of April, 2024.

Present:

Vote:

John P. Moyer
Amy Pearson
Ron Stiers
Jordan T. Stewart
Thomas W. Evelyn

Motion was made by _____, which carried __ : __, to adopt the following resolution:

**A RESOLUTION AMENDING THE NEW KENT COUNTY
HOUSING ADVISORY COMMITTEE CHARTER**

WHEREAS, the New Kent County Board of Supervisors adopted resolution R-19-23 on July 13, 2023 approving the charter for the New Kent County Housing Advisory Committee; and

WHEREAS, the New Kent County Housing Advisory Committee was created to perform an analysis of the current state of housing in the County, and develop recommendations to address any issues that may be identified; and

WHEREAS, the New Kent County Board of Supervisors desires to expand the membership of the committee to include a representative of the Board of Supervisors and Planning Commission;

NOW THEREFORE BE IT RESOLVED, that the New Kent County Board of Supervisors hereby amends the New Kent County Housing Advisory Committee charter as follows:

Charter

The Committee ~~shall~~ will be known as the "New Kent County Housing Advisory Committee" (~~the Hereafter~~ "Committee").

Purpose. The Committee's purpose is to serve as an advisory committee to the Board of Supervisors. The committee will work with County staff to make recommendations to the Board of Supervisors to address issues of housing affordability and safety.

Public Body. The Committee is a public body for the purposes of the Virginia Freedom of Information Act.

Duration. The Committee ~~will~~ ~~shall~~ serve at the pleasure of the Board of Supervisors.

Membership. Each District Supervisor ~~shall~~ may appoint two ~~(2)~~ members to the Committee. In Addition, the Committee ~~shall~~ ~~may~~ also consist of one representative from the New Kent County Board of Supervisors, one representative from the New Kent County Planning Commission, one ~~(1)~~ Representative from the New Kent County Social Services Department, one ~~(1)~~ representative from the Virginia Department Health, one ~~(1)~~ representative from the New Kent County Building Development Office, and one ~~(1)~~ representative from the Planning Department. The New Kent County Administrator or his/her designee ~~shall~~ will also serve on the Committee.

Duties of Committee. The Committee will perform an analysis of the current state of Housing in New Kent County and make recommendations to the Board of Supervisors to address any issues that may be identified.

Officers. The Committee ~~shall~~ will have three ~~(3)~~ officers: a Chairman, a Vice Chairman, and a Secretary. The Committee ~~shall~~ will elect the Chairman and Vice Chairman, and the Secretary of the Committee ~~shall~~ will be the County Administrator or his/her designee. Each officer ~~shall~~ will serve a one ~~(1)~~ year term that expires on December 31st.

Duties and Powers of Officers. The Chairman ~~shall~~ will preside at all Committee meetings, make Committee appointments, and ~~shall also~~ carry out other duties as may be assigned by the Committee. The Vice Chairman ~~shall~~ will perform any of these duties in the Chairman's absence or incapacitation. The Secretary ~~shall~~ will keep the records of the Committee.

Meetings. Regular meetings of the Committee ~~shall~~ will be held as needed at a time and place determined by the Committee Chairman.

Quorum. A majority of the members of the Committee ~~shall~~ constitutes a quorum.

Voting. All decisions ~~shall~~ must be made by a majority of members present and voting.

Procedure. Except as otherwise specified, proceedings of the Committee ~~shall~~ will be governed by the most recent version of Robert's Rules of Order, Newly Revised.

Subcommittees and Working Groups. The Chairman ~~shall~~ will appoint a chairman of all subcommittees established by the Committee within ~~thirty~~ (30) days of each that subcommittee's creation. The chairman of each subcommittee ~~shall~~ will then appoint the members of that subcommittee. Before becoming members, the subcommittee chairman's appointees ~~will~~ must be approved by ~~need~~ a majority vote of the Committee.

Fiscal Year. The Fiscal Year of the New Kent Housing Advisory Committee ~~shall~~ will run from July 1 through June 30.

Required Reports. The Committee ~~shall~~ will present periodic reports of the Committee's activities to the Board of Supervisors as requested.

Amendments. Any suggested amendments to the Charter ~~shall~~ must be submitted to approved by the Board of Supervisors ~~for approval before taking effect~~.

Effective Date. The Charter is effective upon passage.

Rodney A. Hathaway
County Administrator

Thomas W. Evelyn
Chairman

New Kent County Board of Supervisors
P O Box 150, 12007 Courthouse Circle
New Kent, VA 23124

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 4/30/2024

Agenda Item

Motion: "Mr.
Chairman, I move to
(not required for Consent
Agenda items)

Subject

Other Business

Issue

Recommendation

Fiscal Implications

Policy Implications

Legislative History

Discussion

Time Needed:

9:40 a.m.

