

VIRGINIA:

At the regular meeting of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on Tuesday, **November 23, 2010** at 7:30 p.m. in the 235th year of the Commonwealth and in the 376th year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by Sherri M. Bowman to adopt the agenda as presented.

The motion carried as follows:

Sherri M. Bowman Aye
Gilbert A. Smith 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 October 26, 2010 regular meeting.
- b. Approval of payment to CH2MHill in the amount of \$19,375.69 for landfill professional services for the period of September 18, 2010 through October 15, 2010.
- c. Appropriations for the month of December, 2010 as presented

The motion carried as follows:

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

<i>General Fund Agencies</i>	
Board of Supervisors	\$ 1,520
County Administrator	5,092
Legal Services	7,200
Non Departmental	1,678
Non Departmental-Telecom	8,516
Audit	-
Commissioner of Revenue	21,035
Treasurer	15,700
Management Services	18,719
Information Technology	-
Motor Pool	8,328
Central Gas	1,304
Memberships	-
Electoral Board	245
Registrar	5,151
Circuit Court	4,800
Combined GD/JD Court	-

December, 2010 Appropriations (Contd)

County Magistrate	-
Clerk of Circuit Court	14,764
Sheriff Judicial	10,675
Asset Forfeiture - Sheriff	-
Courthouse Security Fund	-
Crater Criminal Justice T.C.	-
Commonwealth's Attorney	15,254
Asset Forfeiture - Comm Atty	-
Sheriff Law Enforcement	52,020
IDA Sheriff Support	-
Fire Protection	24,700
Emergency Medical Response	-
E 911	-
Wireless E911	-
Correction & Detention	-
VJCCCA	-
Col Com Correction jb	-
9th District Court Services	-
Codes Enforcement	11,090
Animal Control	6,850
Medical Examiner	-
Emergency Services	1,014
Landfill Monitoring	13,476
General Properties	128,406
Health Department	-
MH/MR Services Board	-
Contributions	-
John Tyler Community Coll	-
Parks and Recreation	36,533
Library/Cultural	16,614
Center For Local History	-
Planning Commission	-
IDA Eco Devel Support	-
Planning Department	7,550
Com Development Cont	-
Environmental Mgt Cont	-
Cooperative Extension	700
General Fund Contingency	-
Revolving Accounts	-
Revenue Refunds	-
Insurance Recoveries	-
Reimbursable Accounts	-
Cap Outlay-Repair/Renovation	-
Debt Service	-
Total General Fund	\$ 438,934
Public Utility Fund	-
Misc Trust Fund	-
Total Utilities/Trust Funds	-
Total Board of Supervisors	\$ 438,934
School Operating Categorical	
Instruction	632,000
Admin, Attendance & Health Serv.	68,140

December, 2010 Appropriations (Contd)

Pupil Transportation	-
Operations & Maintenance	120,000
School Food	39,000
Debt Service	-
Technology	-
<i>School Fund Total</i>	\$ 859,140
<i>ALL FUNDS</i>	
<i>BOARD OF SUPERVISORS</i>	438,934
<i>SCHOOL OPERATING</i>	859,140
<i>SOCIAL SERVICES</i>	90,000
<i>COMP. SERVICES ACT</i>	-
<i>SPECIAL WELFARE</i>	-
<i>TRANS. TO COMMONWEALTH</i>	-
<i>SPECIAL FUNDS</i>	7,792
<i>GRAND TOTAL ALL FUNDS</i>	\$ 1,395,866

RE: APPOINTMENTS - BOARD OF ZONING APPEALS

Motion was made by Timothy W. Cotman, Sr. to recommend to the Circuit Court Judge of Charles City County the reappointment of Mark Black, 6725 Old Union Road, Charles City, to serve as a District II member on the *Board of Zoning Appeals*, said term to expire 12/31/2015. The motion 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 recommend to the Circuit Court Judge of Charles City County the reappointment of Frank Whiting, 12003 The Glebe Lane, Charles City, to serve as a District III member on the *Board of Zoning Appeals*, said term to expire 12/31/2015. The motion carried as follows:

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

RE: APPOINTMENT - ECONOMIC DEVELOPMENT AUTHORITY

Motion was made by Timothy W. Cotman, Sr. to appoint Jeffrey A. Hayes, 8122 Courthouse Road, Charles City, to serve as a District III member on the *Economic Development Authority*, completing the term of the open seat, which term is to expire 02/25/2012. The motion carried as follows:

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

RE: APPOINTMENTS – CHICKAHOMINY DISTRICT HEALTH ADVISORY BOARD

Motion was made by Sherri M. Bowman to reappoint Steve Fuhrman, 3400 Adkins Road, Providence Forge, to serve as a District II member on the *Chickahominy District Health Advisory Board*, said term to expire 12/31/2012.

