

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 12, 2020
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Vice Chairman, Powhatan District
Ruth M. Larson, Berkeley District
P. Sue Sadler, Stonehouse District - via phone
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Chairman, Jamestown District

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney

Mr. Icenhour requested a motion to allow Ms. Sadler to participate remotely for the meeting, due to an ongoing medical condition which did not allow her attendance.

A motion to allow Ms. Sadler to participate remotely was made by Michael Hipple, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon Absent: Sadler

Ms. Sadler acknowledged her presence on the phone.

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader - Mr. Hipple led the Board and the citizens in the Pledge of Allegiance

E. PRESENTATIONS

None.

F. PUBLIC COMMENT

None.

None.

G. CONSENT CALENDAR

1. Minutes Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

ADOPTED

JUN 09 2020

**Board of Supervisors
James City County, VA**

The motion for approval of the minutes included the following meetings:

- January 2, 2020, Organizational Meeting
- January 25, 2020, Board Retreat
- April 14, 2020, Regular Meeting
- April 21, 2020, Budget Work Session

Mr. Icenhour noted a technical date correction was made to one set of meeting minutes.

2. Resolution of Chesapeake Bay Preservation Ordinance Violation at 2618 Chickahominy Road

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

3. Resolution of Chesapeake Bay Preservation Ordinance Violation at 2640 Chickahominy Road

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

H. PUBLIC HEARING(S)

Mr. Icenhour acknowledged Mr. Jack Haldeman, Planning Commission Representative, in the audience.

1. Case No. Z-20-0001. Norge Center Proffer Amendment

A motion to Approve was made by Sue Sadler, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Brett Meadows, Planner, gave an overview of the staff report and Ordinance included in the Agenda Packet. In conclusion Mr. Meadows stated he would be happy to answer any questions.

Mr. McGlennon inquired if this was Mr. Meadows' first presentation.

Mr. Meadows replied yes.

Mr. McGlennon welcomed Mr. Meadows.

Mr. Haldeman stated the Planning Commission enthusiastically and unanimously recommended approval of the application. He remarked that in addition to all the staff points there would be a significantly lower amount of traffic, as opposed to originally when it was a Farm Fresh grocery store, and applauded the repurposing of an existing building. He further stated a Commissioner suggested shrinking the size of the parking lot and adding greenspace, to which the applicant agreed.

Mr. Icenhour referenced the recent removal of the previous Farm Fresh gas pumps and expressed his delight for reducing the parking lot scale and adding greenspace.

Mr. Icenhour opened the Public Hearing.

1. Mr. Vernon Geddy of Geddy, Harris, Franck, & Hickman, LLP, on behalf of Chesapeake Bank, introduced Mr. Leigh Houghland, Chesapeake Bank Regional Executive, as well as Mr. Tom Tingle, Project Architect. He commented this was a great reuse of an abandoned grocery store building for all the reasons previously stated. He clarified that the initial construction was all interior, with discussion regarding the parking lot and landscaping to come in the second phase of the project.

Ms. Larson referenced the initial interior construction and second phase of landscaping and stated any improvements were greatly appreciated.

Mr. Hipple noted his banking institution was Chesapeake Bank to which he had no ownership and inquired if this created any conflict.

Mr. Kinsman assured Mr. Hipple that it did not create a conflict.

Mr. Hipple briefly discussed his experience as a satisfied customer dealing with Chesapeake Bank.

As there were no other registered speakers, Mr. Icenhour closed the Public Hearing.

2. Case No. Z-19-0003. Ford's Colony Proffer Amendment

A motion to Approve was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Alex Baruch, Acting Principal Planner, gave an overview of the staff report and Ordinance included in the Agenda Packet.

Mr. McGlennon referenced the proposed bike lane on Longhill Road and inquired about an alternative being offered.

Mr. Baruch replied the Longhill Corridor Study showed a multiuse path on Longhill Road. He briefly discussed Ford's Colony providing a dedication during the Phase III portion of the corridor improvements for dedication of property that it owns.

