

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, **January 22, 2013** at 7:30 p.m. in the 237th year of the Commonwealth and in the 379th year of the County.

PRESENT: Floyd H. Miles, Sr., Chairman
William G. Coad
Gilbert A. Smith

RE: ADOPTION OF AGENDA

Motion was made by Gilbert A. Smith to adopt the agenda as presented. The motion carried as follows:

Gilbert A. Smith	Aye
William G. Coad	Aye
Floyd H. Miles, Sr.	Aye

RE: CONSENT AGENDA

Motion was made by William G. Coad that the following consent agenda be approved:

- a. Approval of the minutes of the December 5, 2012 Work Session, December 20, 2012 Regular meeting, and January 9, 2013 Special meeting.
- b. Approval of payment to CH2MHill in the amount of \$15,899 for landfill professional services rendered during the period of November 17, 2012 through December 21, 2012.
- c. Appropriations for the month of February, 2013.

General Fund Agencies	
Board of Supervisors	\$ -
County Administrator	27,088
Legal Services	-
Non Departmental	-
Non Departmental-Telecom	20,200
Audit	-
Commissioner of Revenue	13,686
Treasurer	14,605
Management Services	35,279
Information Technology	57,000
Motor Pool	4,928
Central Gas	370
Memberships	-
Electoral Board	-
Registrar	-
Circuit Court	2,237
Combined GD/JD Court	-
County Magistrate	-
Clerk of Circuit Court	33,678
Sheriff Judicial	20,605
Asset Forfeiture - Sheriff	-
Courthouse Security Fund	2,400

RE: CONSENT AGENDA (CONTD)
February, 2013 Appropriations (Contd)

Crater Criminal Justice T.C.	-
Commonwealth's Attorney	16,945
Asset Forfeiture - Comm Attorney	-
Sheriff Law Enforcement	50,995
Sheriff Support	-
Fire Protection	25,000
Emergency Medical Response	89,371
E 911	4,342
Wireless E911	400
Correction & Detention	130,500
VJCCCA	-
Col Com Correction jb	-
9th District Court Services	3,265
Codes Enforcement	8,226
Animal Control	-
Medical Examiner	-
Emergency Services	-
Landfill Monitoring	32,646
General Properties	109,455
Health Department	-
MH/MR Services Board	-
Contributions	-
John Tyler Community College	-
Parks and Recreation	32,463
Lewis Park Boat Ramp	-
Library/Cultural	6,000
Center For Local History	-
Planning Commission	-
Planning Department	23,964
Com Development Cont	-
Environmental Mgt Cont	-
Cooperative Extension	1,400
General Fund Contingency	-
Revolving Accounts	-
Cap Outlay-Repair/Renovation	38,284
Debt Service	-
Total General Fund	\$ 805,332
Public Utility Fund	44,318
Total Board of Supervisors	\$ 849,650
School Operating Categorical	
Instruction	513,116
Admin, Attendance & Health Serv.	65,000
Pupil Transportation	65,000
Operations & Maintenance	85,000
Instructional Technology	20,000
Self-Sustaining Fund	75,000
Textbook Fund	-
Food Service Fund	45,000
School Fund Total	\$ 868,116

RE: CONSENT AGENDA (CONTD)
February, 2013 Appropriations (Contd)

ALL FUNDS	
Board Of Supervisors	849,650
School Operating	868,116
Social Services	132,237
Special Welfare	-
Trans. To Commonwealth	-
Special Funds	-
GRAND TOTAL ALL FUNDS	\$ 1,850,003

The motion carried as follows:

William G. Coada	Aye
Gilbert A. Smith	Aye
Floyd H. Miles, Sr.	Aye

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Maintenance Manager, Mike Cade gave the following monthly report:

Maintenance Activities - Past 30 Days:

- Pothole Repair - 614 Sturgeon Pt. Rd; 615 The Glebe Ln; 623 Wilcox Neck Rd
- Ditching Cleaning - 641 Little Elam Rd; 618 Adkins Rd
- Litter Control – Rte - 5 John Tyler; 155 Court House Rd; 106 Roxbury Rd; 609 Barnetts Rd; 641 Little Elam Rd
- Broke Beaver Dam – 609 Barnetts Rd; 614 Sturgeon Point; 623 Wilcox Neck Rd; 106 Roxbury Rd; 612 Ruthville Rd
- Sign Maintenance – County wide where needed
- Tree Trimming - 624 Horse Shoe Rd; 615 The Glebe Lane
- Shoulder Repair – 623 Wilcox Neck Rd
- Bike Trail – Brush Trimming; Debris Removal
- Removed Leaves From Ditch – 602 Lott Cary Rd; 650 Cattail Rd
- Drainage – Cleaned clogged drains as needed problem areas county wide

Maintenance Activities - Planned for Next 30 Days:

- Litter Control
- Sign Maintenance
- Beaver Control
- Tree Trimming
- Shoulder Maintenance
- Pot Hole Repair

Last Month's Complaints

- 6403 Cattail Rd – Site Distance Complaint - Resolved
- Leaning Tree - Rt. 5, John Tyler Mem. - Removed
- Island Rte – Rt. 5, John Tyler Mem. @ 609 Barnetts Rd – Removed

Rt. 607 Truck Restriction Update

Mr. Cade reported that the necessary signs for the restriction of commercial truck traffic on Rt. 607 (Wayside Road) are on order and will be installed upon receipt.

