

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 27, 2023
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

ADOPTED

JUL 25 2023

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

C. PRESENTATION

I. VDOT Quarterly Update

Mr. Rossie Carroll, Virginia Department of Transportation (VDOT) Williamsburg Residency Administrator, addressed the Board to provide a quarterly update. He reported 655 maintenance work orders had been submitted, adding 583 of those work orders were completed, which left 61 outstanding work orders resulting in an 89% completion rate. He discussed various maintenance accomplishments for the quarter which included cleaning 323 drop inlets and repairs, approximately 11,223 linear feet of ditching, 220 pothole patching, 16 lane miles of sweeping, approximately 7,545 feet of pipe culvert cleaning and repairs, four tons of roadway patching, brush cutting four shoulder miles, and picked up 80 Adopt-a-Highway bags of litter. Mr. Carroll touched on the current mowing cycle. He spoke about the HITS Guardrail Contract noting a total of 75 guardrail hits within the County of which 69 had been completed. He mentioned the Sidewalk and Bikeway Project on Route 60 had been awarded; however, there were lead times for materials. Mr. Carroll added a fixed completion date of October 31, 2024, for the project. He spoke about the Latex Modified Seal Project which was near completion with markers and markings to be applied. Mr. Carroll noted the Plant Mix Contract had been awarded and the contractor would begin work in August 2023 with a completion of November 2023. He touched on the various routes which would be serviced. Mr. Carroll mentioned the tree and brush removal project on Route 199 ramps at Route 60 and Route 143 had been completed. He noted the bridge replacement over Diascund Creek was still under construction. Mr. Carroll discussed the Virginia Highway Safety Improvement Program (HSIP) for Unsignalized Intersection Improvements Project, adding 11 intersections were identified to include signage and markings to be conducted. He noted a project had commenced on Parkside Lane and Two Rivers Road regarding pavement, curb, and drainage work. Mr. Carroll mentioned a cross drain project on Route 60 between Route 30 and the New Kent County line. He indicated three cross drains that would need to be replaced and explained the project in further detail. He highlighted various completed projects within the

County. Mr. Carroll touched on upcoming projects such as the Longhill Road Shared Use Path, Croaker Road Four Lane Widening from James City County Library to Route 60, Pocahontas Trail Reconstruction, Jamestown Transfer Bridge Hydraulic Lift System, and HSIP Unsignalized Intersection Improvements. Mr. Carroll added Interstate 64 GAP Segment C Widening Project would be forthcoming. He highlighted various County Safety Projects which had been completed such as the West Providence Road Cross Drain Replacement Project, New Town Avenue/Waterford Lane Sidewalk Repairs Project, Windsor Forest Drop Inlet Spray in Place Lining Project, and the Ironbound Road Sidewalk Repair Project. Mr. Carroll noted VDOT was currently working on daylighting signs on Route 199. He further noted projects currently in queue for Fiscal Year (FY) 2024 were the Route 143 Cross Drain Structural Failure Spray Liner Project and the Goodrich Durfey Capital Improvements Project. Mr. Carroll highlighted the traffic studies conducted and the recommendations. He stated VDOT had conducted 75 plan reviews and issued 285 permits for utility work on the VDOT right-of-way this quarter. Mr. Carroll concluded the presentation and welcomed any questions the Board might have.

Mr. Hipple asked if any Board members had questions.

Mr. Icenhour thanked Mr. Carroll for the work conducted on West Providence Road. He asked what the findings were that caused the issue.

Mr. Carroll replied it was underground aquifers, adding it was outside pressure of those structures making the water infiltrate through those separated joints. He noted VDOT made sure it was sealed thoroughly to avoid future concerns.

Mr. Icenhour reiterated his thanks to Mr. Carroll.

Mr. McGlennon thanked Mr. Carroll for the update. He asked the timeframe for the Goodrich Durfey Project.

Mr. Carroll replied that project was in FY24 Plan and would start in July, adding it would be conducted by contract which would expedite the process.

Mr. McGlennon inquired about the intersection of Neck-O-Land Road and Gate House Boulevard. He mentioned drainage concerns at that intersection.

Mr. Carroll mentioned repairs were conducted twice. He expressed his belief that there might be leaking joints somewhere.

Mr. McGlennon mentioned a possible misunderstanding of which side of the intersection was being addressed.