Mr. Haldeman stated the Planning Commission unanimously recommended approval of this application. He noted discussion regarding a bike lane and a multipurpose lane being two different things. He referred to conversation regarding safety concerns for bikers, pedestrians, and strollers. He remarked a lot of public input was compiled into the Longhill Road Corridor Study at the time it was laid out and these concerns were all addressed. He mentioned another concern being if density could be transferred among the four parcels. He noted the answer was no, at least not administratively, it would have to come back for another proffer amendment.

Mr. Icenhour opened the Public Hearing.

1. Mr. Drew Mulhare, General Manager of Ford's Colony at Williamsburg Homeowners Association (HOA), introduced Ms. Susan Tarley, Tarley Robinson PLC, in the audience. He referenced a memorandum regarding Ford's Colony proffers and remaining undeveloped residential parcels. He stated approximately two years ago County staff contacted the Ford's Colony HOA expressing concern for proffers that were delinquent in regard to the required periodic traffic study. He briefly discussed conversations with staff reflected that no one entity remained that could represent the continuing Master Plan interest of

Ford's Colony and remaining multifamily parcels could potentially transfer density to the disadvantage of other parcel owners. He noted the HOA stepped up to address the changes necessary to the existing proffers to permit the orderly development of Ford's Colony as intended by the Master Plan. He commented an agreement was reached on all the issues submitted with the amended proffers. He referenced the staff report noting there are no unfavorable factors and the request does not change the gross density. He commented the existing proffers were primarily being updated to correspond with existing and remaining areas to be developed and requested approval of the amended proffers.

As there were no other registered speakers, Mr. Icenhour closed the Public Hearing.

Mr. Icenhour stated he is a resident of Ford's Colony and could vote on this item without a conflict of interest.

Mr. Kinsman replied correct.

I. BOARD CONSIDERATION(S)

1. Establishment of a Full-Time Building Security and Custodial Services Superintendent Position

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Joanna Ripley, Assistant, Director of General Services, gave an overview of the memorandum and resolution included in the Agenda Packet.

2. Skimino Creek Watershed Management Plan - Board Adoption

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Toni Small, Director of Stormwater & Resource Protection, introduced Mr. Michael Woolson, Senior Watershed Planner, in the audience. Ms. Small gave an overview of the memorandum and resolution included in the Agenda Packet.

Mr. McGlennon noted the amount of effort the County and staff have put into developing these plans over the years and is pleased to see them move forward.

Mr. Icenhour inquired if this was the seventh plan.

Ms. Small conferred with Mr. Woolson and replied the sixth.

Mr. Icenhour inquired if there were 11 watersheds.

Mr. Woolson replied there were eight that the County would have a plan on.

Mr. Icenhour referenced pervious cover in regard to watershed plans. He inquired about targets allowing the Board the ability to go to the sub-watershed and look at individual plans knowing what should be targeted.

Mr. Woolson replied it would depend on which plan was referenced, noting some contained

such data where others would be gotten from the geographic information system.

3. Revisions to Chapter 5 of the James City County Personnel Policies and Procedures Manual

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Patrick Teague, Director of Human Resources, gave an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Larson explained her feelings regarding paid time off and appreciated efforts moving forward toward allowing sick leave to accrue in an effort to keep employees and their coworkers healthy.

4. Authorization and Appropriation for the Contribution to the Greater Williamsburg Small Business Relief Fund

A motion to Approve was made by Sue Sadler, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Christopher Johnson, Director of Economic Development, gave an overview of the memorandum and resolution included in the Agenda Packet.

Mr. McGlennon stated he recently had conversations with Ms. Sadler regarding clarification noting his biggest issue with this proposal was there were no clear criteria beyond the ones that Mr. Johnson indicated. He further stated that Ms. Sadler spoke with the Director of the Virginia 30 Day Fund who indicated they would provide criteria beyond what is listed in the regional resolution. He briefly discussed the criteria and concluded he was pleased to see another set of criteria and know exactly the uses of that money going forward.

