

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 24, 2012** at 7:30 p.m. in the 236th year of the Commonwealth and in the 378th year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by Bill Coad to adopt the agenda as presented. The motion carried as follows:

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

RE: CONSENT AGENDA

Motion was made by Floyd H. Miles, Sr. that the following consent agenda items be approved:

- a. Approval of the minutes of the December 7, 2011 work session and December 27, 2011 regular meeting.
- b. Approval of payment to CH2MHill in the amount of \$20,414.32 for landfill professional services for the period of October 22, 2011 through December 16, 2011.
- c. Approval of the Board of Supervisors' attendance to School Board 2012 meetings

The motion carried as follows:

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

Motion was made by Bill Coad that the following consent agenda item be approved:

- d. Approval of the amendment of the Staff appointments for 2012 as presented.

- Capital Area Workforce Investment Board -----Alfred Crump
- Central Virginia Health Planning Agency -----Michelle Johnson
- Central Virginia Waste Mgt - Board of Directors -----John Bragg
- Central Virginia Waste Management Authority TAC -----John Bragg
- Colonial Community Criminal Justice Board -----Robert Tyler & Byron Adkins
- Comprehensive Youth Services Act Board -----Regina Harris & Michelle Johnson
- Emergency Planning Committee (SARA Title III)-----Michelle Johnson
- Housing Task Force----- Rachel Greenhow & Michelle Johnson
- James River Advisory Council (JRAC) -----Denise Williams/Alfred Crump (Alt)
- Landfill Advisory Board -----Joanne Johnson
- Middle Peninsula Juvenile Detention Commission-----Michelle Johnson
- Richmond Regional Planning District Commission (RRPDC)- Allyson Finchum (Alt)
- Richmond Area Metropolitan Planning Org. (MPO) -----Allyson Finchum (Alt)
- Richmond Area Metro Planning Org. Technical (TAC)----Allyson Finchum/John Bragg (Alt)
- Riverside Regional Jail Board of Directors -----Michelle Johnson
- Sesquicentennial Committee -----Allyson Finchum
- Senior Connection (Capital Area Agency on Aging) -----Michelle Johnson
- Southside Virginia Training Center -----Michelle Johnson
- Youth Services Citizen Advisory Commission -----Tabitha Martinez

RE: CONSENT AGENDA (CONTD)

The motion carried as follows:

William “Bill” Coad	Aye
Floyd H. Miles, Sr.	Aye
Gilbert A. Smith	Aye

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

e. Appropriations for the month of February, 2012.

General Fund Agencies	
Board of Supervisors	\$ 8,309
County Administrator	6,726
Legal Services	-
Non Departmental	-
Non Departmental-Telecom	23,313
Audit	3,500
Commissioner of Revenue	12,949
Treasurer	13,792
Management Services	19,339
Information Technology	25,450
Motor Pool	3,160
Central Gas	400
Memberships	-
Electoral Board	-
Registrar	4,338
Circuit Court	1,810
Combined GD/JD Court	-
County Magistrate	-
Clerk of Circuit Court	34,083
Sheriff Judicial	14,186
Asset Forfeiture - Sheriff	-
Courthouse Security Fund	2,700
Crater Criminal Justice T.C.	-
Commonwealth's Attorney	-
Asset Forfeiture - Comm Atty	-
Sheriff Law Enforcement	66,200
IDA Sheriff Support	1,150
Fire Protection	20,000
Emergency Medical Response	77,000
E 911	21,000
Wireless E911	10,000
Correction & Detention	45,702
VJCCCA	-
Col Com Correction jb	-
9th District Court Services	-
Codes Enforcement	13,255
Animal Control	4,727
Medical Examiner	-
Emergency Services	1,619

RE: CONSENT AGENDA

Appropriations (contd)

