

VIRGINIA:

At the regular meeting of the Board of Supervisors held at the Charles City Government and School Board Administration Building thereof on Tuesday, November 25, 2008 at 7:30 p.m. in the 233rd year of the Commonwealth and in the 374th year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by Timothy W. Cotman, Sr., that the agenda be adopted with the following addition:

- (6d) Update on Town Hall Meeting concerning Emergency Medical Services
- (6e) Christmas Holiday Schedule

The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Gilbert A. Smith	Aye
Sherri M. Bowman	Aye

RE: CONSENT AGENDA

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

- a. Approval of the minutes of the October 28, 2008 special & regular meetings as written.
- b. Approval of payment to CH2MHill in the amount of \$22,608.34 for professional services for the period September 20, 2008 through October 17, 2008.
- c. Approval of refund of real estate taxes to Ms. Irene T. Percy due to a correction of acreage - \$25.50

CONSENT AGENDA (CONTD.)

The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

RE: DEPARTMENT OF TRANSPORTATION (VDOT)

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

Maintenance Activities

Dead Animal Removal – Primary & Secondary Roads
Bladed Dirt Roads & Added Stone
Cut Site Distance (Slope Mower) - Secondary Roads
Remove Leaves from Ditches – Secondary Roads
Sign Maintenance – Primary & Secondary Roads
Repaired Metal Deck Grate - Barretts Ferry Bridge

Removed Beaver Dam - Routes 5, 614 & 615
Ditch Cleaning – Routes 618 & 639
Pavement Repair – Secondary Roads
Cleaned Tail Ditches – Routes 618 & 156

Next Month

Litter Control
Sign Maintenance
Ditch Cleaning – Route 639
Pavement Repair
Debris Removal
Blade Dirt Roads
Shoulder Maintenance

Citizen Issues

Mr. Alton Washington - Pot Hole on Route 614 – Has been repaired
Mr. William Lewis - Surface Treatment Dust/Debris at Intersections – Has been removed
Ongoing repairs to Benjamin Harrison Bridge

Comments

Mr. Gilbert A. Smith - Hanging trees are very dangerous only a matter of time before they fall; asked that VDOT continue to look at removing the most dangerous trees.

Mr. E. Bradley Moore - (a) How far back off of the state highway does a tree have to be before it is the owners responsibility? (b) Would like for VDOT to consider setting a speed limit on Cattail Road no higher than 40 mph and 35mph on the east end of Cattail Road for various safety reasons. Mr. Robinson, Residency Administrator informed the Board of Supervisors and Mr. Moore that his office would respond to his concerns in writing.

Mr. Lloyd Carter - Route 607 between Route 5 & 106 a tree has fallen since the last Board Meeting (October 28th), also there was an accident in that same area last week.

DEPARTMENT OF TRANSPORTATION (VDOT)

Mr. John Tabb - There should be a way of getting a message out to the public concerning a detour when the Benjamin Harrison Bridge is going to be closed. Mr. Robinson stated that the bridge was closed due to mechanical problems; however, VDOT will attempt to notify the public as soon as possible of closure. Mr. Robinson also stated that citizens can dial 511 to get up to date information on closures and various detours.

RE: COMMUNITY IMPROVEMENT GRANT – GILLFIELD COMMUNITY PROJECT

Mr. John F. Minielier, Jr., County Administrator informed the Board that the following three documents require adoption by the Board of Supervisors concerning the Community Improvement Grant awarded to the County from the Department of Housing & Community Development for the Gilfield Community Project:

Charles City County Local Business and Employment Plan
Residential Anti-Displacement and Relocation Assistance Plan
Fair Housing Certification -Compliance with Title VIII of the Civil Rights Act of 1968

Motion was made by Timothy W. Cotman, Sr. that the Board of Supervisors approve the documents as presented by staff. The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

RE: BUDGET ADJUSTMENT FOR FY2009

Mr. Jay A. Brown, Finance Director informed the Board that during the course of preparing for the County's FY2008 audit, staff discovered expenditure in the Information Technology budget in the amount of \$45,041.00. This expenditure, as approved by the Board of Supervisors (at their March 6, 2007 work session) was budgeted in the Information Technology's FY2008 budget for the purpose of procuring IPX servers for the AS400. The County purchased the equipment in September of 2008. Since, the actual expenditure for this item occurred in September of 2008, well into FY2009, but was budgeted in Information Technology's FY2008 budget, that charge (expenditure) was shown in FY2008. Since equipment was not received prior to June 30, 2008 that expenditure should be recognized in FY2009.

Motion was made by Gilbert A. Smith that the FY2009 budget be adjusted to reflect a carryover of \$45,041.00 from the FY2008 budget to the FY2009 budget as recommend by staff. The motion was carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye

RE: MEMORANDUM OF UNDERSTANDING – LIBRARY FOR CHARLES CITY COUNTY

Mr. John F. Miniclier, Jr., County Administrator presented to the Board of Supervisors an updated memorandum of understanding based on Heritage Public Library deciding that Charles City and New Kent would each have a separate Memorandum of Understanding.