Ms. Sadler thanked Mr. McGlennon for this request and noted a criteria memorandum would be sent to the Board. She briefly discussed various elements of the criteria as well as conversation with the Director of the Virginia 30 Day Fund.

Ms. Larson expressed her appreciation to Mr. Johnson, Ms. Sadler, and colleagues for their efforts, noting it was important to work with local businesses to aid them in obtaining relief during this very trying time.

Mr. Icenhour referenced an email from the state regarding federal funding and noted the potential for reimbursement for COVID-19 expenses. He added this would be discussed in the following Board Consideration.

5. COVID-19 Reopening Guidelines

A motion to Approve was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Approve the resolution authorizing the signature of the letter was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Stevens stated there were several presenters in attendance prepared to give a short update.

Mr. Nate Green, Commonwealth Attorney, explained how the Commonwealth Attorney's (CA) Office has both adapted and adopted new policies in connection with dealing with COVID-19. He stated that his office has developed ways to continue to work safely while still perusing and protecting justice for the citizens and community. He commented his office has 19 positions with one of them currently not filled. He discussed an order issued by the Supreme Court on March 16, 2020, suspending the hearing of all non-essential cases. He explained that beginning May 18, the court can begin to hear non-essential cases if deemed safe to do so. He noted there are fewer cases going forward in the courtroom; however, there is a tremendous amount of work that goes into every criminal case before it ever enters the courtroom or gets called by the judge. He emphasized that work was not eliminated or suspended and the office continues to receive new cases. He discussed office staffing after the Supreme Court issued its Order and the Governor of Virginia (Governor) began to issue the Shelter at Home recommendation. He further discussed his going to courtrooms to handle cases that were still being heard and noted staff and attorneys worked at home preparing for those cases, emphasizing the work continues. He updated his office staffing situation and noted by the beginning of June the office strives to be working at a 50-50 split between staff working at their desks at home or in the office. He expressed his appreciation to Mr. Patrick Page, Director of Information Resources Management (IRM), and his staff, for working with the Commonwealth Attorney's Office extremely well and assisting with the access and ability for everyone to work from home with borrowed County laptops and Virtual Private Networks (VPNs). He stated this allowed staff the access to being at the office without actually being at the office. He remarked staff continued to work closely with judges to identify cases needing to be heard in the courtroom and declared we do not want a citizen to spend one single day incarcerated as a result of COVID-19. He commented if someone is incarcerated it is because justice calls for it, and not because we could not hear their case due to the pandemic. He concluded stating we have done a very good job staying true to that priority, the judges have worked wonderfully with us, as well as the Sheriff's Department doing a fantastic job of making sure the courtrooms, court ways, and courthouse are safe for everyone.

Ms. Larson expressed her thanks and inquired about 'time served' regarding cases whose hearings are delayed due to COVID-19.

Mr. Green discussed time served scenarios during the pandemic.

Ms. Larson inquired about client confidentiality concerns with employees working at home.

Mr. Green replied IRM did a wonderful job working with the CA's Office. He briefly discussed the process of setting employees up with County issued laptops and VPNs in order to maintain security.

The focus shifted to the Police Department and Chief Brad Rinehimer approached the Board to give an update.

Chief Rinehimer stated in regard to equipment the Department was doing great, noting previously scarce Personal Protective Equipment (PPE) items were recently more available. He referenced Calls for Service and reported an overall decrease; however, calls such as domestic assaults and mental health issues had increased. He commented crime offenses in general were consistent with no increases or decreases. Chief Rinehimer commented that currently the vast majority of Officers work the roads and respond to calls, noting a less proactive approach in some enforcement measures until transitioning back into a more normal

life. He announced this was National Police Week noting usual events had been postponed or cancelled due to the pandemic. He asked to please keep in mind the +22,000 Police Officers who have died in the line of duty in our country; and also to pray for Fallen Officers families as well as all Law Enforcement Officers as we move forward.

