

VIRGINIA:

At the regular meeting of the Board of Supervisors held at the Charles City Government and School Board Administration Building thereof on Tuesday, October 27, 2009 at 7:30 p.m. in the 234<sup>th</sup> year of the Commonwealth and in the 375<sup>th</sup> year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by Timothy W. Cotman, Sr., to adopt the agenda as presented.

The motion was carried as follows:

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

RE: CONSENT AGENDA

Motion was made by Gilbert A. Smith that the following consent agenda be approved:

- a. Approval of the minutes of the September 22, 2009 regular meeting.
- b. Approval of payment to CH2MHill in the amount of \$14,515.94 for landfill professional services for the period of August 22, 2009 through September 18, 2009.
- c. Approval of payment to Pearson's Appraisal Service, Inc. for services rendered for the production of property reassessment in the amount of \$24,795.00.

The motion was carried as follows:

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

RE: DEPARTMENT OF TRANSPORTATION

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

This Month

Grass primary (Primary Complete)  
Litter Control Primary, Secondary  
Pavement Repairs on Routes 631 and 623  
Sign Maintenance  
Grass Mowing, Secondary  
Bladed All Dirt Roads  
Dead Tree Removal on Routes 613 and 618

Next Month

Litter Control  
Sign Maintenance  
Bladed Dirt Roads  
Pavement Repair  
Break Beaver Damns/Trap Beavers

RE: DEPARTMENT OF TRANSPORTATION (CONT'D)

Dead Tree Removal  
Grass Mowing Secondary

Last Month

Removed dead tree at 5111 Adkins road

Curve signs installed on Route 615 (The Glebe Lane)

Response to Comments/Requests from September

Mr. Robinson responded to citizen comments and requests from last month's meeting.

- Grass has been cut on the south intersection of Route 5 and Route 618 and crews will be working on mowing for the rest of the county.
- Citizen wanted to know what was going to be revisited as far as the intersection of Route 5 and Route 645 – Need to install left turn lane and additional signage, and also lower the permanent speed limit. Mr. Robinson responded that VDOT will complete a 48 hour survey on this area and report back to the Board next month.
- Citizen brought up situation on The Glebe Lane where there had been a recent accident. District and Residency Offices reviewed this location and determined that curve signs would be added.
- In response to citizen's question about The Glebe Lane being restriped, VDOT declined to recommend the center stripes due to the road not being a uniform 18 feet across on the four mile section from Sturgeon Point to Willcox Neck.

Board Comments/Requests

**Mr. Timothy W. Cotman, Sr.**, asked if the Capital Trail Foundation is pursuing volunteer interest in maintaining the trail.

Mr. Robinson responded that VDOT is working on requirements and permits to allow private citizens to maintain the trail. At this time, VDOT is in charge of the maintenance.

**Ms. Sherri Bowman** inquired about the status of the CSX crossing at Route 106

Mr. Robinson responded that additional signage is being installed. He also stated that VDOT has requested that CSX repaint the markings at that location.

Citizens' Comments

1. A citizen asked if there is a time frame for completion of the Capital Bike Trail or is it on hold?

Mr. Robinson responded that it is not on hold and he will get the information on completion date.

2. Mr. Steve Fuhman stated that at the corner of Surgeon Point Road and 155, the stop sign is obscured, and the "Stop Ahead" sign is too small.
3. Mr. John Miniclier noted that the four mile section of The Glebe Lane from Sturgeon Point to Wilcox Neck Road was marked with center stripes prior to the resurfacing.

Mr. Robinson responded that VDOT will investigate and report back to the Board.

4. Elnora Robinson asked if only one line could be put on the road.

Mr. Robinson responded that federal standards require double lines.

HERITAGE PUBLIC LIBRARY

Ms. Barbara Winters provided the Board with an update on library activities. She stated that she is very impressed with the people she has met in Charles City County and with their enthusiasm.

She introduced Ms. Kendra Mathis who has been hired to head the library's newest service, the Job Search Service. This service officially started on September 21, 2009, and is available on Mondays from 11:00 am to 2:00 pm. The Job Search Service is available to assist citizens create, review and edit resumes. The current average for this service is two people per Monday.

