

VIRGINIA: **DRAFT FOR INTERNET**

At the regular meeting of the Board of Supervisors held at the Charles City Government and School Board Administration Building thereof on Tuesday, September 22, 2009 at 7:30 p.m. in the 234th year of the Commonwealth and in the 375th year of the County.

PRESENT: Sherri M. Bowman, Chairman
Timothy W. Cotman, Sr.
ABSENT: Gilbert A. Smith

RE: ADOPTION OF AGENDA

Motion was made by Timothy W. Cotman, Sr., that the agenda be adopted as recommended by the County Administrator:

Add the following;

Item 2 e. – 2nd quarter appropriations from the Commonwealth Attorney's office is amount of \$46, 271.00
Item 7 j. – Capital Needs

The motion was carried as follows:

Timothy W. Cotman, Sr. Aye
Sherri M. Bowman Aye

RE: CONSENT AGENDA

Motion was made by Timothy W. Cotman, Sr. that the following consent agenda be approved:

- a. Minutes of the August 25, 2009 regular meeting as written.
- b. Payment to CH2MHill in the amount of \$21,622.44 for landfill professional services for the period of July 18, 2009 through August 22, 2009.
- c. Payment to Pearson's Appraisal Service, Inc. for \$24,795.00.
- d. Refund of Real Estate Taxes:
 - James H. Marable - \$104.48
 - Myrtle Marable - \$188.15
 - E. Saunders Ruffin, etals - \$786-38
 - Kenneth M. Brown - \$446.96
 - Valerie & Morris T. Matthews - \$46.01
- e. Appropriations for the 2nd quarter (October – December 2009)

Board of Supervisors	15,433
County Administrator	64,314
Legal Services	-0-
Non-Department	21,000
Non Depart-Telecom	57,136
Audit	-0-
Commissioner of Revenue	46,029
Reassessment	-0-
Treasurer	47,300
Management Services	62,015
Information Technology	98,000
Motor Pool	24,625
Central Gas	1,739
Memberships	-0-
Electoral Board of Officials	-0-
Registrar	11,758
Circuit Court	7,183
Combined GD/JD Court	4,100
County Magistrate	-0-

Clerk of the Circuit Court	53,834
Sherriff (Judicial)	33,279
Asset Forfeiture- Sheriff	1,750
Courthouse Security Fund	6,210
Crater Criminal Justice T.C.	-0-
Commonwealth Attorney	46,271
Asset Forfeiture-Comm. Attorney	1,501
Sheriff (Law Enforcement)	174,350
I.D.A. Grant- Sheriff	-0-
Fire Protection	20,000
Emer. Medical Response	13,750
E911	-0-
Wireless 911	9,274
Correction & Detention	84,968
VJCCCA	-0-
Col. Com. Correction J.B.	-0-
9 th Dist. Ct. Services (Probe)	21,606
Codes Enforcement	37,309
Animal Control	25,750
Medical Examiner	-0-
Emergency Services	6,525
Landfill Monitoring	74,900
General Properties	180,050
Health Department	21,950
MH/MR Services Board	27,665
Contributions	-0-
John Tyler Comm. College	-0-
Parks and Recreation	91,748
Library/Cultural	16,614
Center for Local History	612
2007 Planning Committee	-0-
Planning Commission	-0-
IDA Economic Development Support	-0-
Dept. of Development	61,242
Comm. Development Contribution	6,716
Environmental Mgt. Contribution	-0-
Cooperative Extension	8,600
General Fund Contingency	-0-
Revolving Accounts	7,377
Revenue Refunds	-0-
Insurance Recoveries	-0-
Reimbursable Accounts	-0-
Holding Accounts	-0-
Cap. Outlay-Repair/Renovation	-0-
Cap. Outlay-new Projects	35,000
Dept. Service	<u>108,562</u>
	1,629,045
Public Utilities Fund	105,610
Misc. Trust Fund	<u>-0-</u>
	105,610
TOTAL BOARD OF SUPERVISORS	1,734,655
<u>OPERATION OF SCHOOLS</u>	
Instruction	2,234,743
Admin., Attendance & Health Services	219,500
Pupil Transportation	225,100
Operations & Maintenance	369,520
School Food	123,901
Dept. Service	-0-
Technology	<u>102,254</u>
	3,275,018