Brief discussion regarding speeding violations ensued.

Mr. Hipple inquired about domestic and alcohol related calls due to everyone being home bound.

Chief Rinehimer replied yes, domestic violence calls were up 14% over last year with mental health calls having a larger increase.

Mr. Hipple mentioned citizen's concerns regarding Police patrolling gatherings.

Chief Rinehimer replied most issues responded to are due to complaints; however, if an Officer happens to notice a violation he/she will attempt to educate those involved.

Mr. McGlennon expressed his appreciation to Chief Rinehimer for the reminder concerning National Police Week and emphasized the importance of recognizing the service and sacrifices made by Police Officers locally and across the country. He inquired about anticipation regarding situations where possible conflicts could arise due to protocol not being followed, such as the wearing of a mask in an establishment.

Chief Rinehimer replied he hoped there was no such need, but anticipated that potential and noted they were of the mindset to educate as much as possible.

Ms. Sadler expressed her gratitude to Chief Rinehimer for his service and asked that he express thanks to all the men and women who serve in an effort to keep the community safe.

Ms. Larson expressed her thanks for the update and inquired about the future of community policing programs temporarily on hold.

Chief Rinehimer replied Zoom presentation technology had been utilized, for instance, in an effort to reduce scams especially in regard to COVID-19 situations. He commented that Community Service Officers were staying in touch with the community and business leaders and responding to issues as they arose.

Ms. Larson inquired about procedures handling mental health calls.

Chief Rinehimer replied mental health calls are constant and Officers deal with people that are in mental crisis daily. He commented procedures for those situations remain the same. He emphasized the Officers' goal was to try and obtain the professional help that the individual needed without them being arrested if possible.

Discussion ensued on safety supplies on hand while moving forward through the pandemic.

Ms. Larson expressed her appreciation to Chief Rinehimer and the entire Police Department for the jobs they do for the community.

Mr. Stevens stated Fire Chief Ashe was in attendance and noted there would not be a presentation; however, he was available for any questions from the Board.

Ms. Larson asked for an update regarding PPE.

Chief Ashe stated that back in March 2020, PPE was a big struggle, and since that time the Department had been successful in acquiring PPE from a number of different sources. He briefly surmised the Department history of ordering supplies, concluding that currently the stock was at a comfortable level with the number of N95 Respirators, gowns, and gloves. He mentioned supplies were available in a normal timeframe and efforts were made to continue maintaining the ample inventory moving forward.

In conclusion of this segment of the presentation Ms. Larson expressed her gratitude to Chief Ashe and the Fire Department for all they do for the community.

Mr. Stevens introduced Ms. Rebecca Vinroot, Director of Social Services, to provide an update to the Board.

Ms. Vinroot began her presentation stating the most basic need is food and commented the community response has been outstanding. She noted several local nonprofits had hit the ground running and provided a tremendous supply of food to those in need. She remarked there were new faces seen and interrupted that to mean the word has gotten out. She briefly discussed food pickups as well as deliveries for those who are unable to get out. She noted the school system had partnered for pickups and deliveries to motels and neighborhoods where needed. She emphasized the food supply needs to continue, noting a large distribution at Busch Gardens Williamsburg and an upcoming distribution with the Salvation Army in May. She commented information regarding these distributions was getting out to the public and briefly discussed Pandemic EBT, a new program coming in June for students who receive free and reduced price lunches through the schools. She discussed housing and shelter issues and noted collaboration between community partners on a case-by-case basis. She mentioned additional emergency shelter funds recently received in the amount of \$10,000 with the intent being to pay for hotels and noted possible funds in July that will help individuals pay for rent and utilities. She referenced the Seniors Wellness Calls Program was going well and had been a great collaboration with the CONECT (Community, Outreach, Network, Educate, Care, Thrive) Program and Crosswalk Community Church. She remarked staff continued to reach out and provide information with volunteers making over 130 calls with a lot of good connections. She noted other providers were regularly taking care of their seniors and extended appreciation to the Library for making staff face shields for nursing homes, assisted living facilities, Olde Towne Medical, home visit staff, and various providers. She referenced area child care facilities being open for business and stated child care assistance information was currently available on the County website. She further stated Olde Towne Medical and Dental Center was open by appointment only in an effort to reduce office traffic during the pandemic.

