

RE: RECESSED MEETING, WEDNESDAY, DECEMBER 2, 2009, 6:00 P.M.

The meeting was called to order by the Chairperson.

PRESENT: Sherri M. Bowman, Chairperson
Gilbert A. Smith

RE: E911 PROJECT UPDATE (PSAP GRANT)

Christina Greene-Bartscher, Director of Planning, provided the Board of Supervisors a status update of the public safety focused E911 Project. She explained the aspects of the project that are complete include: The location of all dwellings and businesses in Charles City and their addresses have been accurately identified; Implemented a process for County to update mapping with arrival of new applications or recordation of parcels; and a GIS server put to operation processing and storing digital information and is in position to assist Emergency Services in their dispatch needs.

Ms. Greene-Bartscher then gave status details on the portions of the project still to complete. Those portions are as follows: Receiving an updated set of Tax Parcel Maps from WorldView Solutions; Training of County Building Department on the GPS acquisition of address points; Training of County-wide staff on the GIS software; WorldView to resolve all issues with internal website and then will make website application live for public. WorldView will manage the website for one year following the implementation of the live website. The County may choose to continue a contract with WorldView to host and manage the website after the one year time frame.

Completion of the project, Ms. Greene-Bartscher explained, is anticipated by the end of December, 2009, with the exception of the live website to the public which will follow in early spring after intensive review by County staff.

The County Administrator reminded the Board that a grant allowed the County to carry out this project without any cost to the citizens. He congratulated the Department of Development staff for a job well done together with John Bragg, Environmental Planner for the County, as he has been involved in the process of this project since its beginning.

RE: ADDRESSING CHANGES

Dallas E. Johnson, Jr., Building Official for Charles City County, provided the Board of Supervisors a preliminary brief on the instituted uniform system of naming all streets and numbering buildings fronting on all streets, public and private and facilitating the numbering of each.

He advised the Board that currently there are problems with houses in the county being numbered incorrectly, with some houses on private roads sharing one number. This is a safety issue as Emergency Medical Services uses the name of the
RE:ADDRESSING CHANGES (CONTD)

road as their first means of determining the location of the house to which they are going. There is also the issue of 38 houses with number sequencing errors. The County Administrator directed the Building Official to immediately begin working with the affected citizens to get addresses corrected.

Mr. Johnson explained to name private roads allows for a more consistent numbering of houses. The GIS will assist the County to know which private drives need to be named and which do not. Some houses do not have numbers and others on private roads have numbers out of sequence. These houses may require number changes to straighten out the issues at hand.

Mr. Johnson presented the number of houses that would need to be renumbered if the criteria for naming a driveway was that there must be a minimum of three, four, five or six houses. They are as follows:

6 Houses	5 Roads Affected	30 Houses	38 Combined No. of Houses
5 Houses	10 Roads Affected	50 Houses	88 Combined No. of Houses
4 Houses	11 Roads Affected	44 Houses	132 Combined No. of Houses
3 Houses	28 Roads Affected	84 Houses	216 Combined No. of Houses

Gilbert A. Smith inquired if the length of the private roads affects the number sequence.

Mr. Johnson responded that it is a possible factor and citizens may have input on that aspect.

Mr. Johnson informed the Board that he will be studying this issue further and will bring it back to the Board at private session to determine who would be affected.

The County Administrator stated that the plan would be to use the GIS system to provide a visual guide to the actual affected house using the options of using three, four, five and six or more houses to name driveways as private roads. The County needs to inform all citizens of the issue so that those affected could have input. The residents would be informed via County website, the Quarterly Newsletter and through informational flyers to the churches and other organizations.

RE: PAYNES ESTATES DRY HYDRANT EASEMENT

John T. Bragg, advised the Board that a dry-hydrant has been installed in the new major subdivision Payne Estates, Phase II to address the fire protection section of the Subdivision Ordinance and requests the Board approve the Deed of Easement for Ingress/Egress to Dry Hydrant.