<u>VPA FUND</u>	
Personnel & Admin. Operating Exp.	208,084.50
Benefit Programs	116,365.00
Mandated Residential Services	<u>218,885.75</u>
	543,335.25

The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

RE: DEPARTMENT OF TRANSPORTATION

Mr. Torrence Robinson, VDOT Residency Administrator gave the following monthly report:

September

Tree Trimming – Routes 631, 610, 614 and 640
Litter Control – Primary & Secondary Roads
Sign Maintenance – Primary & Secondary Roads
Installed Driveway Pipe – Route 155
Bladed Dirt Roads
Broke Beaver Dam – route 5, 620, 614, 615, 626
Shoulder Repairs – route 106
Cut Brush around Guardrails – Route 156

Next Month

Sign Maintenance
Grass Mowing – Primary & Secondary Roads and Bike Trail
Blade Dirt Roads
Dead Tree Removal
Tree Trimming
Little control
Pot Hole Repairs – Secondary Roads
Install Driveway Culvert – route 5

Mr. Robinson stated that VDOT staff has met regarding bridge approach improvements on Route 618. He further stated that VDOT is working with the Virginia Capital Trail regarding a volunteer maintenance agreement for the trail.

Mr. Timothy W. Cotman, Sr. asked if there is a time frame regarding the improvements on Route 618. Mr. Robinson responded that an analysis is currently being done and he should have an answer by next month's meeting.

Citizens' Concerns

- Grass needs cutting at corner of Route 618 & 5. View is blocked for oncoming traffic. This is also true of other intersections in the county.
- Chickahominy Bluff Road at Route 5 – Need to install left turn lane and additional signage, and also lower the permanent speed limit.
- The Glebe Lane where it intersects with Kips Creek – There have been several fatalities at this intersection. Something needs to be done.
- When will The Glebe Lane be restriped? It was resurfaced approximately 90 days ago.

Mr. Robinson responded that he will look into these matters.

RE: JOINT PUBLIC HEARING WITH THE PLANNING COMMISSION

The Board of Supervisors and the Planning Commission held a joint public hearing to receive citizen comments on the Comprehensive Land Use Plan, August 13, 2009 draft.

The public was given an opportunity to ask questions and make comments.

The following citizens spoke at the public hearing:

- a. Judy Ledbetter (16530 The Glebe Lane) – Complimented the Board of Supervisors and the County on the presentation of the Comprehensive land Use Plan. She asked that there be an amendment on Page 2.9 – add to last sentence “or permitting of any mining”.
- b. Fred Fisher – Congratulated planning Commission regarding the partnership for Smarter Growth. He believes residences and business should not be separated. The two should be allowed fit into the same area. He also commented that water and sewer can cause problems; be sure they are adequate. He also stated that he strongly supports Mrs. Ledbetter’s request on mining.
- c. Dewey Celmons – Suggested that there should be someone in the county with more knowledge of why internet services is so limited in the county.

RE: COMPREHENSIVE PLAN

The Planning Commission voted 7:0 to recommend that the Board of Supervisors approve the comprehensive Land Use Plan, August 13, 2009 Draft with three changes:

- a. Page 3-7 – Delete first two paragraphs and the graph
- b. Page 3-16 – Paragraph three, Jobs to Housing Balance, make comparison between Charles City jobs and housing
- c. Page 2.9 – Add to last sentence “or permitting of any mining.”

Board of Supervisors Comments

Mr. Cotman commented that Planning Commission did a fantastic job with a few minor changes. He further stated that Page 7-18 it is stated that the Virginia capital Trail runs from the Courthouse to VCU Rice Center. This needs to be corrected.

Motion was made by Timothy W. Cotman, Sr., to approve the Comprehensive Land Use Plan, August 13, 2009 Draft as presented by the Planning commission with three changes:

- a. Page 3-7 – Delete first two paragraphs and the graph.
- b. Page 3-16 – Paragraph three, Jobs to Housing Balance, make comparison between Charles City jobs and housing
- c. Page 2.9 – Add to last sentence “or permitting of any mining.”

The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

RE: APPOINTMENT - BOARD OF REAL ESTATE ASSESSORS (DISTRICT III)

Motion was made by Timothy W. Cotman, Sr., to appoint Mrs. Jacqueline M. Wallace, 20001 John Tyler Memorial Highway, Charles City, VA 23030 to serve as a member on the Board of Real Estate Assessors.