Ms. Winters asserted that for the program to grow they need help with promotion and are in dire need for updated computers. In addition, she stressed the need for volunteers.

She further stated that the Heritage Library can be found on the internet via Facebook, MySpace, and Twitter. Upcoming events and services include the Book Lovers' Roadshow, Game Night for area youth, tutoring for Grades K-8, and preparing individuals for the Armed Services examination.

APPOINTMENTS

Motion was made by Gilbert A Smith to appoint Joseph B. Call, III, 401 John Tyler Memorial Highway, Richmond, VA 23231, (804) 795-1969, to the Board of Real Estate Assessors. The motion was carried as follows:

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

Motion was made by Timothy W. Cotman, Sr., to appoint Mary Tabb, 15961 Willcox Neck Road, Charles City, VA 23030, (804) 829-2143, to the Board of Real Estate Assessors. The motion was carried as follows:

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

Motion was made by Gilbert A. Smith to appoint Clark Fawley, P. O. Box 97, Charles City, VA 23030, (804) 239-4574, to fill the unexpired term of Malcolm Jamieson on the Center for Local History Advisory Commission, said term to expire January 30, 2011. The motion was carried as follows:

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

RE: REVISED RESOLUTION – PENINSULA ALCOHOL SAFETY ACTION PROGRAM POLICY BOARD

WHEREAS, the Commonwealth of Virginia, in the interest of highway safety, has provided by law for programs for probation, education and rehabilitation of persons charged with driving motor vehicles under the influence of alcoholic beverages or other drugs, such program being collectively known as Virginia Alcohol Safety Action Programs or VASAP; and

WHERE, since 1975, one of those programs known as Peninsula ASAP has been serving the cities of Newport News, Hampton, Williamsburg, and Poquoson and the counties of York and James City, and later Charles City County under the sponsorship of those cities and counties and with supervision of a Policy Board; and

RE: REVISED RESOLUTION – PENINSULA ALCOHOL SAFETY ACTION PROGRAM POLICY BOARD, (CONT'D)

WHEREAS, pursuant to Virginia Code Section 18.2-271.1, the parties hereto established and operate Peninsula ASAP, a certified alcohol safety action program; and

WHEREAS, since Charles City County has not had a representative on the Peninsula ASAP Policy Board to date;

NOW, THEREFORE BE IT RESOLVED, by the Charles City County Board of Supervisors that Charles City County officially recognize itself as a participating locality in the Peninsula ASAP, herein called Program, which has been established for the purpose of providing as ordered by the courts probation, education, public information, rehabilitation and prevention for those individuals charged with operating a motor vehicle under the influence of alcohol or other drugs and, to provide driver improvement instruction to those individuals charged with other violation of the Virginia traffic codes; and to this end, the Board hereby agrees as follows:

1. A Policy Board shall be established to operate the Program, which Board is to consist of at least seven (7) but not more than fifteen (15) members.
2. Subject to the membership requirements set out in (1) above, the initial membership shall be appointed by the governing bodies of the seven (7) jurisdictions served by the Program. Each city and county shall appoint one (1) member to serve as a representative to the Program for a period of three (3) years. Any additional members to the Board shall be elected according to the Policy Board by-laws. A Chair, Vice Chair and Secretary shall be elected in accordance with the by-laws. The Director of the Program will serve as an ex-officio member without voting power. Membership not appointed by the governing bodies shall be selected from but not limited to the judiciary, the bar, law enforcement, education and treatment professionals, and other interested groups.
3. The Policy Board shall be responsible for operation of the Program within the participating localities, and shall hire and supervise an Executive Director who shall be responsible for implementing operational policies for the Program, hiring and supervising staff of the Program, and controlling all revenues and expenditures of the Program. Such Executive Director shall serve at the pleasure of the Board.
4. An operating budget shall be prepared by the Executive Director and submitted to the Policy Board annually, which budget shall include receipts from offender fees and other sources as deemed appropriate by the Policy Board, but which will include no receipts from the participating localities.
5. An annual report describing the activities and financial status of the Program shall be prepared by the Executive Director under the supervision of the Policy Board and submitted to each governing body and the Commission of VASAP.
6. An annual audit of all Program fiscal matters shall be conducted by the Commission on VASAP under the supervision of the Policy Board and with the assistance of the Executive Director. A copy of the audit shall be distributed to each participating locality.
7. The Policy Board shall adopt written guidelines and by-laws as suggested by the Commission on VASAP and establish policies and procedures for the Program in conjunction with the Commission's policies and procedures manual.
8. This agreement shall remain in effect beginning January 23, 2007, and shall continue thereafter from year to year unless the County Board of Supervisors