Motion was made by Gilbert A. Smith, for the Board to approve the request as stated above. The motion was carried as follows:

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

RE: COUNTY WIDE INTERNET STATUS

John Bragg advised the Board that VITA Broadband map for Charles City County shows 99.9% coverage which includes both DSL and Mobile. He is confident that the map is reasonably accurate. Currently the Development Department is working with New Kent Economic Development and Cavalier Telephone to acquire design and cost information for installing high speed broadband to serve industrial and
RE: COUNTY WIDE INTERNET STATUS (CONTD)

commercial users in Roxbury and along the Rt. 106 Industrial Corridor, and, also to serve medical, educational and government entities in the Courthouse Development Centers.

The Development Department will continue to encourage Verizon or possibly other providers to provide citizen access to DSL; to search for resources to stipend broadband (DSL) for the citizens of the county; and, to encourage citizens to continue to request broadband service from Verizon.

RE: PERSONNEL MANUAL

Jay Brown, Assistant County Administrator & Director of Finance, brought several issues before the board regarding updates to the Personnel Manual.

- a. Sick Leave Donation (Section 4.3): The Personnel Manual Review Committee recommended to the Board eliminating from the Personnel Manual the Sick Leave Donation Policy; Amendment to Section 4.3 which was effective July 15, 2004; with the exception of the section indicating that an employee will not have to go a week without pay in order to receive a donation of time from the sick leave bank.

Motion was made by Gilbert A. Smith, for the Board to approve the recommendation as stated above. The motion was carried as follows:

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

- b. Retiree Health Insurance Eligibility: The current policy states; Employees under the age of 65 who retire after 10 or more years of services to the County may continue their membership with the County's group insurance until becoming eligible for Medicare. The County will contribute \$10 for each year of service toward the monthly premium. The Personnel Manual Review Committee recommended to the Board of Supervisors changing the policy to state: Employees under the age of 65 who retire after 15 or more years of full time service to the County may continue their membership with the County's group insurance until becoming eligible for Medicare. The committee also recommended the payment of \$10.00 per year of service be stricken from the benefits offered.

Motion was made by Gilbert A. Smith, for the Board to approve the recommendation as stated above. The motion was carried as follows:

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

- c. Dress Code: Jay Brown provided the Board for their review, a copy of the proposed Dress Code policy updated by the Personnel Manual Review Committee.

Mr. Miniclier conveyed that he would like to give employees an opportunity to address the proposed Dress Code. He recommended the Board review the draft provided and discuss the issue further at a later date.

RE: PERSONNEL MANUAL (CONTD)

Motion was made by Gilbert A. Smith for the Board to direct the County Administrator to gather employee comments regarding the proposed Dress Code and to table the issue until a later date. The motion was carried as follows:

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

RE: REIMBURSEMENT CHANGES

- a. Mileage: Jay Brown explained that the County currently reimburses meeting and travel expenses to employees at the state level. The County Administrator recommended that the County use the IRS Standard Mileage Medical Rate of .24¢ per mile when using a personal vehicle and will be reimbursed only if a county vehicle is not available.

Motion was made by Gilbert A. Smith, for the Board to approve the IRS rate as stated above. The motion was carried as follows:

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

- b. Meals – In State Travel: The current per diem for reimbursement of meals is \$8 for breakfast, \$12 for lunch; and \$20 for dinner. The Finance Director recommends that the policy be changed to have employees turn in their meal receipts and be reimbursed for the amount spent, up to the per diem total.

Motion was made by Gilbert A. Smith, for the Board to approve the recommendation as stated above. The motion was carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye

- c. Meetings – In State Travel: Currently the County pays a \$20 stipend per meeting plus mileage for meetings outside the County, if a county vehicle is not available. Some committees meet more than others and therefore require more in the budget for reimbursement.