The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

Mr. Cotman also informed the Board that he will be contacting Ms. Mary Tabb to ascertain if she would be interested in serving on the Board of Real estate Assessors and would have a recommendation for the Board at their October 27, 2009 meeting.

RE: APPOINTMENT - BOARD OF REAL ESTATE ASSESSORS (DISTRICT II)

Motion was made by Sherri M. Bowman to appoint Ms. Donna Turner, 7601 West Cool Hill Road, Providence Forge, VA 23140 to serve as a member on the Board of Real Estate Assessors.

The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

RE: REQUEST FROM SCHOOL BOARD FOR JOINT MEETING

The County Administrator informed the Board that the Superintendent of Schools and the School Board has requested a joint meeting between the two boards to discuss the proposed joint efficiency study.

Mr. Cotman state that the School Board should already have enough information to make a decision regarding this issue as Dr. William Boshier and Mr. Lane Ramsey made a presentation concerning a potential efficiency study to a joint meeting of the School Board and Board of Supervisors as the July 28, 2009 Regular Board of Supervisors meeting.

Mr. Miniclier suggested that a work group could be formed as has been done in the past with one Board of Supervisors member, one or two School Board members and staff to discuss concerns. Mr. Cotman said he was not opposed to that suggestion. County Administrator was direct to approach School Superintendent with the concept.

RE: HEALTH INSURANCE RENEWAL (FY2009-2010)

The Finance Director made a presentation to the Board on the county's Health insurance plan for the 2009-2010 year. The Finance Director indicated that an employee work group was created to review the health insurance options and make a recommendation to Administration. To reduce costs for the County, Administration recommended to the Board of supervisors the below health insurance and dental plans for the upcoming year.

Anthem
POS Value Added Open Access; \$25 Co-pay; \$500 Deductible;
30% coinsurance
HMO 25: \$25 Co-pay; 30% coinsurance
POS 25 Open Access: \$25 Co-pay; out of network benefits
Dental Insurance: Delta Dental PPO Plus Premier

HEALTH INSURANCE RENEWAL (FY2009-2010) (CONTD.)

Motion was made by Timothy W. Cotman, Sr., to approve the Renewal of Health and Dental Insurance (FY2009-2010) as recommended.

The motion carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

RE: STATE BUDGET CUTS

The County Administrator provided the Board of Supervisors with an update on the latest budget cuts.

- a. Initial information shows that cuts to Constitutional offices is approximately double what state had cut earlier this year in aid to localities. Total cuts could approach \$80,000.00
- b. Actual numbers should be available in the next two weeks. Impacts on offices and recommendations on how to absorb the cuts will be provided at the October 27, 2009 Board of Supervisors meeting.

Mr. Cotman asked if there is any information regarding the redistribution of Extension Agents. Mr. Miniclier informed the Board that Mrs. Barbara Board with the Virginia Cooperative Extension office has indicated that the Extension Office is currently looking at internal transfers. However, they have not yet come up with a master plan on how to serve the citizens of the Commonwealth with less funding from the state, which translates into redistribution of limited agents.

RE: GILFIELD CHURCH SERVICE AREA COMMUNITY SEWER UPDATE

Mr. John F. Miniclier, County Administrator provided the Board with an update on the Gilfield Church Community Sewer Project. The wastewater plant is complete and should be operational within 30 days.

RE: INTERVIEWS FOR DEPUTY CLERK POSITION

The County Administrator informed the Board that there are twenty-nine applicants for the position of Deputy Clerk to the Board of Supervisors. The County Administrator and Assistant County Administrator will screen the applications within the next week so the interview process can begin. Staff recommendation is that a Board member be appointed to serve on the interview panel which will consist of Mr. Jay Brown, County Administrator and a member of the Board of Supervisors. The County Administrator stated that Mr. Gilbert Smith has volunteered to serve on the panel.

Motion was made by Timothy W. Cotman, Sr., to appoint Mr. Gilbert Smith to serve on the interview panel for the position of Deputy Clerk to the Board of Supervisors.

The motion carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

RE: USE OF SOCIAL CENTER FOR FUNDRAISER FOR CHARLES CITY VOLUNTEER FIRE & EMS

Motion was made by Timothy W. Cotman, Sr., to waive all fees at the Social Center for the fundraiser for the Charles City Fire & EMS to be held on Saturday, October 3, 2009.

