

## Historic Yorktown Design Committee

### Minutes

March 21, 2018  
East Room  
York Hall  
301 Main Street  
Yorktown, Virginia

**Members Attending:** Bill Cole, Chairman  
Carolyn Weekley  
Robert Hodson

**Staff Attending:** Earl W. Anderson, AICP

Mr. Cole called the meeting to order at 7:00 PM.

### **Minutes**

The minutes of the January 24, 2018 meeting were approved unanimously.

### **Applications**

#### **Application No. HYDC-135-17, L. Gary King, 115 Chischiak Drive**

Mrs. King addressed the committee requesting to change the proposal before the committee. She asked that instead of removing the window near the patio door, she would like to replace it with a nine over nine panel window exactly like the other windows she has placed in other parts of the home.

Mike Shields presented a new drawing and a color sample of the Hardiplank siding proposed to be used on the outside of the structure.

Mr. Cole thanked her for requesting the alteration and welcomed Belinda Willis and Bill Taylor from the Chischiak Watch Architectural Control Committee. He asked Mr. Anderson to provide a report.

Mr. Anderson stated that this application, submitted by Gary and Gail King, seeks approval for authorization to replace a window, rather than removing it, near the Ballard Street side of the home near the previous patio door with a nine over nine window and install a new four over four window on the left side of the chimney on

the existing single-family detached dwelling with attached garage at 115 Chischiak Watch. The committee, at its May 17, 2017 and October 18, 2017 meetings, approved multiple items for the renovation of the subject structure.

In staff's opinion, the proposed changes are fully consistent with the Design Guidelines and with the character of surrounding structures and the Historic Core. Staff believes that the proposed renovations will be visually appealing and that the request merits approval. Accordingly, it is recommended that the Committee find the proposal consistent with the Guidelines and that the application be approved, subject to the following conditions:

1. The modifications shall be constructed in accordance with the exterior features depicted on the architectural renderings and with the supplementary information detailing proposed materials and colors presented with the application and received February 28, 2018.
2. A sample of the proposed paint to be used shall be approved by the York County Planning Division prior to commencement of painting.

Mr. Cole asked if the applicant had any comments.

Mrs. King stated that the window proposed near the chimney was the same window they had wanted to put on the other side of the home in the kitchen, but did not use there. They are moving it to this side of the house, so the committee has really already approved it. She stated the window had to be small because of the narrowness of the wall close to the chimney and the bathroom. The other window is larger than what was there, but the new window will better match the existing windows already approved for this side of the house as they are the same, nine over nine panels.

Mike Shields added that the window near the patio door will be centered on that wall, which will provide a better look.

Mr. Taylor stated that it has been difficult to envision this project as it has been so piecemeal. The space is already small and the proposal is putting many new windows in the home and fitting them in has been difficult.

Mr. Hodson asked if the new window near the patio will be at the same height as the rest of the windows on that side.

Mr. Shields said the windows would all be at the same height.

Mr. Hodson opined that the windows on the Black Dog Gallery side of the home are of different styles, sizes, and heights and the collection makes the look very awkward. He suggested making the two windows in the center (i.e., bathroom window and window near chimney) the same style and size, so it looked more symmetrical.

Mrs. King said they would be happy to make the two windows match.

Mr. Cole asked if the high square bathroom window is consistent throughout the neighborhood.

Mr. Taylor said that to his knowledge all the homes had that small high window, so increasing the size of the bathroom window would not be consistent with what is in the neighborhood.

The committee discussed the windows further and the decision was made to leave the bathroom window alone.

Mrs. King asked if the committee had to make any decision if she wanted to move the HVAC outside unit.

Mr. Cole stated that the committee would not need to review that request.

Mr. Taylor stated that outside HVAC in Chischiak is usually fenced.

Mrs. King stated that she would not have a problem fencing around it so it would not be visible.

There being no further discussion Mr. Cole moved approval of the application for the design of the proposed renovations at 115 Chischiak Watch, subject to the following conditions:

1. The modifications shall be constructed in accordance with the exterior features depicted on the architectural renderings and with the supplementary information detailing proposed materials and colors presented with the application and received March 21, 2018.
2. A sample of the proposed paint to be used shall be approved by the York County Planning Division prior to commencement of painting.

By voice vote, the motion was approved unanimously.

**New Business**

None

**Old Business**

Mr. Cole stated that he met with Mr. Chad Green, District 3 Board of Supervisor to discuss recent actions by the Board, specifically discussing the two appeals of committee decisions for the Grace Church and Charles Hedge applications. Mr. Cole shared his concerns with Mr. Green about the application of the guidelines and how the Board sees the guidelines being applied. Mr. Cole said that Mr. Green and he had a good discussion on the subject.

