

AT A SPECIAL RETREAT WORKSHOP MEETING OF THE BOARD OF SUPERVISORS OF MATHEWS COUNTY, VIRGINIA, HELD IN THE MATHEWS COUNTY MEMORIAL LIBRARY THEREOF ON WEDNESDAY, JUNE 27, 2012 AT 12:00 P.M.

Board of Supervisors Members Present: Ms. Janine F. Burns, Chairman  
Ms. Edwina J. Casey, Vice-Chair  
Mr. Charles E. Ingram, Member  
Ms. Geneva L. Putt, Member  
Mr. O.J. Cole, Jr., Member

Also Present: Ms. Melinda Moran, Clerk, County Administrator  
Ms. Julie A. Kaylor, Deputy Clerk, Assistant to the County Administrator

THE MEETING WAS CALLED TO ORDER BY THE COUNTY ADMINISTRATOR.

IN RE: INVOCATION

Board member Charles Ingram provided the invocation.

IN RE: ROLL CALL

All members of the Board of Supervisors were present.

IN RE: COUNTY ADMINISTRATOR DISCUSSION

Ms. Moran informed the Board of the advertisement for a new Building Official. She stated that due to part time positions not being filled, the starting salary for the new Building Official would fall between \$52,000 and \$57,000, and could be handled within the adopted budget.

Ms. Moran gave hand outs to the Board which consisted of a booklet on Board Meeting Procedures in Virginia and Roberts Rules Quick Reference guide. She reminded the Board of the rules for closed meetings.

Ms. Moran also handed out a County Officials listing to each of the Board members. Ms. Burns stated how she appreciated getting this list. She said that it was helpful to see the various Boards and Commissions terms expiring in advance so they have more time to consider possible appointments.

**IN RE: GOALS FROM FEBRUARY 23, 2011 RETREAT**

Ms. Moran handed out a copy of the Goals from the February 23, 2011 Board Retreat.

Ms. Burns suggested that the section on communicating with citizens could be removed.

Ms. Casey asked if the lighthouse revetment contact had been signed. Ms. Moran confirmed it had. Ms. Casey also asked about the East River Boat Yard and what measures were being taken to protect at least the bulkhead on the point.

Ms. Moran stated that the Board did need to re-work their stated Goals, but suggested that this be done another time.

**IN RE: COUNTY STAFF PROJECT REPORT  
MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS  
AUTHORITY (PAA)**

Ms. Moran stated that Mr. Lewis Lawrence, Acting Director of the Middle Peninsula Planning District Commission, would attend the July 2012 regular Board meeting to discuss matters related to the Middle Peninsula Chesapeake Bay Public Access Authority. She stated that the Authority had received grant money and that he would like to talk to the Board to get ideas about possible uses for the Billups Creek property.

**IN RE: COUNTY STAFF PROJECT REPORT  
EAST RIVER BOAT YARD**

The Board stated that this project needs to remain a top priority in 2012. They suggested Ms. Moran get further details on the status of this project from Mr. Stephen K. Whiteway, retired County Administrator.

The Board agreed that, at a minimum, the point needed to be better protected.

Ms. Moran stated that she would get more information and report back to the Board.

**IN RE: COUNTY STAFF PROJECT REPORT  
FESTIVAL BEACH PROEJCT**

Ms. Moran explained that this project is basically in a maintenance only mode at this point.

**IN RE: COUNTY STAFF PROJECT REPORT  
NEW POINT COMFORT LIGHTHOUSE**

Ms. Moran stated that phase II funding had been awarded in the amount of \$726,000 for this project and that there would be a pre-construction meeting on July 3, 2012.

**IN RE: COUNTY STAFF PROJECT REPORT  
DRAINAGE ISSUES**

Mr. Ingram stated that he would like to see drawings showing all drainage improvements in the downtown courthouse area.

Ms. Moran stated that she needed to get more information from VHB. Ms. Burns asked of the \$800,000 in funding already spent, what improvements had been made.

Ms. Moran will update the Board at a later date.

**IN RE: COUNTY STAFF PROJECT REPORT  
HISTORIC COURT GREEN**

The Board, by consensus, agreed to remove this project from the list.

**IN RE: COUNTY STAFF PROJECT REPORT  
HAMPTON ROADS SANITATION DISTRICT (HRSD)**

The Board agreed that this project needed to remain a top priority in 2012. Ms. Burns suggested adding another step in the process of developing that piece of property, such as involving the Put-In Creek Committee.

Ms. Moran informed the Board that in a draft report from the Army Corp of Engineers, there would be no dredging.

Ms. Putt suggested, at least, putting an observation deck of some sort there.

Ms. Burns stated that a timeline needed to be set once all information is received.

**IN RE: COUNTY STAFF PROJECT REPORT  
MATHEWS COUNTY WEBSITE**

The Board agreed that this item should be removed from the list.

**IN RE: COUNTY STAFF PROJECT REPORT  
E-911 EQUIPMENT REPLACEMENT**

The Board agreed that this item should also be removed from the list.

**IN RE: COUNTY STAFF PROJECT REPORT  
LANDFILL MONITORING/MAINTENANCE**

Ms. Moran stated that there would be some ongoing maintenance to the site which included bush-hogging, adding topsoil as needed, etc.

The Board asked to remove this item from the project list.

**IN RE: COUNTY STAFF PROJECT REPORT  
HIGHWAY IMPROVEMENTS**

The Board receives monthly updates from VDOT at the Regular Meeting, so this item will be removed from the active County Project list.