Last year the County spent over \$13,000 for meetings while only \$10,000 was budgeted. Before January 2001 stipends were not paid for attendance at Committee and Commission meetings. The County Administrator stated he would bring back a recommendation to the Board on how to bring the expenditure in line with the budget.

RE: STATE BUDGE CUTS

The County Administrator recommended that the County cover fifty (50%) percent of the cuts as discussed at the November 22, 2009 regular meeting. He proposed to facilitate this by cutting thirty (30%) percent of other offices' travel budget, and taking twenty-five (25%) percent from Contingency. The affected offices would have to make a 50% cut in their budget.

Motion was made by Gilbert A. Smith, for the Board to approve the recommendation as stated above. The motion was carried as follows:

RE: STATE BUDGE CUTS (CONTD)

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye

RE: 2ND DECEMBER PAY CHECKS

Motion was made by Gilbert A. Smith to approve issuing the December 31st pay check to employees, December 23, 2009, the last working day prior to Christmas. The motion was carried as follows:

Sherri M. Bowman Aye
Gilbert A. Smith Aye

RE: OLD LANDFILL

County Administrator, John Miniclier, reviewed with the Board the Corrective Action Briefing for the closed Charles City Landfill, Permit 102. The briefing shows that the old landfill was closed in 1994. In 2005 and in 2007 barium and cobalt concentrations were detected in one well, above the Ground Protection Standards (GPS). Since 2007 concentrations have decreased to below GPS in effect until 2009. In 2009, Virginia Department of Environmental Quality (DEQ) revised GPS for various constituents including cobalt. The GPS for cobalt was reduced from 156.5ppb to 4.695ppb resulting in an exceedance of GPS for cobalt in the same well again at a level of 30ppb. Two supplement groundwater monitoring wells were installed across Munford Road on Dominion Power's property. During a September 2008 sampling event the concentrations of cobalt in these wells (NES-5A and NES-5B) were 70 and 0 ppb, respectively. Two additional wells (NES-5C and NES-5D) were installed on Dominion property. The July 2009 sampling results showed cobalt at concentrations of 57.0ppb and less than 47.0ppb, respectively.

Based on the results received, it is reasonable to conclude that the GPS exceedances identified for barium and cobalt, are not considered to represent a qualitative threat to public health based on the absence of a viable exposure pathway.

Per DEQ requirements, Mr. Miniclier recommended a public review and comment of the Draft Nature and Extent Study (NES) Report and Draft Assessment of Corrective Measure (ACM) and NES Addendum which includes a 30 day comment period and a public meeting. In accordance with 9VAC20-80-310.A.5., a public meeting will be scheduled for December 17, 2009 at 7:00 p.m. with the consultant who prepared the draft NES and draft ACM presenting the monitoring results, explaining the process, and answering questions.

Motion was made by Gilbert A. Smith, for the Board to approve the recommendation for a Public Meeting to be held and is scheduled for December 17, 2009 at 7:00 p.m. The motion was carried as follows:

Sherri M. Bowman Aye
Gilbert A. Smith Aye

RE: BOARD OF SUPERVISORS COMMENTS AND DIRECTIVES

Sherri M. Bowman raised the issue of a joint meeting with the School Board.

Gilbert A. Smith said he agrees it is a good idea but it needs to be a desire the School Board shares and will act on freely.

RE: BOARD OF SUPERVISORS COMMENTS AND DIRECTIVES (CONTD)

John Miniclier recommended that an outside facilitator be engaged, to establish a sub-committee comprised of two members from each Board, and to limit the first meeting to one (1) hour. He reminded the board that William Boshier had stated in the past that he would do a preliminary meeting between the two boards at no cost.

The Board instructed the County Administrator to communicate with Dr. Crawley regarding these suggestions and pursue Mr. Boshier's service accordingly.

There being no further business before the Board it hereby adjourns to meet again on Tuesday, December 22, 2009 at 7:30 p.m.