RE: ANNUAL AUDIT REPORT

Robinson, Farmer, Cox (RFC) Director and Auditor Manager, Shayla Shubert, presented the draft audit report of the FY2012 budget. Ms. Shubert explained that there were no material misstatements in the financial statements and the County saw an increase of the Fund Balance from \$2.2M to \$2.9M. The County is at a 98% tax collection rate.

RE: ANNUAL AUDIT REPORT (CONTD)

The RFC suggestions are as follows: Each department create policies and procedures manuals; Management Services to write an accounting policies and procedures manual; Make the necessary adjustment to the Bright software so it will show the adopted budget when adopted and show separately the supplemental appropriations made thereafter; The Director of Public Works increase oversight reviewing of billing, account changes, and adjustments as they are being made; The Sheriff's office to be more clear on the approved use of forfeited asset funds; The School Board to increase oversight of payroll preparation; and increase internal controls, primarily timely claim filings for federal funds.

RE: APPOINTMENT RECOMMENDATION - BOARD OF ZONING APPEALS

Motion was made by Gilbert A. Smith to recommend to the Judge of the Circuit Court to reappoint Charles Carter, III, 461 Shirley Plantation Road, to serve as a District I member on the Board of Zoning Appeals, said term to expire 1/31/2018. The motion carried as follows:

Gilbert A. Smith	Aye
William G. Coad	Aye
Floyd H. Miles, Sr.	Aye

RE: APPOINTMENT - CENTER FOR LOCAL HISTORY ADVISORY COMMISSION

Motion was made by Gilbert A. Smith to reappoint Clark Farley, P. O. Box 97, Charles City, to serve as a District I member on the Center for Local History Advisory Commission, said term to expire 1/31/2016. The motion carried as follows:

Gilbert A. Smith	Aye
William G. Coad	Aye
Floyd H. Miles, Sr.	Aye

RE: HEALTH DEPARTMENT AGREEMENT

Motion was made by Gilbert A. Smith to approve the Health Department Agreement Statement of Agreement with the Board of Supervisors of Charles City County as presented. The motion carried as follows:

Gilbert A. Smith	Aye
William G. Coad	Aye
Floyd H. Miles, Sr.	Aye

RE: CHARLES CITY MEMORANDUM OF UNDERSTANDING

Motion was made by William G. Coad to accept the Memorandum of Understanding between The American Red Cross and Charles City County as presented. The motion carried as follows:

William G. Coad	Aye
Gilbert A. Smith	Aye
Floyd H. Miles, Sr.	Aye

RE: SURVIVOR DAY WORKSHOP

Mr. Dallas Johnson, Emergency Operations Deputy Coordinator, advised the Board of Supervisors, that Charles City, in participation with various work groups within the Virginia Department of Emergency Management (VDEM), will once again be a host site for a Survivor Day Workshop on Saturday, February 23, 2013 in the auditorium of the Charles City Government and School Board Administration Building. He explained the program will be approximately 3 hours and provide information and items to assist households in surviving the first 72 hours of an emergency event. It will cover topics of food and water safety, household safety, first aid, planning and documents, fraud, home security and ID protection. After attending the full 3 hour program, a backpack with various emergency helpful items will be provided to each household registered. The backpacks are supplied by a grant through VDEM at no cost to the county. Pre-registration will open the first full week of February. The event will be advertised in The New Kent-Charles City Chronicle.

RE: PUBLIC COMMENT (NON-AGENDA ITEMS)

1. Sharon McGeein, 14801 The Glebe Lane – Ms. McGeein asked what changes the Board plans to make to the Animal Control Department, the timeframe those changes will be implemented, and what assurances will be given that family pets will not be shot in the future.

RE: BOARD DIRECTIVES/COMMENTS

1. Chairman Miles directed staff to respond to the questions and comments of the public within five business days as no dialogue is offered in Board meetings.
2. Directed staff to provide more clarification on mileage logs of specified vehicles.
3. Mr. Coada commented on the expenditures of Charles City County, comparing them to eight other Virginia localities of similar size. He noted that the Charles City's Public Works Department has the third highest expenditures of the eight; Community Development ranks the highest; and Parks and Recreation has twice the expenditures than that of New Kent County. He also noted that the County's Commissioner of the Revenue office ranks the lowest in operating expenses and the Sheriff's office ranks very low on fines and forfeitures. Mr. Coada stated he would like to have an analysis done to provide the Board understanding as to why Charles City is so far out of line with other localities in these areas.

RE: CLOSED SESSION

Motion was made by William G. Coada to go into closed session to discuss the investment of public funds under Section 2.2-3711(A)(6); and personnel matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia, as amended. The motion carried as follows:

William G. Coada	Aye
Gilbert A. Smith	Aye
Floyd H. Miles, Sr.	Aye

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

William G. Coada	Aye
Gilbert A. Smith	Aye
Floyd H. Miles, Sr.	Aye

RE: CLOSED SESSION (CONTD)

Motion was made by William G. Coda 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 closed session. The motion carried as follows:

William G. Coda	Aye
Gilbert A. Smith	Aye
Floyd H. Miles, Sr.	Aye

There being no further business before the Board it hereby adjourned to meet again on Tuesday, **February 26, 2013** at 7:30 p.m. for the Board of Supervisors' regular meeting.