Mr. McGlennon referenced a program associated with the Supplemental Nutrition Assistance Program (SNAP) and inquired if \$376 was for the entire summer before school starts up again and was it targeted for the children.

Ms. Vinroot replied yes, she believed it was a calculation based on the number of days they were not physically in the building. She commented that prior to the pandemic there was talk about a summer SNAP program but did not know the current status. She further commented staff had received almost 500 new applications for SNAP since March 16 and briefly discussed the allotment.

Mr. McGlennon inquired about testing for workers and children in child care centers.

Discussion ensued regarding funding available for testing of essential workers.

Ms. Larson inquired about a website for individuals who want to help and contribute but do not know how. She inquired about enrollment for school children new to the community, and

expressed concern with schools being closed there was no opportunity for families to apply for the free and reduced price lunch program.

Ms. Vinroot replied the SNAP program was through the local school division and briefly discussed where information could be obtained.

Discussion ensued regarding a balance between summer programs and community partners to feed school age children.

Mr. McGlennon recognized the burdens an entire Social Services Division encounters during a time of pandemic.

Ms. Vinroot expressed her appreciation and praised staff for working throughout the pandemic with the use of the VPNs allowing the opportunity for teleworking, combined with staff in the office.

In conclusion of this portion of the presentations, Ms. Larson expressed her thanks and commented some of the work dealt with had to be heavy in the heart.

Mr. Stevens shifted the focus and introduced Mr. John Carnifax, Director of Parks and Recreation, to give the Board an update.

Mr. Carnifax stated that April 1, 2020, the Department furloughed 78 part-time employees and currently have 52 full-time positions with two vacancies. He commented there is staff working at the landfill, convenience centers, and out in the parks. He further commented most of the Recreation Center staff has been working at General Services or in the parks monitoring, educating, and/or breaking up gatherings larger than 10 individuals. He explained trail usage is up on all of the trails, ranging from 52-148% more than this time last year. He further explained the weekly procedure referencing the Executive Orders and bench marking with local communities, observing what departments around the country remain closed or have opened. He briefly discussed the upcoming Phase I opening of the short-stay campground, noting the Marina has remained open throughout the pandemic. He mentioned the upcoming Memorial Day weekend in regard to Jamestown Beach and potential patronage adhering to mandatory rules in place for safety reasons. He discussed Phase II on both the program side as well as the Recreation Center side. He noted it typically took two-three weeks for hiring and training staff. He further noted preparation work for some of the regulations that will be required, such as moving equipment at the Recreation Center in an effort to allow necessary space between equipment due to social distancing criteria. He concluded his presentation stating the County's role is in relation to an Executive Order by the Governor and what we can and cannot do.

Ms. Larson inquired specifically about James City County pools and the prospective regarding opening.

Mr. Carnifax replied unless the Governor changes something in Phase II, outdoor pools can be operated with a 50% capacity and separation requirement. He briefly discussed patron limitations in fitness areas and potential online registration for pool experiences. He stated the current plan is to open up when we get to Phase II, following the Centers for Disease Control (CDC) and Prevention Guidelines, the Governor's Executive Order, discussion with County Administration, and the Board.

Discussion ensued regarding safety equipment, fees, potential revenue, as well as bringing back some of the part-time staff as things start to reopen.

Mr. McGlennon acknowledged the hard work involved in this endeavor and felt it was

important to send a strong message to citizens that regulations are in place for public safety and public health.