USE OF SOCIAL CENTER FOR FUNDRAISER FOR CHARLES CITY
VOLUNTEER FIRE & EMS (CONTD)

The motion carried as follows:

Timothy W. Cotman, Sr. Aye
Sherri M. Bowman Aye

RE: EMERGENCY MEDICAL SERVICES UPDATE

The County Administrator provided the Board with an update on the Emergency Medical Services.

- a. The month of August 2009 there was a total of 40 E-911 calls for EMS. Charles City County Volunteer Fire & EMS Department responded to 18, Providence Forge Volunteer Rescue Squad responded to 15, New Kent County to 2, 3 were canceled and 2 were transported by private owned vehicle.
- b. Staff and the CCCVF & EMSD have met with two companies that could provide EMS qualified individuals to supplement the volunteers. A meeting with one of the companies is being scheduled to review and get additional information.
- c. The goal is to contract with a company as soon as possible.

RE: MANAGEMENT PLAN PROGRAM PY10 – INDOOR PLUMBING/
REHABILITATION LOAN PROGRAM

Motion was made by Sherri M. Bowman to approve the management plan Program PY10 for the Indoor Plumbing/Rehabilitation Loan Program as presented.

The motion carried as follows:

Timothy W. Cotman, Sr. Aye
Sherri M. Bowman Aye

RE: 2010 PROGRAM INCOME PLAN INDOOR PLUMBING/
REHABILITATION LOAN PROGRAM

Motion was made by Timothy W. Cotman, Sr., to approve the 2010 Virginia Indoor plumbing Program Income Plan for the Indoor Plumbing/Rehabilitation Loan Program as presented.

The motion carried as follows:

Timothy W. Cotman, Sr. Aye
Sherri M. Bowman Aye

RE: CAPITAL NEEDS

Motion was made by Timothy W. Cotman, Sr., to authorize staff to negotiate with Springsted Partnership with Timmons Group to perform Capital Needs Assessment study for the county.

The motion carried as follows:

Timothy W. Cotman, Sr. Aye
Sherri M. Bowman Aye

RE: PUBLIC COMMENT PERIOD (NON-AGENDA ITEMS)

- a. Elnora Robinson stated that the Planning Commission did a beautiful job, but she is concerned that one of the key people on the Planning

PUBLIC COMMENT PERIOD (NON-AGENDA ITEMS) (CONTD)

Commission should not be there because his children do not attend county schools. Her question is – Why should William Bailey be allowed to serve on the Planning Commission and make decisions for Charles City County while his child is attending school in another locality? She is asking the Board to have him replace.

- b. William Bailey stated that he has been on the planning Commission for thirteen years and it is his business where his children attend school. He further state that he has always looked out for the best interest of the county.
- c. Judy Ledbetter stated that she thinks Mrs. Robinson’s concerns are bona fide but also questions why the school system has a superintendent who does not live in the county.

RE: CLOSED SESSION

Motion was made by Sherri M. Bowman that the Board of Supervisors go into closed session to discuss personnel matters under section 2.2-3 711(A)(1) of the 1950 Code of Virginia as amended.

The motion carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

Motion was made by Timothy W. Cotman, Sr. to return to regular session. The motion carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

Motion was made by Sherri M. Bowman to certify that the Board of Supervisors discussed only personnel matters under section 2.2-3 711(A)(!) of the 1950 Code of Virginia as amended. The motion carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye

RE: PAY ADJUSTMENT – TREASURER’S EMPLOYEE

The Board unanimously agreed to approve a salary supplement of .45\$ per hour (from \$9.55 per hour to \$10.00 per hour) for Tiana Adkins, employee of the Treasurer’s Office. The \$10.00 per hour is in accordance with the Board of Supervisors’ mandate in April of 2006 that all full-time employees making less than \$10.00 be brought up to \$10.00 per hour.

The Board also agreed that Ms. Adkins’ \$10.00 per hour salary and associates fringe benefits are retroactive to October 2006 (Ms. Adkins’ full-time hire date). Funds to be taken from the contingency line item and to be paid in equal installments through June 30, 2010.

RE: HEALTH INSURANCE

The Board of Supervisors unanimously agreed that part-time employees working an average of 32 hours per week be allowed to join the County’s Health insurance plan at the group rate. Any part-time employee who elects to join would be responsible for paying 100% of the premium.

There being no further business the Board is hereby adjourns to meet again on Tuesday, October 27, 2009 at 7:30 p.m.