RE: APPOINTMENTS – CHICKAHOMINY DISTRICT HEALTH ADVISORY BOARD (CONTD)

The motion carried as follows:

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

Motion was made by Timothy W. Cotman, Sr. to reappoint Linda Jones-Wood, P. O. Box 32, Ruthville, VA 23147, to serve as a District III member on the *Chickahominy District Health Advisory Board*, said term to expire 12/31/2012. The motion carried as follows:

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

RE: APPOINTMENT – EMERGENCY PLANNING COMMITTEE

Motion was made by Timothy W. Cotman, Sr. to appoint Melvin Robertson, P.O. Box 3, Charles City, to serve as a District III member on the *Emergency Planning Committee*. The motion carried as follows:

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

RE: APPTS – RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

Motion was made by Gilbert A. Smith to reappoint Timothy W. Cotman, Sr., to serve as member on the *Richmond Regional Planning District Commission*, said term to expire 12/31/2013. The motion carried as follows:

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

Motion was made by Gilbert A. Smith to reappoint John F. Miniclier, Jr. to serve as alternate member on the *Richmond Regional Planning District Commission*, said term to expire 12/31/2013. The motion carried as follows:

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

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

County Administrator, John F. Miniclier, Jr. read aloud the following Virginia Department of Transportation monthly report:

Maintenance Activities for the Previous 30 Days:

- Pavement repair of secondary routes
- Litter Control throughout the county
- Completed all mowing
- Broke beaver dams
- Sign Maintenance throughout the county

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION (CONTD)

- Pot Hole repair
- Mowed along Bike trail
- Removed debris along bike trail
- Repaired driveway shoulder on Rt. 155
- Repaired low shoulder on Rt. 609
- Tree trimming on Rt. 602, Rt. 626, & Rt. 642

Maintenance Activities Planned for the next 30 Days:

- Ditch Cleaning Rt. 609 and Rt. 666
- Litter Control
- Pot hole repair secondary
- Sign Maintenance
- Blade/Stone Dirt Roads
- Pavement repair Rt. 632
- Break beaver dam Rt. 5, Rt. 614, Rt. 650, Rt. 616, & RT. 615
- Debris removal on and along bike trail
- Tree trimming secondary

Updates on Specific Requests:

1. A Citizen stated that road lines are needed on Rt. 600 because visibility is difficult in fog. *A review of Rt. 600 indicates the portion between the Henrico County Line and Rt. 603 has a centerline due in part to an ADT of 1,600 vehicles. The remainder of the route to Rt. 106 is unmarked because the ADT is less the 500 vehicles. The 2009 count book indicates counts between 430 & 440 vehicles. Based on ADT information, this route is not eligible for a centerline. In addition to an ADT of 500 vehicles, the roadway width must be 18'.*
2. Update on repair/replacement of rumble strips on Rt. 106 at intersection of Rt. 5 requested. *Traffic Engineering is reviewing the need for rumble strips in this location and the study should be complete in 45 to 60 days.*
3. *VDOT does pick up trash prior to mowing operations; however, hidden or newly deposited trash can still make quite a mess.*
4. An "official" weight restriction study on Rt. 607 was requested. *VDOT's policy on weight restriction of a highway states that a road weight restriction can only occur upon demonstration that it will promote the health, safety and welfare of the citizens of the Commonwealth without creating an undue hardship on any of the road users. VDOT cannot support a weight restriction on Rt. 607 due to the limited number of reportable accidents (2 in 3 years) and the non-residential nature of the roadway. VDOT considers a location residential if there are at least 12 dwellings (combined) on both sides of the road within 150 feet of the existing centerline. This is not the case for Rt. 607.*

Recent Board Requests:

1. **Ms. Sherri M. Bowman** requested the status of the review of the railroad crossing on Rt. 155.
2. **Mr. Gilbert A. Smith** requested the same for Rt. 106.

Mr. Miniclier informed the Board that he had received that day a letter from CSX stating that the road condition at the crossing on Rt. 106 was adequate for the posted speed of 55 mph and that CSX advised the County to contact VDOT if further review was desired.

Mr. Timothy W. Cotman, Sr. noted that the crossing on Rt. 155 has had gravel added around it which has consequently made the problem worse. He worries that the parties involved here, VDOT and CSX, think the problem of the rough and hazardous crossing has been resolved although it has not.

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION (CONTD)

The Board directed Mr. Miniclier to follow up with CSX and if an adequate response was not received to arrange for a representative of CSX and VDOT to address the Board regarding this issue at the next Board of Supervisors meeting.

Citizens' Comments

1. Vince Bracket, 7789 Kips Creek Drive – Mr. Bracket reported that the top part of the “Sharp Right Turn – 35 mph” sign on The Glebe Lane (Rt. 615) at the east bound turn just before Kips Creek Drive is missing and an accident occurred this week in that area that may have been contributed to the absence of the sign.
2. Mr. Bracket also stated he would like to see every stop sign in the county have a “stop” marker painted in the road.