Landfill Monitoring	10,187
General Properties	56,800
Health Department	-
MH/MR Services Board	27,665
Contributions	21,230
John Tyler Community College	-
Parks and Recreation	25,378
Library/Cultural	-
Center For Local History	-
Planning Commission	-
Planning Department	28,231
Com Development Cont	-
Environmental Mgt Cont	-
Cooperative Extension	4,500
General Fund Contingency	-
Revolving Accounts	-
Cap Outlay-Repair/Renovation	-
Debt Service	-
Total General Fund	\$ 608,699
Public Utility Fund	13,011
Total Utilities/Trust Funds	
Total Board of Supervisors	\$ 621,710
School Operating Categorical	
Instruction	696,305
Admin, Attendance & Health Serv.	73,621
Pupil Transportation	74,472
Operations & Maintenance	117,491
School Food	39,500
Debt Service	-
Technology	50,225
School Fund Total	\$ 1,051,614
ALL FUNDS	
Board of Supervisors	621,710
School Operating	1,051,614
Social Services	114,350
Special Welfare	1,025
Transfer to Commonwealth	-
Special Funds	22,705
GRAND TOTAL ALL FUNDS	\$ 1,811,404

The motion carried as follows:

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

RE: DEPARTMENT OF TRANSPORTATION

Mr. Scott Gagnon, VDOT Residency Manager, gave the following monthly report:

Maintenance Activities for the Previous 30 Days:

State Forces have

- * Been making pothole repairs throughout the county
- * Been machining non-hard surface roads as needed
- * Performed maintenance on low shoulders on Primary and Secondary Routes
- * Assisted by USDA dynamited beaver dam on Route 106
- * Monitored bike trail for debris removal
- * Performed Sign Maintenance on primary routes
- * State Forces and inmate crew have been picking up litter throughout the county
- * Charles City maintenance crew still cleaning up storm debris in county

Maintenance Activities Planned for the next 30 Days:

- * Continue picking up storm debris.
- * Inmates to continue picking up litter.
- * Monitor bike trail for debris.
- * Continue low shoulder repairs on Route 5 and Route 106.
- * Repair potholes as needed.
- * Sign repairs as needed.

Mr. Gagnon informed the Board that the work on the Virginia Capital Trail (VCT) project - Herring Creek Trail Head phase is scheduled to begin January 30, 2012 and be completed by the first part of June, 2012. This project is the addition of a small parking area at the trail head on the VCT.

Mr. Gagnon advised that the annual work between VDOT and counties to develop Secondary Six-Year Plans (SSYP's) will begin soon. VDOT staff will begin working with county staff to develop the SSYP schedules starting in the next few weeks with February targeted for work sessions with the Board of Supervisors and March for public hearings, tailoring the needs and schedules to each locality as appropriate.

Board Requests:

1. **Mr. Gilbert Smith** requested an update on the Rt. 607 project between Rt. 106 and Rt. 5.
Mr. Gagnon explained the Rt. 607 project is ongoing and currently in the "Right-of-way phase" wherein the right-of ways are being acquired. The work on the roadway is slated to start in 2014 and once begun it will take six months to complete, weather permitting.
2. **Mr. Gilbert Smith** requested that litter pick-up crews continue to be diligent collecting trash along the roadways in the county.
3. **Mr. Bill Coada** specifically requested litter be picked up on Rt. 106, Rt. 609 and Rt. 102.

RE: CHESAPEAKE CONSERVANCY - LL, JR PARK BOAT RAMP

Joanna Ogburn, Program Director of the Chesapeake Conservancy, explained that the Chesapeake Conservancy is a non-profit organization with the mission of preserving the natural and cultural legacy of the Chesapeake Bay and promoting a strong conservation ethic for its continued sustainability. They focus on three main program areas; the first being *special places*, key areas are identified that are both ecologically and culturally unique and strive to protect them; *great rivers* where they to build community based conservation on a corridor level; and *trail stewardship* which encompasses their efforts to make the Captain John Smith Chesapeake National Historic Trail come alive.

RE: CHESAPEAKE CONSERVANCY - LL,JR PARK BOAT RAMP
(CONTD)

The Chesapeake Conservancy originally formed by the merger of the two different groups: The Friends of the John Smith Trail and The Friends of the Chesapeake Gateway and although their mission has grown they have stayed true to their roots by continuing to create access to and interpretation for the Captain John Smith Trail.

