

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE TWENTY-FIFTH DAY OF JULY , NINETEEN HUNDRED EIGHTY-THREE AT 3:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

**A. ROLL CALL**

Perry M. DePue, Chairman, Powhatan District  
 Abram Frink, Jr., Vice-Chairman, Roberts District - **ABSENT**  
 Jack D. Edwards, Berkeley District  
 Thomas D. Mahone, Jamestown District  
 Stewart U. Taylor, Stonehouse District

James B. Oliver, Jr., County Administrator  
 John E. McDonald, Assistant to the County Administrator  
 Frank M. Morton, III, County Attorney

**B. MINUTES - July 11, 1983**

Mr. Oliver noted that Mr. Frink would be unable to attend the meeting.

Mr. Mahone made the motion to approve the Minutes of July 11, 1983 as presented.

On a roll call, the vote was AYE: DePue, Edwards, Mahone, Taylor  
 (4). NAY: (0).

**C. HIGHWAY MATTERS**

Mr. Frank N. Hall, Resident Engineer, Virginia Department of Highways and Transportation, made the following reports to the Board.

1. The Department will be conducting a study for the intersection of Route 199 and South Henry Street within the next two weeks. He stated that the Route 5 study has been sent to the Traffic and Safety Division in Richmond for their evaluation and that left turn lanes at the entrances of St. George's Hundred and First Colony may be the result of their evaluations.

2. The equipment for traffic signals at the Outlet Mall and Route 199 and Mounts Bay Road has not been received.

3. The contractors will begin working on the Route 199 field widening this week.

Mr. Edwards requested the Department to consider moving the 45 mph speed limit sign located at Route 199 and Brookwood Drive.

Mr. Hall replied that the Department would conduct another study for that area.

Mr. Mahone requested the Department to correct a drainage problem on Crownpoint Road.

Mr. Taylor introduced Mr. John Joyce, President of the Lake Toano Civic Association, who desired to speak to the Board regarding a highway matter.

Mr. Joyce stated that Church Street is a 14', two-lane road with no speed limit sign posted on the roadway. He requested the Highway Department to possibly place a centerline on the road; post a "Children at Play" sign; have the shoulders of the road cleared and repaired to the point where drivers can differentiate where the road stops and where the ditch starts; conduct a

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feasibility study with the possibility of widening the road or developing an alternate egress out of Lake Toano Subdivision.

Mr. Taylor requested that the trees hanging over the road be cut as soon as possible.

Mr. Hall stated that the Department would cut back the trees, but that a "Children at Play" sign cannot be posted because it is illegal to play in the streets. He stated that the shoulder work would be ordinary maintenance to the road, and that the speed limit can be adjusted for that road. He also stated that a centerline could not be placed on the road because it would not leave enough space on the roadway to drive.

Mr. DePue asked if the improvements to the road would come under the secondary road improvement plan.

Mr. Hall replied that it would come under the reconstruction plan.

Mr. DePue requested that Mr. Riutort and staff get in contact with Mr. Joyce.

#### D. CONSENT CALENDAR

1. Set Public Hearing Date of September 12, 1983 for Case No. Z-6-83. Norco, Inc.

Mr. Edwards made the motion to approve the Consent Calendar.

Mr. Mahone stated that the Planning Commission voted against the rezoning application at their meeting. He suggested the Board members get informed of the background issues of this case.

On a roll call, the vote was AYE: DePue, Edwards, Mahone, Taylor (4). NAY: (0).

#### E. BOARD CONSIDERATIONS

1. Revision to Employee Leave Policy

Mr. Anthony Conyers, Personnel Director, presented this matter to the Board stating that the present policy requires employees with leave up to their maximum to take leave monthly or lose it and additionally, payroll must review all leave accrual data monthly in order to reduce the balances that have exceeded the maximum. He stated that the revisions to the policy would require employees to be at their maximums on January 1st of each year enabling them to save up leave for annual vacations. He also stated payroll would need to search records only once per year. He recommended approval of the Resolution.

Mr. DePue suggested that the leave policy be closely monitored by the department heads to avoid having too many employees requesting leave at the same time.

Mr. Edwards made the motion to approve the Resolution.

On a roll call, the vote was AYE: DePue, Edwards, Mahone, Taylor (4). NAY: (0).

### R E S O L U T I O N

#### REVISION TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the James City County Board of Supervisors desires to revise its Personnel Policies and Procedures Manual to permit annual leave reduction.

THEREFORE, BE IT RESOLVED by the James City County Board of Supervisors that Chapter V, Section 2, "Annual Leave," be revised to conform to the language on the attached document and incorporated herein by reference.

MONTHLY LEAVE ACCRUAL RATES

	Shift Length	Years of Service		
		0-5	5-15	Over 15
Professional, Technical, Office	7	7	10 1/2	14
Service Maintenance, Law Enforcement	8	8	12	16
Fire, EMS, Dispatch	12	12	18	24

Employee shall accrue no more than the amount of leave they can earn in a two year period. Therefore, employees with less than 5 years service may accrue up to 24 days of leave. Employees with between 5 and 15 years service may accrue up to 36 days leave and employees with 15 or more years service may accrue up to 48 days of leave.