Ms. Larson briefly discussed her personal experiences on area walking trails.

The Board expressed its thanks to Mr. Carnifax for his presentation.

The focus shifted and Mr. Stevens introduced Ms. Grace Boone, Director of General Services, to give an update to the Board.

Ms. Boone opened her discussion stating the main focus has been on safety. She noted supplying PPE, making certain buildings are disinfected, and providing the equipment to perform those tasks. She reiterated previous speaker comments regarding the hardship of locating hand sanitizer and disinfectant and commented currently inventory is in good shape. She expressed kudos to Ms. Bernadette Williams, Fire Administrative Coordinator, and the critical role she has played in obtaining much needed supplies. She remarked currently there are supplies on hand and a means for departments to order supplies through the employee portal on the County website. She noted a guideline that has been compiled on how to properly clean a work area and remove gloves without the risk of infecting yourself. She mentioned hand sanitation stations had been installed in most buildings and custodial staff had visited facilities twice a day concentrating on touch points and restrooms. She noted awareness of continuing that service as buildings are reopened and bringing employees back to ensure they feel safe. She mentioned working with Purchasing, Human Resources, and Parks and Recreation in an effort to ensure enough staff is available to continue to provide that service. She stated Facility staff had been extremely busy customizing numerous social distancing barriers at the parks and in the buildings as well as discussing adjustments to ventilation systems and other systems to keep the buildings healthy. Ms. Boone further stated the biggest surprise for many jurisdictions had been the amount of yard waste and trash coming into solid waste facilities. She briefly discussed an additional 2,300 customers at solid waste facilities compared to March and April 2019, with most debris dropped off at the Jolly Pond Road facility and noted each site has a social distancing barrier for staff protection. She discussed new procedures on the weekends reducing the influx of traffic into the convenience center and on Jolly Pond Road near the site. She expressed kudos to Parks and Recreation staff for the critical role they have played in keeping the services running. She mentioned Parks and Recreation staff voluntarily put together a fantastic training document that will be helpful moving forward. She remarked great work had been done on athletic fields since the suspension of sports as well as working with Mapping regarding a street sign app that rates sign conditions aiding in determining which signs need to be replaced first. She mentioned the Fleet Division was able to complete the upfit of the remaining Police vehicles, and had been working on process improvements. She noted the Stormwater Division has been working with Community Development and IRM on steps toward more online customer-friendly services for As-Built submittals. Ms. Boone mentioned the Capital Improvements Program (CIP) staff work had not stopped for the projects that were in the queue. She reported Administrative staff was keeping up with the PPE tracking and Recycling staff had not missed a beat. She took a minute to thank the General Services employees who work behind the scenes and continued to provide essential services, emphasizing her pride in the work done every day. In conclusion of her presentation, Ms. Boone thanked the entire James City County team, noting her appreciation for the support received when reaching out.

Mr. McGlennon endorsed Ms. Boone's thanks to staff and commented it was nice to see things being kept in great condition, with citizens ensured with the knowledge things are being well maintained and protected as they proceed out to County trails and into facilities.

Ms. Larson expressed her appreciation to General Services' staff for their diligent work and explained it could make a difference in what happens in the community and being prepared

moving forward.

Mr. Stevens shifted the focus and introduced Mr. Patrick Teague, Director of Human Resources, to give an update to the Board.

Mr. Teague provided an overview of a memorandum and PowerPoint presentation included in the Agenda Packet.

Mr. McGlennon expressed kudos to Mr. Teague for doing a great job releasing valuable information about the Employee Assistance Program, noting often times individuals do not realize the amount of stress they are under during times like these.

The Board expressed its thanks to Mr. Teague for his presentation.

In conclusion of the presentations, Mr. Stevens introduced Mr. Jason Purse, Assistant County Administrator.