Mr. Carroll replied initially maybe; however, the second repair addressed both sides of the intersection. He confirmed there were still ongoing issues there noting VDOT was still working on rectifying that issue.

Mr. McGlennon replied great. He inquired about the Rolling Woods concerns he had addressed previously, adding as he had viewed the area and noticed further concerns such as cracking, potholes, tree root damage, and drainage issues.

Mr. Carroll mentioned that project had been conducted approximately seven years ago. He noted he would check to see if that project was in the FY24 Plan, and he would get back to Mr. McGlennon on that.

Ms. Larson thanked Mr. Carroll for the update. She noted she had noticed surveying on

Route 614 and Route 5 and expressed her appreciation on that point. Ms. Larson mentioned for public notification purposes that VDOT did perform work regarding clearing debris from bicycle paths. She expressed her concerns with recent inclement weather causing some drainage concerns and excess water on Monticello Avenue.

Mr. Carroll replied after the most recent storm VDOT cut the shoulder of the road to allow the water to get off the road. He mentioned a project was scheduled to rectify those concerns.

Ms. Larson expressed her excitement for the Clara Byrd Baker Pedestrian Improvements along John Tyler Highway and Ironbound Road. She requested VDOT assistance regarding a tree in close proximity to the traffic light on Route 5/Monticello Avenue. Ms. Larson mentioned there were pothole concerns on Jolly Pond Road near the schools, and she asked that be addressed.

Mr. Hipple asked about previously addressed concerns on Barnes Road. He asked if that had been addressed yet.

Mr. Carroll replied no, not yet.

Mr. Hipple mentioned a pothole on Route 60 going into the turn lane to go to Olde Towne Road coming from Lightfoot Road. He asked Mr. Carroll if the tree limb situation in Chickahominy Haven had been addressed.

Mr. Carroll replied he believed so; however, he would double check.

Mr. Hipple thanked Mr. Carroll.

D. CONSENT CALENDAR

Mr. Hipple asked if any Board member wished to pull an item. As no Board member requested an item be pulled, Mr. Hipple sought a motion on the Consent Calendar's approval.

1. Acceptance of Additional Fiscal Year 2024 Funding Allocation for Social Services - \$121,463

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

2. Contract Award - \$485,578 - James City County Marina Stage II Dredging

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

3. Grant Award - \$228,000 - 2023 American Rescue Plan Act Law Enforcement Equipment Grant Program

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

4. Grant Award-\$283,500-James City County Child Health Initiative

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

5. Minutes Adoption

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

The Minutes Approved for Adoption included the following meeting:

-May 9, 2023, Regular Meeting

6. Personnel Policies & Procedures Manual Chapter 5 Updates

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

7. Resolution of Chesapeake Bay Preservation Ordinance Violation at 2884 Chickahominy Road and 7090 Church Lane (Little Creek Reservoir)

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

8. Resolution of Illicit Discharge Detection and Elimination Ordinance Violation at 7103 Pocahontas Trail

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

E. BOARD DISCUSSIONS

None.

F. BOARD CONSIDERATION(S)

None.

G. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon mentioned the James City County Williamsburg Master Gardener Association would be celebrating its 40th Year Anniversary in July and requested the creation of a resolution to recognize and present to the organization.

Mr. Hipple asked Mr. Stevens if that could be accommodated.

Mr. Stevens confirmed.

Ms. Sadler expressed her deepest sympathies to Ms. Ellen Smith Gajda, Chairman of Economic Development Authority, on her husband who recently passed. She mentioned her and her family's attendance at the Clean County Commission Volunteer Appreciation Picnic. She extended her gratitude to County staff for all efforts and service to County citizens.