**Staff Reports**

Mr. Anderson discussed the recent Freedom of Information Act (FOIA) requests made referencing the Grace Church and Hornsby House applications.

**Committee Requests**

None

There being no further business to come before the Committee, the meeting was adjourned at 7:48 pm.

Respectfully Submitted,

Earl W. Anderson, Secretary

Approved by HYDC: Earl W. Anderson

SENIOR CENTER OF YORK (SCY)  
YORKTOWN, VIRGINIA  
BOARD OF DIRECTORS MINUTES  
January 10, 2018

1. Call to Order

Buck Rodgers, Vice Chairperson, called the meeting to order at 10:05 a.m. Carol Scott, Chairperson, will join the meeting later.

Dee Davis conducted the roll call and recorded Minutes.

2. Roll Call

Board members present: Lynda Bush, Viana Dail, Dee Davis, Brian Fuller, Nancy Geary, Timothy Grabowski, Tom McNamara, Cheryl Nelson-Barnard, Buck Rodgers, Carol Scott, Cynthia Slominski, Betty Titus

Board members not present: Arlene Connell, Bill Massey

Staff members present: Lynne McMullen, Gerald Patesel, Minnie Sippio

Staff members not present: none

3. Approval of Minutes

A motion was made by Viana Dail to accept the November 2017 minutes as presented and Betty Titus made a second motion. All board members were in favor and the minutes were approved.

4. Financial Reports

A. Peninsula Agency on Aging (PAA)

Gerald Patesel provided a financial report from PAA indicating that monthly expenditures to County of York and Verizon were standard. Mr. Rodgers requested an overview of PAA and their support to the SCY for the benefit of new board members. Mr. Patesel mentioned the phone and utilities that PAA covers for the Center and working together with the congregate meals through Dining Club, and he also referred new members to the PAA website to learn more about the agency.

## Senior Center of York Treasurer's Report

Ms. McMullen presented the SCY November and December monthly financial reports. Noteworthy, was the status of sales for the SCY cookbook, which indicates initial costs for publishing have been covered. Cookbooks continue to be sold. Lynda Bush motioned to approve the treasurer's report and Brian Fuller seconded the motion.

### 5. Committee Reports

#### A. Center Facility Operations

Tom McNamara reported a problem with floor tile staining in one of the bathrooms in Suite 4. Replacement of tile will be explored.

#### B. Center Programs

Carol Scott reported there were 1,163 patron visits in December 2017. Carol Scott announced several special program events for January. The craft workshop led by artist, Kathy Wahl, will use acrylic on canvas as a new medium to produce unique designs. AARP will conduct their safe driver training on January 22 & 23. Buck Rodgers will facilitate a new program "War Stories & Pizza," for veterans to share their experiences during military service. Initially the program was intended to attract more male participation at the SCY. "War Stories" is open to any gender veteran, is designed to support small group discussions up to twelve participants and will be on-going for about six months. Due to inclement weather the free yoga workshop with a video presentation was postponed a week. In preparation for Dr. Darden's presentation later in the month, the movie "Hidden Figures" will be shown on Thursday, January 18 at 1p.m. Dr. Darden is scheduled for her talk on January 31 at 1p.m. and has a substantial patron registration for the event. Day trips are being planned for March, April and May.

#### C. Health Programs

Mrs. Sippio reported thirteen participants attended the presentation by the Alzheimer Association. The Dining Club December Christmas Lights and dinner event was well attended. Due to inclement weather and holiday closings the Dining Club was closed for two weeks but will resume with pizza and salad on Friday January 12. New dates for the diabetic workshop are from January 23 to February 27 due to the inclement weather. The SCY Health Fair is scheduled for May 4 from 9 a.m. to 12:30 p.m. The special health day program for January 24 is a presentation on organization for the mind, body and home by pro-

fessional organizer Mary Frances Ballard. The Healthy Aging Conference will take place April 5 and will be held at King of Glory Church in Williamsburg.

#### D. Peninsula Agency on Aging

Gerald Patesel announced the 36<sup>th</sup> Annual Community Forum on Aging will be held Wednesday, March 7 at Christopher Newport University Freeman Center from 9 a.m. to 2 p.m. Mr. Patesel provided flyers to circulate for pre-registration.