Congress established the Captain John Smith Chesapeake National Historic Trail in 2006, it is the nation's first water trail, it encompasses over 3000 miles, and traces the exploratory voyages of Captain John Smith. The portion of the James River that is the southern boundary of Charles City County, as well as the entire river itself, is a very important and integral component of the Captain John Smith Trail. To many this segment represents the anchor to the trail as it is to the James that Smith and the English colonist originally came and from which all their explorations began. For this reason the National Park Service, with the Chesapeake Conservancy as a primary partner, chose the title "James" as the first stretch of trail for which a segment plan was produced. This plan, which has been released as a concept plan for the James River segment, has listed within in it the creation of a launch site at the Lawrence Lewis, Jr Park as a high priority.

In addition to providing access to an important part of the John Smith Trail, the completion of the Lawrence Lewis, Jr Park boat ramp remains important and integral to a number of local and state initiatives and plans, including the 1998 and 2009 Comprehensive Land Use Plans for Charles City County and the 2007 Virginia Outdoors Plan.

The boat ramp would provide public access along the James for which there is currently no public access along a 36 mile stretch. It would also enhance the John Smith water and driving Trail. The boat ramp project has also received support from groups outside of those speaking to the Board today, including the Chickahominy Tribe. Chief of the Chickahominy Tribe, Chief Adkins, who is on the Board of the Chesapeake Conservancy and a resident of Charles City, has provided his support of the project; the James River Association represented today by Gab Silver, lends their support; and Leonard Smock, Director of the VCU Rice Center, has indicated the Center's support for the project. In addition, the National Park Service sends their wholehearted support for the boat ramp.

The Chesapeake Conservancy understands the boat ramp is a much anticipated project especially for the County and we are very pleased to be able to help with the creation of a Lawrence Lewis, Jr. Park boat ramp by providing a \$100,000 for the completion of the boat ramp from a generous Dominion Foundation grant. With the support and additional funds from the Department of Conservation and Recreation through their Virginia Outdoors Plan, the project is now contingent upon the County being able to meet the obligation of providing the remaining required funds.

RE: DEPARTMENT OF CONSERVATION AND RECREATION - LL,JR.
PARK BOAT RAMP

Ms. Danette Poole, Director of Planning and Recreation Resources for the Department of Conservation and Recreation (DCR), expressed the endorsement of DCR for the boat ramp project. She explained that in 2011 DCR received a grant application from Charles City County for the Chesapeake Gateway Network grant program but unfortunately the federal funds for that program fell through so the project did not get funded. In the mean time, the Chesapeake Conservancy has expressed an interest in working with DCR, together with the National Park Service and Charles City County, to see about finding a way to fund the boat ramp project. Through the Conservancy's efforts with the Dominion resources and DCR, funds have been located. DCR has \$65,000 in grant funds from a source for outdoor recreation projects that we are prepared to match for this project.

RE: DEPARTMENT OF CONSERVATION AND RECREATION - LL,JR.
PARK BOAT RAMP (CONTD)

The Virginia Outdoors Plan is a comprehensive plan for the Commonwealth overall for outdoor recreation which is developed every five years. Prior to doing the Plan we do a survey of citizens and one of the highest ranking areas of need for recreation around the Commonwealth is public access to state waterways. This 36 mile stretch of the James River has very little public access and no boating access to speak of. This would be a tremendous asset, not only to the county but also to the Virginia citizens as a whole for recreation.

RE: 2012 TEEN JOB SYMPOSIUM - TABITHA MARTINEZ

Fitness & Youth Services Coordinator, Tabitha Martinez, presented to the Board details on the Teen Job Symposium on behalf of the Teen Job Symposium Committee. The Teen Job Symposium is an annual event which is offered free to teens of the Richmond regional area aged 14 to 19. It is a job skills training symposium where teens are taught essential skills that they may be lacking or need improvement on to make them more marketable to prospective employers for summer jobs as well in their future. Ten interactive workshops are offered on subjects ranging from time management, collaboration with co-workers, how to be a good customer service representative, work ethics, interviewing skills, balancing a check book, and also how to differentiate between luxury spending and necessity spending.