**IN RE: COUNTY STAFF PROJECT REPORT  
BUILDINGS AND GROUNDS**

Ms. Moran stated that she was currently working on an RFP for renovations to the Administration building and suggested removing Buildings and Grounds from the project list but adding that renovation project.

Ms. Burns suggested having a firm, like Bay Electric, come and do a complete assessment on the building before any work is scoped out.

**IN RE: COUNTY STAFF PROJECT REPORT  
FEMA-FUNDED HOUSING ELEVATIONS**

Ms. Moran stated that she and Mr. John Shaw, Director of Planning and Zoning, will take a closer look at this project to make sure that there will be no liability to the County.

**IN RE: COUNTY STAFF PROJECT REPORT  
HIGH-SPEED INTERNET SERVICE**

Mr. Cole asked if anyone knew what exactly Senator Warner was promoting recently. Ms. Burns said that Sen. Webb and Warner co-sponsored a bill regarding high speed internet.

Mr. Cole stated that competing business in the county would most likely take care of the issue of coverage.

Ms. Burns stated that there are still areas that Metrocast will not cover and that she would like to see maps with an overlay of the E-911 address database in order to get a better idea of exactly who will be affected by the lack of coverage.

The Board agreed that this item needed to be removed from the project list.

**IN RE: COUNTY STAFF PROJECT REPORT  
DREDGING PROJECTS**

Ms. Moran reported that the Army Corp of Engineers is basically out of money for dredging projects and suggested the need to keep in touch with our Senators.

**IN RE: COUNTY STAFF PROJECT REPORT  
AQUACULTURE/WORKING WATERFRONT WORKGROUP**

The Board expressed their desire to further this project and decided to keep this on the project list for discussions in the future.

**IN RE: COUNTY STAFF PROJECT REPORT  
VDOT AND CDBG GRANTS**

Ms. Moran suggested that this item be divided into specific projects, such as Main Street Enhancement Grant project, CDBG Grant project, Ft. Nonsense Enhancement grant project, etc.

Ms. Moran reported that we are still awaiting final VDOT approval on the Ft. Nonsense project before that can be advertised.

**IN RE: COUNTY STAFF PROJECT REPORT  
MATHEWS MEMORIAL LIBRARY**

Ms. Moran reminded the Board that they appropriated \$200,000 to the FY13 budget for addition/renovations at the Mathews Memorial Library.

**IN RE: COUNTY STAFF PROJECT REPORT  
GATEWAY SIGNAGE**

Ms. Moran informed the Board that she would like to add another project to the list. She suggested the need for better signage throughout the County, including way finding signage, County entrance signage, etc. Ms. Moran also stated that Virginia Tourism would do a tourism analysis. Ms. Putt suggested Ms. Moran get in touch with Ms. Bobbi McElroy who led a tourism effort in the County when she was the Director of the Mathews Visitor and Information Center.

**IN RE: OTHER PROJECTS**

Mr. Ingram stated that he would like to see a project added to the list. He would like the Board to consider building a dock at Auburn Landing and include parking for 3 or 4 cars. The Board agreed that there may not be enough room for boats to launch from that site, but it would make a nice kayak launch place.

Ms. Putt suggested the need for a field trip to each of the County owned access points.

**IN RE: OTHER MATTERS  
MEALS & LODGING TAX**

Ms. Moran commented that the only significant new source of revenue available to the County is a meals and lodging tax. She stated that if the Board was interested in establishing a meals and lodging tax, there would need to be a well-organized and

informative public information effort prior to the required referendum, and that a portion of the proceeds would need to be earmarked for tourism related efforts. Mr. Cole asked how much money would be projected from instituting this tax. Ms. Moran stated that she did not have that figure at this time, but she would work on this and report back to the Board.

**IN RE: OTHER MATTERS  
TAX RELIEF FOR THE DISABLED**

Ms. Moran suggested the Board also consider amending the Tax Relief for the Elderly to include the disabled. The Board agreed that this needed further discussions.

Mr. Cole asked Ms. Moran to find out from Mr. Hall, Commissioner of the Revenue, why there is a deadline to apply for tax relief.

**IN RE: OTHER MATTERS  
ADDITIONAL REVENUE SUGGESTION**

Ms. Burns suggested instituting a 2<sup>nd</sup> alarm billing. She stated how vacation and second homes with alarms in this County created quite a bit of workload for the Sheriff's office and suggested the County bill for those services each time a deputy is taken away from his duties to check on an alarm situation if he has to report to the same location more than once.

**IN RE: OTHER MATTERS  
HUMAN RESOURCES MATTERS**

Ms. Moran stated that former full time positions had been reclassified to part time with the new budget, and that it has been decided that those positions would not be filled. She stated the need to compensate the remaining employees who have had to take on the workload of the full time positions.

The Board suggested that Ms. Moran take a look at Mr. Whiteway's job descriptions. Ms. Moran presented a draft evaluation tool for the Board to implement for her job performance. They also discussed the need for fair performance evaluations for the staff.

The Board recommended to Ms. Moran that she hold regular staff meetings. Ms. Moran said that she was planning on holding them monthly.

IN RE:           ADJOURNMENT

ORDER

No votes and/or official action was taken during this meeting. There being no further discussion, the meeting was adjourned at 3:20 p.m.

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Chair, Mathews County Board of  
Supervisors

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Clerk and Mathews County Administrator