#### E. York County

Brian Fuller announced that due to inclement weather many Parks and Recreation programs conducted at the public schools were interrupted. Mr. Fuller also said the Center will observe what the schools are doing concerning weather, but that the Center and PR& T may open up programs sooner because the schools transport but that our programs are voluntary, and folks can determine if they feel safe coming in for programs. Mr. Fuller also announced the York County Community Services Building at Charles Brown Park will be named in honor of Dr. Martin Luther King Jr., on February 9, with the niece of Dr. Martin Luther King as the keynote speaker. Looking ahead, the Yorktown Public Library will undergo extensive renovations constructing a second story to the existing building. This project may open new opportunities to build partnerships in programming by the SCY providing off site computer use for library patrons during the construction.

### 6. Old Business

- A. The November birthday bash commemorated the anniversary of the SCY while offering an opportunity to recognize SCY volunteers as well.
- B. The Christmas Luncheon received an all-time high number of participants at around 102 patrons including event volunteers. The food and service by Encore catering was considered excellent and was recommended for future use.
- C. The Spring Fundraiser is scheduled for March 24 and will include a white elephant sale of used household items, a bake sale and a prize drawing. Betty Titus began soliciting prizes from selected businesses. More board member volunteers will be needed to help with this project.
- D. The Valentine Bingo event is now scheduled for February 16. The York County Youth Commission is volunteering their services to help with

the program but Ms. McMullen requested Board Members be on stand-by to help especially with set up.

A SCY Talent Show has been requested by patrons and is in the preliminary stages of planning.

#### 7. New Business

A. Ms. McMullen circulated the 2018 SCY/York County closings and holiday's schedule. The SCY board meetings will continue on the second Wednesday of the month with no meetings in August or December 2018.

B. Ms. McMullen announced the center Committee Members listing and will provide an email copy to each board member for their review or to make changes.

C. The Spring Picnic is tentatively scheduled for May 4 (changed May 11).

#### Information

Ms. McMullen reported on the health status of staff member, Evie, who is at the Regency Rehabilitation Center. Evie has made some recovery progress, is very interested in visitations and misses being at the SCY.

The free tax service program will begin at the SCY Feb. 2 and continue to April 17.

#### Announcements

The next board meeting will be on Wednesday February 14, 2018. A motion to adjourn was made by Viana Dail and seconded by Buck Rodgers. Board members approved the motion.

SENIOR CENTER OF YORK (SCY)  
YORKTOWN, VIRGINIA  
BOARD OF DIRECTORS MINUTES  
February 14, 2018

1. Call to Order

Carol Scott, Chairperson, called the meeting to order at 10 a.m.

Viana Dail conducted the roll call.

2. Roll Call

Board members present: Lynda Bush, Viana Dail, Brian Fuller, Nancy Geary, Tom McNamara, Cheryl Nelson-Barnard, Buck Rodgers, Carol Scott, Cynthia Slominski

Board members not present: Arlene Connell, Bill Massey, Dee Davis, Betty Titus, Donna Gilroy

Staff members present: Lynne McMullen, Gerald Patesel, Minnie Sippio

Staff members not present: none

3. Approval of Minutes

There was a correction to the minute as follows: Mr. Fuller had requested the January minutes be changed to the following: the York County Community Services Building at Charles Brown Park will be named in honor of Dr. Martin Luther King Jr., on February 9, with the niece of Dr. Martin Luther King as the keynote speaker. After the correction was noted a motion was made by Buck Rodgers to accept the minutes and Viana Dail made a second motion. All board members were in favor and the minutes were approved.

4. Financial Reports

A. Peninsula Agency on Aging (PAA)

Gerald Patesel provided a financial report from PAA indicating that monthly expenditures to County of York and said expenses were standard.

Senior Center of York Treasurer's Report

Ms. McMullen presented the January Treasurer report with monies to the cultural day speaker Dr. Darden. Lynda Bush made a motion to accept the report and Buck Rodgers made a second motion.

## 5. Committee Reports

### A. Center Facility Operations

Tom McNamara reported on the continuing issue of the door arm's screws coming loose in the kitchen of Ste. 1. There have been some windy days too. There was a suggestion of a door stopper, but there was one previously, but we will consider another. The yellowing of floor tile staining in Ste. 4 is due to some of the chemicals in the water. Portco has cleaned it but the tiles may still need to be replaced. Also there was a rumbling on the roof a few weeks ago which turned out to be the HVAC compressor; this has occurred several times with this part and we are talking with Nusbaum to see if they might cover any of the costs associated with this.

### B. Center Programs

Carol Scott reported there were 1,249 patron visits in January. Tax service is up and running, very busy and will be held through April 17. Craft Days with Kathy Wahl are very well attended. Carol Scott commented that she thought the instructors for the Driver Safety course were very good. V-day Bingo will take place February 16 and the Tech Breakfast with Joel Kandra of computer support will be on February 22. Billy Mitchell will perform at the birthday bash on February 23. Buck Rodgers reported on "War Stories and Pizza," saying that there were 10 participants signed up but 7 showed up, and they went over by an hour in a half. Mr. Rodgers would like to work with the current group and perhaps start up another session later on with another facilitator as well.