RE: VOLUNTEERS TO MAINTAIN COUNTY'S RT. 5 BIKE TRAIL

Mr. Miniclier informed the Board that he held a meeting with Mr. Thomas A. Hawthorne with Virginia Department of Transportation (VDOT) and area volunteers regarding the maintenance of the county's portion of the Virginia Capital Trail (Rt. 5).

The arrangements VDOT has made with the volunteers entails VDOT providing a tractor with a mounted broom for volunteers to use to maintain the bike trail. VDOT will maintain and fuel the vehicle but trained volunteers will operate the vehicle. The sheriff will be approached about allowing the tractor to be kept in the impound lot near the courthouse.

RE: BUDGET CUTS

Motion was made by Gilbert A. Smith to approve cuts to the County's current budget in the amount of \$144,132, as recommended (below) and directed staff to locate an additional \$5,868 to cut – preferably not from the BOS (Boards and Commissions) line item. This additional amount will make the budget cuts a total of \$150,000, the amount both the county and school administrations are to cut from each of their total budgets.

<u>Department</u>	<u>Budget Cuts</u>
County Administrator	\$1,050
Southside Legal Aid	2,027
Commissioner of Revenue	1,075
Treasurer	1,027
Management Services	10,115
Information Technology	1,842
Combined GD/JD	70
Clerk of Circuit Court	8,000
Sheriff-Judicial	826
Commonwealth	1,149
Sheriff - Law Enforcement	4,631
Correction & Detention	99,000
Codes	943
Animal Control	584
General Properties	4,654
Recreation Operations	2,042
Department of Development	1,565
Quin Rivers	1,530
Capital Outlay	7,970
Total Budget Cuts	144,132

RE: BUDGET CUTS (CONTD)

The motion carried as follows:

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

RE: CIRCUIT COURT CLERK FY2010 BUDGET AMENDMENT

Motion was made by Gilbert A. Smith to authorize the amendment of the Circuit Court Clerk's FY2010 Budget reducing it in the amount of \$8,000.

The motion carried as follows:

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

RE: SOCIAL CENTER RENTAL POLICY AMENDMENT

Motion was made by Timothy W. Cotman, Sr. amend the Social Center Rental Policy to require renters of the Social Center obtain security for their event from the Charles City County Sheriff's Department.

The motion carried as follows:

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

RE: CHARLES CITY HEALTH COUNCIL APPROVED

Motion was made by Sherri M. Bowman to approve the formation of the Charles City Health Council and the By-Laws for the same as presented, which By-Laws provide for membership of eleven (11) people (2 representatives from each district and 5 others).

The motion carried as follows:

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

RE: CHRISTMAS HOLIDAY SCHEDULE

Motion was made by Gilbert A. Smith to authorize county offices be closed December 23 and 24 for the Christmas holiday and December 31st.

The motion carried as follows:

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

RE: DECEMBER 31ST PAYROLL

Motion was made by Gilbert A. Smith to authorize the processing of the 2010 final payroll on December 22, 2010.

The motion carried as follows:

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

RE: FY2012 BUDGET WORK SESSION SCHEDULE

Motion was made by Gilbert A. Smith to approve the FY2012 Budget Planning Calendar as presented and the Public Hearing for the FY2012 Budget to be held April 14, 2011 at 7:00 p.m.

The motion carried as follows:

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

RE: DECEMBER QUARTERLY WORK SESSION RESCHEDULED

Motion was made by Sherri M. Bowman to approve the rescheduling of the Board's December Work Session and Joint Board meeting from December 1, 2010 to Tuesday, December 14, 2010 @ 6:00 p.m.

The motion carried as follows:

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

RE: PUBLIC COMMENT PERIOD (NON-AGENDA)

Elnora Robinson, 17511 John Tyler Memorial Highway – Ms. Robinson stated that the county has been seeking high speed internet for the county residents for quite a while and it seems the east end has it and the areas of the county with Williamsburg addresses have it. She stated she feels the county is being robbed and asked the Board to do something so all residences can have high speed internet access.

RE: EXECUTIVE SESSION

Motion was made by Sherri M. Bowman to go into executive session to discuss legal matters under Section 2.2-3711(A)(7) of the 1950 Code of Virginia as amended. The motion carried as follows:

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

RE: EXECUTIVE SESSION (CONTD)

Motion was made by Gilbert A. Smith to return to regular session. The motion carried as follows:

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

Motion was made by Gilbert A. Smith that the Board of Supervisors discussed only public business matters lawfully exempted from statutory open meeting requirements and public business identified in the motion to convene the executive session. The motion carried as follows:

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

There being no further business before the Board, it hereby recessed to meet again on Tuesday, **December 14, 2010** at 6:00 p.m. for the Board of Supervisors' Quarterly Work Session.