Motion was made by Timothy W. Cotman, Sr. that the Board of Supervisors approve the Memorandum of Understanding with the stipulation that Charles City and New Kent each would have separate Memorandum of Understandings. The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

RE: APPOINTMENTS – LIBRARY BOARD

Mr. John F. Miniclier, Jr., County Administrator provided the Board of Supervisors with five names of individuals that would like to be appointed by the Board of Supervisors to serve on the Charles City County Library Campaign Committee.

Mr. Timothy W. Cotman, Sr. stated that he would like for Charles City County to expand the membership of the committee.

Motion was made by Sherri M. Bowman that the Board of Supervisors appoint the following members to serve on the Charles City County Library Campaign Committee:

Dr. Alton Washington; Ms. Julia Boyd; Mr. James Tyler;
Ms. Judith Ledbetter; Ms. Muschi Fisher

The motion was carried as follows:

Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye
Gilbert A. Smith	Aye

RE: HOLIDAY OFFICE CLOSINGS

Mr. John F. Miniclier, County Administrator informed the Board of Supervisors that the state, Circuit Court and Combined Courts have been granted the following additional days for the Christmas & New Year's Holiday:

STATE

Wednesday, December 24, 2008 - Close at Noon (Additional 4 hours)
Friday, December 26, 2008 – Closed (Additional 8 hours)
Friday, January 2, 2009 – Closed (Additional 8 hours)

CIRCUIT COURT

Wednesday, December 24, 2008 – All Day (Additional 8 Hours)
Friday, December 26, 2008 – All Day (Additional 8 Hours)
Wednesday, December 31, 2008 – All Day (8 Additional Hours)
Friday, January 2, 2009 – All Day (Additional 8 Hours)

COMBINED COURTS

Wednesday, December 24, 2008 – All Day (Additional 8 Hours)
Friday, December 26, 2008 – All Day (Additional 8 Hours)
Wednesday, December 31, 2008 – All Day (8 Additional Hours)
Friday, January 2, 2009 – All Day (Additional 8 Hours)

Mr. Miniclier requested that the Board of Supervisors authorize an additional holiday (Friday, December 26, 2008) for county employees.

Motion was made by Timothy W. Cotman, Sr. that the Board of Supervisors approve Friday, December 26, 2008 as an additional holiday for county employees. The motion was carried as follows:

Timothy W. Cotman, Sr.	Aye
Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

RE: TOWN HALL MEETING - EMERGENCY SERVICE TRANSPORT

Mr. John F. Miniclier, Jr., County Administrator informed the Board of Supervisors that a second town hall meeting was held on November 20, 2008 at which time approximately forty citizens attended. Also in attendance were Chief Baber, Henrico County, Providence Forge Volunteer Rescue Squad and Charles City Fire & EMS. Mr. Baber stated that volunteers are extremely important and are critical in what Charles City County is facing.

Discussion ensued on the best approach for attracting volunteers and come up with a goal on how to increase man hours at the stations. Following are some comments and suggestions made by those in attendance:

1. Would support if not only for central part of the County.
2. Hire an ambulance service.
3. Response Time – With 3 stations around 10-12 minutes if station manned.
4. Support EMS, but why tax increase, why not review priorities?
5. Support tax increase if used for EMS.
6. Difficult to get enough volunteers.

Mr. Miniclier stated that 8 people are needed to man one station, 24 for 3 stations; tax increase around 25% to man 3 stations.

Mr. Miniclier informed the Board that staff would like to form a task force and a report will be provided to the Board at their December 15th meeting, also an article will be placed in the quarterly newsletter and on the County's website concerning volunteers for the task force.

RE: RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

Mr. Timothy W. Cotman, Sr., the Board's representative on the Richmond Regional Planning District Commission (RRPDC), presented to the Board a summary of the meeting held on November 13, 2008.

Mr. Cotman also presented to the Board the draft 2009 Regional Legislative Program for Richmond Regional Planning District Commission, final action will be taken on the Regional Legislative Agenda at the December 11, 2008 RRPDC meeting.

RE: CITIZEN COMMENTS

Mr. Lloyd Carter a former member of the Charles City Volunteer Fire Department stated that during his time on the Department if a member missed more than two meetings they would be removed from the roster. Mr. Carter stated that he and several other members worked the night shift and therefore could not attend meetings.

Mr. Gilbert A. Smith stated the above rule no longer is in effect and informed Mr. Carter that the current bylaws will refer to meeting attendance of current members.

There being no further business before the Board it hereby recesses to meet again on Monday, December 15, 2008 at 6:00 p.m.

Gilbert A. Smith, Chairman