Mr. Purse addressed the Board in an effort to obtain direction in regard to the reopening guidelines. He noted from a procedural standpoint that March 13, 2020, the County facilities were closed and March 17, 2020, the Board ratified that decision with an Emergency Ordinance which was re-ratified in April. He noted his and Mr. Stevens' desire this evening for the Board to concur with the phased reopening plan resolution, emphasizing this was a phased reopening plan to slowly bring staff back gradually and deliberately making sure to have a safe environment for staff and the public. He commented we will be following Orders from the Governor's Office and mimicking those of other businesses in the locality. He stated that next week a majority of staff would return to the office setting to begin the evaluation process and noted working with Ms. Boone and General Services to ensure availability of necessary safety equipment.

Mr. Stevens noted a late item previously mentioned to Board members that is related to federal money. He stated notice was received today that the Commonwealth was going to release 50% of the Coronavirus Aid, Relief, and Economic Security (CARES) Act locality based allocation on or around June 1, 2020. He further stated James City County's allocation is approximately \$6.7 million; therefore, we should receive approximately \$3.3 million in June 2020. He commented this funding cannot be used to replace lost revenues, but can be used for COVID-19 expenditures from March 1, 2020 to December 31, 2020. He further commented we will learn more about how to best leverage these funds and ensure we are able to retain or use all that our community is eligible to receive. Mr. Stevens stated a resolution has been drafted that requires a letter provided from the Commonwealth, that the Chairman, myself, and Ms. Sharon Day, Director of Financial and Management Services, would need to sign. He emphasized the letter was provided from the Commonwealth, and questioned if the Board was comfortable with the letter authorizing the three of us to sign on the Board's behalf. He noted the letter is due May 22, 2020 and approximately half of the \$6.7 million would arrive in early June.

Mr. Icenhour stated it appeared some of that money could be used for COVID-19 related items such as our business program.

Mr. Stevens replied, yes that does appear to be eligible.

Mr. Icenhour stated when that money is received, we can go through the process of putting the money back in and using it.

Mr. McGlennon inquired if the money could pay for the first six months of the full-time Building Security and Custodial Services Superintendent position previously approved.

Mr. Stevens replied it was his interpretation that anything done in excess, such as more cleaning, more cleaning staff, and more cleaning supplies as well as the position earlier approved, would be eligible until December 31, 2020.

Mr. Hipple inquired if the School System would be eligible to add in.

Mr. Stevens replied he did not currently know enough about it to answer with certainty. He noted sharing the information with the School Superintendent so that she would have the same information. He commented if the County benefited, there would be some benefit to the Schools, but was uncertain if they were directly eligible but would ask those questions in future webinars.

J. BOARD REQUESTS AND DIRECTIVES

Mr. Hipple referenced Board discussion in regard to helping staff and the School Board 10% reduction to move forward and discussed the need to formally vote on it, possible percentage adjustments if deemed necessary, and tough decisions a Board has to make.

General discussion ensued regarding the motion.

A motion to Approve formalizing the direction to County staff to prepare a proposed budget with a 10% reduction due to the impacts of COVID-19 was made by Michael Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon emphasized that the Board appropriates funds, but the School Board makes its decisions about priorities and added we are not looking at forcing a set of choices within whatever resources we are able to provide.

Discussion ensued regarding funding issues with the School System and working together as a team, effects and functions of these reductions and revenue loss due to the pandemic, and reaching out to representatives to encourage more support for flexibility on already approved aid to local governments.

Ms. Larson discussed a recent call with the Governor.

Mr. Icenhour noted he would like to give direction to the County Administrator to look into building an additional \$300,000 into the budget in an effort to help the schools, keeping in mind we still have the 52-48 split for future consideration and briefly discussed a possible source of paying for the program.

A motion to Approve giving direction to the County Administrator to consider putting \$300,000 back into schools and the funding mechanisms to be determined over the next couple of weeks as we go through our CIP and finally to our budget approval was made by James Icenhour Jr, and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon took the opportunity to encourage people to recognize guidelines from the CDC on face masks, hand washing, and maintaining a six foot distance are critically important.