### C. Health Programs

Mrs. Sippio reported 31 participants for the Heart and Head Health Day. The speaker Ms. Ballard did an excellent job, and talked about relieving stress. The Diabetic Self- Management Program began January 23<sup>rd</sup> and has 11 participants. The Dining Club has been averaging 14 participants daily. On February 21 Laura Skeith of Social Services addresses benefits for veterans.

On March 21 from 9:30 to 11a.m. the Commissioner of the Revenue will provide tax relief assistance. The Healthy Aging Conference will

take place April 5 and will be held at King of Glory Church in Williamsburg. Matter of Balance will take place May through June 19. Several folks from the Dining Club will be attending the Forum on Aging at CNU. The SCY Health Fair is scheduled for May 4 from 9 a.m. to 12:30 p.m. Sentara will be doing cholesterol screenings; there will also be screenings for bone density, hearing, body mass index, and more. The Triad which promotes safety issues for seniors involving scams and fraud will be having more programs such as the ice cream social in July and fewer meetings throughout the year. They are looking for more seniors to take part in it too. Triad will also hold a state conference in April in Williamsburg with a \$50 registration fee. There will be a CarFit program in May at the Hampton Convention Center. Attendees can drive up and have the 12 point checklist completed on their vehicle to make sure each person is fitted for the steering, mirror, proper installation in their cars.

#### D. Peninsula Agency on Aging

Gerald Patesel announced that over 70 vendors are lined up for the 36<sup>th</sup> Annual Community Forum on Aging Wednesday, March 7 at Christopher Newport University Freeman Center from 9 a.m. to 2 p.m. Mr. Patesel said they were working with the Foodbank to receive fruits such as oranges, blueberries, and kale and potatoes. The therapy dog will be making visits to the dining sites.

Brian Fuller commented that he found Dr. Darden's talk at the Center to be impressive. Mr. Fuller said that we are in the beginning of the budget stages. Meetings are set up with the County Administrator to go over department requests. The newer requested items are enhancements which are submitted independently. Parks, Recreation, and Tourism has been able to offer some new programs over the past couple of years with the enhancements. The Finance Department is looking to upgrade the County's computer system with MUNIS, a popular computer program with many other local governments; and staff is going through training. Parks, Recreation, & Tourism uses the RecTrac software which will be tied into MUNIS and computer enhancements are also being considered for the Senior Center and connectivity to the County's network as well.

### 6. Old Business

- A. The Spring Fundraiser is scheduled for April 7 and will include a white elephant sale of used household items, a bake sale and a prize drawing. Tickets are available to win some nice prizes.
- B. The Valentine Bingo event is scheduled for February 16.

- C. The committee listings were passed around to the board members and will be updated.
- D. The Spring Picnic is scheduled for May 11. There is limited shelter seating.

#### 7. New Business

- A. The Annual Tea will be held on Wednesday, April 18. Winette Jeffery will speak on some presidential ladies, cookbooks, and menus.
- B. The board was in favor of having a 4<sup>th</sup> of July picnic (indoors) so a date will be set for this event.

#### Information

Carol Scott reported that Timothy Grabowski and Martha Copes will not be able to serve on the board. Donna Gilroy has been sick and other commitments too.

#### Announcements

The next board meeting will be on Wednesday March 14, 2018. A motion to adjourn was made by Viana Dail and seconded by Buck Rodgers.

SENIOR CENTER OF YORK  
YORKTOWN, VIRGINIA  
BOARD OF DIRECTOR'S MINUTES  
November 8, 2017

1. Call to Order

Carol Scott, Chairman, called the meeting to order.

Viana Dail conducted roll call and Betty Titus recorded minutes.

2. Roll Call

Board members present: Lynda Bush, Arlene Connell, Viana Dail, Brian Fuller, Tom McNamara, Carol Scott, Betty Titus, Buck Rodgers,

Board members not present: Bill Massey, Donna Gilroy, Dee Davis.

Staff members present: Lynne McMullen, Gerald Patesel, Minnie Sippio

3. Approval of Minutes

A motion was made by Buck Rodgers to accept the October minutes as presented and Lynda Bush seconded the motion.

4. Financial Reports

A. Peninsula Agency on Aging – Reports were handed out, and PAA is at level funding.

B. Senior Center of York Treasurer's Report

Arlene Connell reported that the Center has made \$400 in cookbook profits. Please talk the cookbooks up to others. Viana Dail told the line dance class to see the front desk to purchase them. Buck Rodgers motioned to approve the SCY Treasurer's report and Viana Dail seconded the motion.