Person Appearing:

Request
prepared by:

W. Watkins, Deputy
Clerk of the Board

Telephone:

804-966-9687

Copy provided
to:

REVIEWERS:

Department
Clerk

Reviewer
Watkins, Wanda

Action
Approved

Date
4/12/2024 - 3:15 PM

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 4/30/2024

Agenda Item

<p>Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)</p>	<p>continue this meeting for a tour of the AutoZone facility located at 7360 City Center Court, New Kent.</p>
<p>Subject</p>	<p>Continuation/AutoZone Tour</p>
<p>Issue</p>	<p>Members of Board will travel from the County Administration building to 7360 City Center Court, New Kent to participate in a tour of the AutoZone facility. This meeting will be adjourned at the AutoZone facility.</p>
<p>Recommendation</p>	<p>Approval</p>
<p>Fiscal Implications</p>	
<p>Policy Implications</p>	
<p>Legislative History</p>	
<p>Discussion</p>	

Time Needed:	9:50 a.m.	Person Appearing:	
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

ATTACHMENTS:

Description	Type
Closed Session Motion (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	4/23/2024 - 2:04 PM

MOTIONS FOR CONVENING A CLOSED SESSION

- 1 I move to go into closed session pursuant to §2.2-3711A.1 of the Code of Virginia for *(discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or County employees)* involving _____.
- 3 I move to go into closed session pursuant to §2.2-3711A.3 of the Code of Virginia for *(discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County)* involving _____.
- 4 I move to go into closed session pursuant to §2.2-3711A.4 of the Code of Virginia for *(the protection of the privacy of individuals in personal matters not related to public business)* involving _____.
- 5 I move to go into closed session pursuant to §2.2-3711A.5 of the Code of Virginia for *(discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community)* involving _____.
- 6 I move to go into closed session pursuant to §2.2-3711A.6 of the Code of Virginia for *(discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the County would be adversely affected)* involving _____.
- 7 I move to go into closed session pursuant to §2.2-3711A.7 of the Code of Virginia for *(consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel)* involving _____.
- 19 I move to go into closed session pursuant to §2.2-3711A.19 of the Code of Virginia for *(discussion of plans to protect public safety as it relates to terrorist activity and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure)* involving _____.
- 28 I move to go into closed session pursuant to §2.2-3711A.28 of the Code of Virginia for *(discussion or consideration of records excluded from this chapter pursuant to subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected local jurisdiction, as those terms are defined in § 56-557, or any independent review panel appointed to review information and advise the responsible public entity concerning such records)* involving _____.

- 29 I move to go into closed session pursuant to §2.2-3711A.29 of the Code of Virginia for *(discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board)* involving _____.
- 33 I move to go into closed session pursuant to §2.2-3711A.32 of the Code of Virginia for *(discussion or consideration of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 18 of § 2.2-3705.6.)* involving _____.

CERTIFICATION OF CLOSED SESSION

A. Motion

I move that the Board certify by roll call vote that to the best of each member's knowledge only public business matters lawfully exempted from open session requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session.

B. Vote taken on certification.

Present:

Vote:

Thomas W. Evelyn
John P. Moyer
Amy M. Pearson
Ron Stiers
Jordan T. Stewart

AGENDA ITEM REQUEST
(TO BE SUBMITTED NO LATER THAN 12 DAYS PRIOR TO
THE MEETING)

Meeting Date: 4/30/2024

Agenda Item

Motion: "Mr. Chairman, I move to (not required for Consent Agenda items)	adjourn
Subject	Adjournment
Issue	
Recommendation	Approval
Fiscal Implications	
Policy Implications	
Legislative History	
Discussion	The next regularly scheduled meeting of the Board of Supervisors will be held at 6:00 p.m. on Monday, May 6, 2024, and the next work session will be held at 9:00 a.m. on Wednesday, May 29, 2024, both in the Boardroom of the County Administration Building.

Time Needed:	11:00 a.m.	Person Appearing:	
Request prepared by:	W. Watkins, Deputy Clerk of the Board	Telephone:	804-966-9687
Copy provided to:			

ATTACHMENTS:

Description	Type
Closed Session Motion (PDF)	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Clerk	Watkins, Wanda	Approved	4/12/2024 - 3:16 PM

MOTIONS FOR CONVENING A CLOSED SESSION

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CERTIFICATION OF CLOSED SESSION

A. Motion

I move that the Board certify by roll call vote that to the best of each member's knowledge only public business matters lawfully exempted from open session requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session.

B. Vote taken on certification.

Present:

Vote:

Thomas W. Evelyn
John P. Moyer
Amy M. Pearson
Ron Stiers
Jordan T. Stewart