RE: REVISED RESOLUTION-PENINSULA ALCOHOL SAFETY ACTION PROGRAM POLICY BOAD, (CONT'D)

decides to withdraw from the agreement at any time and withdraw its representative on the Policy Board. Ninety (90) days written notice to the Executive Director and the Policy Board Chair shall be given. After such withdrawal, the locality shall no longer be entitled to representation on the Policy Board or any other participation in the Program and its services.

9. The Program is authorized to acquire real property and such articles of tangible personal property as the Policy Board deems necessary or advisable for the operation of the Program and title to such property shall be vested in the Program. Should the Program cease to operate in the future, any property then owned shall be disposed of in accordance with the then applicable provisions of the Code of Virginia, and upon, if necessary, the advice of the Commission on VASAP and/or the Attorney General's Office.

Motion was made by Timothy W. Cotman, Sr., to approve the Revised Resolution for the Peninsula Alcohol Safety Action Program Policy Board. The motion was carried as follows:

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

RE: USDA GRANT REIMBURSEMENT

Motion was made by Gilbert A. Smith to approve USDA Grant Reimbursement check in the amount of \$2,568.92 for the salary of one summer program cafeteria worker and payment for summer camp cafeteria supplies, and appropriate \$1,954.34 to the part-time salaries line item and \$614.58 be used to pay the cafeteria bill. The motion was carried as follows:

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

RE: JAMES RIVER CERTIFIED DEVELOPMENT CORPORATION

Motion was made by Timothy W. Cotman, Sr. to remove James River Certified Development Corporation from the County's listing of Boards, Committees and Commissions. The motion was carried as follows:

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

RE: STATE BUDGET CUTS

The County Administrator provided the Board of Supervisors with an update on the latest budget cuts and will present a recommendation at the next meeting as to how we can keep the electoral offices operating.

RE: AWARD OF GRANT – SMART SAFE & SOBER GRANT (DEPARTMENT OF MOTOR VEHICLES)

Motion was made by Timothy W. Cotman, Sr. to accept the Smart Safe & Sober Grant from the Department of Motor Vehicles in the amount of \$15,700.00 with a 20% match (in-kind), and no additional funds required by the County; and to appropriate said funds. The motion was carried as follows:

RE: AWARD OF GRANT – SMART SAFE & SOBER GRANT (DEPARTMENT OF MOTOR VEHICLES)(CONT'D)

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

RE: THE CHICKAHOMINY WATER TRAIL PARTNERSHIP

The County Administrator informed the Board that a draft document called the Chickahominy Water Trail Partnership Memorandum of Understanding between Charles City County, James City County, New Kent County, the Chickahominy Tribe, the James River Association, the Richmond Regional Planning District Commission, the Virginia Department of Conservation and Recreation and the Friends of the John Smith Chesapeake Trail. He requested they review the document and provide him with any suggested changes as The Chickahominy Water Trail Partnership Memorandum of Understanding will be presented at the next Board of Supervisors Meeting for consideration.

RE: BOARD OF SUPERVISORS COMMENTS AND DIRECTIVES

Ms. Sherri M. Bowman requested that a thank you letter be sent to Sgt. Lee Bailey with the New Kent Sheriff's Office (Copy to Sheriff Farrar Howard) to thank him for including Charles City County in the Low Income Car Seat Program.

Ms. Bowman invited everyone to attend the Capital Bike Trail Ribbon Cutting Ceremony on Thursday, October 29, 2009 at 12:00 Noon. Mr. Miniclier added that all who attend will receive a free bicycling helmet.

There being no further business before the Board it hereby adjourns to meet again on Tuesday, November 24, 2009 at 7:30 p.m.