Employees' leave balances must be within the maximum allowed on January 1st of each year or he or she will lose the excess.

In the event of termination, employees will be allowed to use or to be compensated for leave up to the annual maximum only.

Temporary, probationary, part time, and substitute employees do not earn annual leave. Refer to Section 22, Chapter V, for information concerning accrual of annual leave for permanent part time employees.

All requests for annual leave shall be submitted for approval to the department head on a form approved by the County Administrator. No annual leave shall be taken prior to completion of the six month probationary period except on an emergency basis and then only if approved by the County Administrator.

2. Recreation Improvement Fund Expenditure Request

Ms. Sandra E. McPherson, Recreation Coordinator, presented this matter to the Board requesting that \$5,600 be made available from the Recreation Improvement Fund to be used as the match for the Wells Fargo grant, installation materials, and shipping so that a fitness trail can be installed at York River State Park; and additionally request \$1,092 for picnic tables to be constructed for and placed at recently improved neighborhood parks located in Carriage Road, Grove and Forest Glen. She recommended approval of the Resolution.

Mr. DePue suggested the staff keep a close eye on the park facilities to avoid possible vandalism.

Mr. Mahone stated that he had some reservations concerning the construction of a fitness trail at York River State Park and new picnic tables for the recreation areas and therefore felt it unwise to expend the amounts requested.

Mr. Edwards made the motion to approve the Resolution.

On a roll call, the vote was AYE: DePue, Edwards, Taylor (3). NAY: Mahone (1).

R E S O L U T I O N

APPROPRIATION OF  
RECREATION IMPROVEMENT FUNDS

WHEREAS, the James City County Board of Supervisors has previously approved funds for recreation improvements; and

WHEREAS, the James City County Recreation Office is responsible for improving and developing recreation and park areas and facilities for County residents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors directs the Recreation Coordinator to pursue a Wells Fargo Grant, and authorizes the following appropriations totalling \$6,692:

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<u>Amount</u>	<u>From</u>	<u>To</u>
\$5,600	Recreation Improvement Fund	Wells Fargo Grant/Fitness Trail
\$1,092	Recreation Improvement Fund	Picnic Tables

Mr. DePue requested the staff to provide him with the balance for the Recreation Improvement Fund and a list of plans, if any, for future expenditures.

**F. MATTERS OF SPECIAL PRIVILEGE**

**G. REPORTS OF THE COUNTY ADMINISTRATOR**

Mr. Oliver requested that at the appropriate time, the Board convene into Executive Session to discuss a personnel matter.

**H. BOARD REQUESTS AND DIRECTIVES**

Mr. Taylor requested the status on Mr. Chandler's problem.

Mr. Oliver stated that Mr. Ed Overton has submitted a report and the staff will brief the Board at its next meeting.

Mr. Mahone requested that gravel be placed in holes on Canham Road. He also stated that he has received several complaints from citizens of The Colony regarding the Colony Retirement Home and the similarity in names.

He also requested additional information as to when a second post office will be established in the County; and asked that a resolution be prepared requesting consideration be given to an application of the Colony Square Shopping Center site.

Mr. DePue requested a definitive statement from Mr. Morton as to whether or not the County can show any kind of local preference in purchasing, and if so, staff should consider a change in current procedures.

Mr. DePue provided the Board members with copies of materials from Ms. Margaret W. Keator, Councilwoman for the City of Newport News, soliciting locality views on an additional one cent sales tax, earmarked for education.

Mr. Taylor felt that the citizens of James City County were not ready for another one cent sales tax. He felt that this was not a good idea.

Mr. Mahone stated that the community and administration should support the teachers to make the school system better. He stated that our school system was not in a financial crisis, therefore he would not support the additional tax, saying discipline in the classroom was the better solution.

Mr. Edwards stated that this proposal would not mean that more money would be spent on education but only a change in the funding distribution between the State and localities.

Mr. DePue stated that he would respond to Councilwoman Keator that the Board did not reach a consensus concerning the merits of such a tax.

Mr. Mahone made a motion to convene into Executive Session pursuant to Section 2.1-344(a)(1) of the Code of Virginia, 1950, as amended, to discuss a personnel matter.

On a roll call, the vote was AYE: DePue, Edwards, Mahone, Taylor (4). NAY: (0).

The Board convened into Executive Session at 4:10 P.M. and reconvened into Public Session at 4:25 P.M. at which time Mr. Mahone nominated Chief Robert Key to serve a four-year term on the Transportation Safety Commission.

On a roll call, the vote was AYE: DePue, Edwards, Mahone, Taylor (4). NAY: (0).

Mr. DePue nominated Mr. John Zimmerman to serve another four-year term on the Industrial Development Authority.

On a roll call, the vote was AYE: DePue, Edwards, Taylor (3). NAY: Mahone (1).

Mr. Taylor made the motion to adjourn.

On a roll call, the vote was AYE: DePue, Edwards, Mahone, Taylor (4). NAY: (0).

The Board of Supervisors Meeting **ADJOURNED** at 4:27 P.M.

  
James B. Oliver, Jr.  
Clerk to the Board

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