Mr. Icenhour noted his attendance at the County's 3rd Annual Juneteenth Celebration and mentioned Mr. Hipple and Mr. McGlennon's attendance at the event. He stated he attended the County's Employee Orientation on June 15, 2023, at the James City County Library. Mr. Icenhour noted directly after that event he attended a Change-of-Command Ceremony at the United States (U.S.) Coast Guard Training Center Yorktown as part of the Military Affairs Committee. He mentioned he had the honor of meeting Captain Scott Rae who took over command of the U.S. Coast Guard Training Center Yorktown. Mr. Icenhour remarked he also attended a ribbon cutting ceremony for Dream Machine Virtual Reality Arcade in New Town on June 15, 2023. He noted his attendance at the Clean County Commission Volunteer Appreciation Picnic, adding it was well-attended and recognized Ms. Peg Boarman, Chair of the Clean County Commission, for her efforts in coordinating the event. Mr. Icenhour stated he attended a Workforce Council meeting on June 21, 2023, and mentioned he sent correspondence to the Board members regarding the budget. He noted there was an increase in the budget for Workforce development from the U.S. Navy regarding a lot of the Offshore Wind programs. Mr. Icenhour mentioned he and Mr. Hipple attended a Town Hall meeting at Ford's Colony. He stated he attended the Greater Williamsburg Chamber of Commerce Annual meeting held at Kingsmill Resort, adding James City County was recognized with the Health Promoter of the Year Award.

Mr. McGlennon complimented County staff who helped coordinate the County's 3rd Annual Juneteenth Celebration at Freedom Park. He spoke about the Planning Commission and Development Review Committee (DRC) meeting, which was held on June 21, 2023, and the discussion regarding the Kingsmill Master Plan Conceptual Plan. He remarked it was well attended and recognized Mr. Stephen Rodgers, Planning Commissioner, and the DRC members for their efforts during the meeting.

Ms. Larson noted her attendance at the Volunteer Appreciation Picnic and expressed her gratitude to Ms. Boarman and her volunteers, in addition to Ms. Grace Boone, Director of General Services, and her staff for all their efforts regarding the event. She mentioned at the Greater Williamsburg Chamber of Commerce Annual meeting Billsburg Brewery was awarded with the Small Business of the Year Award. She noted she was unable to attend this year's Juneteenth Celebration; however, she mentioned several positive remarks about the event.

Mr. Hipple wished everyone a safe and happy 4th of July.

Ms. Larson recognized Interim Chief of Police Tony Dallman for his outstanding leadership of the Police Department during the past months. She expressed her gratitude for his efforts.

The Board and citizens applauded.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens reminded the community of hurricane season and to be prepared. He wished everyone a safe and happy 4th of July.

I. CLOSED SESSION

A motion to Enter a Closed Session 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

At approximately 1:29 p.m., the Board entered Closed Session.

At approximately 3:18 p.m., the Board re-entered Open Session.

1. Consideration 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 public body; specifically, the parcels located at 95 and 101 Mounts Bay Road and 6745 Humelsine Parkway.
2. Consideration of a personnel matter, the evaluation of performance of the County Administrator and the County Attorney, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

A motion to Adopt the Resolution for an Authorization of the Salary Increase and Approve the 5% Salary Increase for the County Administrator and the County Attorney by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

3. Consideration of a personnel matter, the appointment of County Boards and Commissions, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
4. Williamsburg/James City County Community Action Agency Board Appointment

A motion to Appoint Ms. Christine Payne to the Williamsburg/James City County Commission Action Agency Board with a term to expire September 25, 2027, was made by James Icenhour, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

5. Historical Commission Appointments

A motion to Reappoint Mr. Chris Hamilton-Petteys and Mr. Mark Jakobowski to the Historical Commission with terms to expire June 30, 2026, was made by James Icenhour, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Appoint Ms. Brittany Voll, Mr. Michael Milner, and Mr. Michael Westfall to the Historical Commission with terms to expire June 30, 2026, was made by James Icenhour, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

6. Staff Reappointment - Colonial Juvenile Services Commission

A motion to Reappoint Ms. Rebecca Vinroot to the Colonial Juvenile Services Commission a with term to expire June 30, 2027, was made by James Icenhour, the motion result was Passed.

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

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

7. Staff Reappointment - WATA Board of Directors

A motion to Reappoint Ms. Denise Kirschbaum to the WATA Board of Directors with a term to expire June 30, 2027, was made by James Icenhour, the motion result was Passed.

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

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

8. Staff Reappointment - Williamsburg Regional Library Board of Trustees

A motion to Reappoint Ms. Grace Boone to the Williamsburg Regional Library Board of Trustees with a term to expire June 30, 2027, was made by James Icenhour, the motion result was Passed.

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

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

J. ADJOURNMENT

1. Adjourn until 5 pm on July 11, 2023 for the Regular Meeting

A motion to Adjourn 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 3:20 p.m., Mr. Hipple adjourned the Board of Supervisors.

Teresa J. Saeed

Deputy Clerk