5. Committee Reports

A. Center Facility Operations

Tom McNamara said the door latch in the kitchen had been repaired.

## B. Center Programs

Carol Scott reported that for the Yorktown Museum outing on Monday (November 6<sup>th</sup>), 13 people signed up and everyone had a good time. AARP Driving class continues this month. Christmas Luncheon to be held on December 8 instead of December 1. Holiday crafts will be held on November 16 and the anniversary birthday bash will be held on Friday, November 17 at 1 p.m. November was a busier month than past months with 1718 patron visits.

## C. Health Programs

Minnie Sippio reported that 10 people attended the program "Act of Love" program. Thirty-two people were administered flu shots. The Senior Safety Summit was attended by 284 people. The eight- week session of "A Matter of Balance" had 11 people registered and 8 completed the program. Another session will be in the spring. The next six-week program for diabetes will begin on January 9 on Tuesdays from 2 to 4:30p.m. The Dining Club served on average 16 meals in October and on general average 12 to 13 meals daily and thirty participants have signed up for the program. On December 6, there will be a program with the Alzheimer's Association. Today there will be a Medicare Update program reviewing the changes to different plans.

## D. Peninsula Agency

Gerald Patesel told us about the "Keep Seniors Warm" program, a drive where coats, hats, and gloves are collected. This is the second year the program has been offered and it was a hit and the seniors were very appreciative. Flyers with more information about this event will be coming soon. Also ham biscuits will be provided for the Center's anniversary birthday bash. With the holidays, the dining centers will be closed on November 22, 23, 24. December 20 closed until January 3 (reopen). Service will also continue on Thanksgiving and Christmas for those that are homebound as PAA will provide meals, and about 110-120 hot meals are delivered.

## E. York County

Brian Fuller said the 21<sup>st</sup> appointment for Senior Center Board members was made at the Board of Supervisors closed session meeting. Budgets are due to the Finance Department before Thanksgiving.

## Old Business

26<sup>th</sup> Anniversary Birthday Bash – There will be recognition for volunteers. Charlotte has taken care of the cake and gifts have been purchased for the volunteers.

Lynne McMullen said board members should be sure to sign in when attending meetings and when doing volunteer work at the Center as we report on volunteer hours at the end of the year.

Christmas Luncheon – A sign-up sheet is going around. Encore is catering the meal and menu selection '1' with the turkey was selected. The cost is \$4 per person. Board members will serve plates to patrons. Buck is working on entertainment and the Jammers will perform holiday music and patrons will also have an opportunity to sing along.

Spring fundraiser (March 24, 2018) – This event is approaching us and items can be brought in for the white elephant (yard sale items other than clothing) in February. The drawing portion of this event has been popular in the past where tickets are sold for prizes such as gift cards to restaurants, stores, and other businesses. Charlotte Tyeryar, former board member has worked on this in the past, but this event will most likely need additional support as we are asking those in the community for donations to their businesses. Previously we have also had crafts, and baked goods at this event.

## New Business

Valentine Bingo is tentatively scheduled for February 9. The Youth Commission generally assists with this event calling the numbers, serving refreshments, and handing out prizes. Lynne McMullen will check to see if the commissioners are available to assist; if board members could be on stand-by, just in case for this event, that would be helpful.

Talent Show – We've had a couple of requests to do a talent show. An interest list will be placed at the front desk to see if this is something we might do. Additionally, patron Otto Youngbluth is working on a musical script and has done several projects for the Center before.

## Information

Buck Rodgers is going to facilitate a program for veterans called "War Stories and Pizza." This is an opportunity for veterans to share their stories with one another. An interest list will be placed at the desk in December with the plan of beginning this program in

January. In the spring, we may have a panel of veterans to do a Center program sharing their experiences. If you know of veterans, please have them get in touch with Buck.

Carol Scott mentioned that a senior Tai Chi group is looking for a place to practice. Lynne McMullen will follow-up on this.

### Announcements

The Center is closed this Friday and the following dates: November 23 and December 22, 25, 29, and January 1. These closings are posted in the Observer.

Dr. Christine Darden, the first African American promoted to an executive position at NASA, and featured in the book "Hidden Figures," will be here on January 31 at 1 p.m. to discuss her work.

Next outing will be December 6<sup>th</sup> for a Broadway Holiday Musical at Ferguson Center. We will gather at the Center at 6 p.m.

The Board will not meet in December.

A motion to adjourn was made by Viana Dail and seconded by Lynda Bush.