Ms. Larson referenced the Tourism Council meeting next week, noting it had been very active

and was waiting before pushing out any marketing. She noted an online meeting she has scheduled next week with Mr. Stevens and the Virginia Peninsula Regional Jail. She noted she would like to go into Closed Session regarding appointments.

Mr. Hipple stated he did not have any further comments.

Ms. Sadler expressed her gratitude to staff for the wonderful job it continues to do and gave kudos to Mr. Chris Johnson, Director of Economic Development, for all he does for the business community. She hoped citizens understood that local businesses are part of the backbone of the community and thanked large and small local businesses.

Ms. Larson briefly discussed local restaurants and possible events to encourage visitation.

K. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens referenced tax payments and stated some residents feel they should not have to pay their taxes due to the current COVID-19 crisis. He commented this is not something the County can allow and still be able to provide needed services to the community. He stated the message to our residents has been that we need for them to pay what they can toward their taxes owed. He explained the Board of Supervisors has to treat all taxpayers the same and cannot differentiate between those experiencing hardships and those who are not. He noted areas of help that are in place such as: eliminating credit card convenience fees; late penalties waived on real estate and personal property taxes until August 5, 2020; as well as a fairly low interest rate per month on late payments. He noted the Treasurer and Commissioner of the Revenue are allowing public access to their buildings because it is tax time; however, calling or paying online is encouraged. He remarked the floor is marked for residents coming into the offices to pay, allowing only 10 or less citizens into the building at a time. He referenced making the outside area more comfortable for individuals waiting to enter the building and asked for citizens' patience. He stated that in terms of reopening County facilities, a plan had been discussed and will be worked through in a safe manner for our staff and the public. He noted the schedule would depend on the Governor's direction along with efforts to try and mimic something similar to the Virginia Forward Plan. He further noted beginning next week we will meet with members of the public by appointment. He stated our message would be to call or email and if we cannot help remotely we will figure out how to meet in person. He asked that residents continue to be patient and hopes area businesses are able to open at the same time or shortly thereafter. He emphasized it is a recommendation, not a requirement, but a recommendation, based on CDC guidelines, that a face covering be worn when visiting County facilities. He remarked to Mr. McGlennon's standpoint, face coverings are worn to protect others around you, and encouraged them to be worn especially in crowded areas or when visiting County offices and stated if possible bring your own mask with you. In conclusion Mr. Stevens commented that the County staff has been and is still working, so please do not hesitate to call if needed.

L. CLOSED SESSION

A motion to Certify the Close Session was made by John McGlennon, the motion result was Passed.

AYES: 5 NAY: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Certify the Board spoke about those items indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 7:07 p.m., the Board entered Closed Session.

At approximately 7:16 p.m., the Board re-entered Open Session.

1. Appointments - Parks and Recreation Advisory Committee

A motion to Appoint Individuals to Boards and Commissions was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAY: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

The Board recommended appointments of Mr. Julian Lipscomb, Jr., Mr. Michael Hand, and Mr. Kevin Radcliffe each for four-year terms to expire on April 12, 2024.

2. Appointments - Historical Commission

A motion to Appoint Individuals to Boards and Commissions was made by John McGlennon, the motion result was Passed.

AYES: 5 NAY: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

The Board recommended appointments of Ms. Chris Hamilton-Petteys, Mr. Lafayette Jones, and Mr. Mark Jakobowski for terms to three-year terms to expire on April 12, 2021.

M. ADJOURNMENT

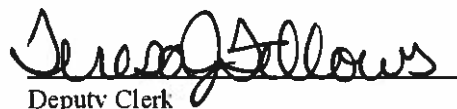
1. Adjourn until 4 p.m. on May 26, 2020, for the Work Session

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 7:17 p.m., Mr. Icenhour adjourned the Board of Supervisors.


Deputy Clerk