Ms. Martinez requested the Board's approval to allow Parks and Recreation Director, Alfred Crump, Jr. to sign on the behalf of the county the contract with J. Sergeant Reynolds Community College who has offered the facility free to use for the event.

Motion was made by Floyd H. Miles, Sr. to approve authorizing Mr. Alfred Crump, Jr. to sign the contract with J. Sergeant Reynolds Community College on behalf of the county as requested. The motion carried as follows:

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

RE: PUBLIC COMMENT PERIOD

1. Byron Cox, 10501 Shady Lane – Mr. Cox informed the Board he had recently called for EMS services at 4:00 a.m. and was informed there would be no one on duty to provide ambulance service until 8:00 a.m. He asked what residents are to do in the event they need emergency services during the early hours when no one is on duty.
2. Judith Ledbetter, 16530 The Glebe Lane - Mrs. Ledbetter spoke on behalf of the organization, *Citizens to Safeguard Charles City* (CSCC). An informal organization of more than 72 residents. The CSCC requested the Board to pass a resolution opposing the proposed Dominion Virginia Power Chickahominy-Skiffes Creek 500kV transmission line and to direct staff to consult with James City County to determine whether their Board of Supervisors will also oppose construction, and if so, coordinate the language and timing of the two resolutions. She summarized their reasons in eight (8) detailed points ranging from the declining of real estate value; the 100 foot quad-towers hindering farming and being in view of historic areas; and the negative impacts on Charles City residents for generations to come.
3. John "Jack" Miniclier, Jr., 11620 Eagles Nest Road – Mr. Miniclier spoke to the subject of his recent resignation. He summarized the achievements of the county over the past four years and thanked his wife and the many people of the county that have supported him over the years.

RE: PUBLIC COMMENT PERIOD (CONTD)

- 4. Brian Gordineer, 16880 The Glebe Lane – Mr. Gordineer expressed his strong support of the request of the Citizens to Safeguard Charles City. He noted that many others in the audience were also there with the same concern and he requested they stand. Approximately 40 citizens stood to be recognized.

RE: APPOINTMENTS – 2012 FAIR COMMITTEE

Motion was made by Gilbert A. Smith to appoint the following individuals to the 2012 County Fair Committee:

Mildred Adkins	Aurelia Carter	Keane Britton
Valerie Adkins	Marian Christian	Robert Adams, Chairman
Mary Cotman	Lori Crewe	Norma Adkins, Secretary
Alfred Crum	Barbara Hayes	Sandra Bradby, Treasurer
Janet Moore	Ruby Paige	Katrina Bradby, Admin. Assist.
Avis Walker	Louise Tabb	Cynthia Rowles, Advisor

The motion carried as follows:

William “Bill” Coda	Aye
Floyd H. Miles, Sr.	Aye
Gilbert A. Smith	Aye

RE: LAWRENCE LEWIS, JR. PARK BOAT RAMP

Motion was made by Bill Coda to commit \$125,000 in the FY2012-2013 budget to the boat ramp project at Lawrence Lewis, Jr. Park. The motion carried as follows:

William “Bill” Coda	Aye
Floyd H. Miles, Sr.	Aye
Gilbert A. Smith	Aye

RE: RICHMOND-CRATER HAZARD MITIGATION PLAN

Motion was made by Bill Coda to approve the following resolution of support and adoption of the Richmond-Crater Multi-Regional Hazard Mitigation Plan. The motion carried as follows:

William “Bill” Coda	Aye
Floyd H. Miles, Sr.	Aye
Gilbert A. Smith	Aye

RESOLUTION ADOPTING THE RICHMOND-CRATER MULTI-REGIONAL HAZARD MITIGATION PLAN:

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance, and

WHEREAS, a Mitigation Advisory Committee (“MAC”) comprised of representatives from the cities of Colonial Heights, Emporia, Hopewell, Petersburg, and Richmond; the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Greensville, Hanover, Henrico, New Kent, Powhatan, Prince George, Surry, Sussex; and the towns of Ashland, Claremont, Dendron, Jarratt, McKenney, Stony Creek, Surry, Wakefield, and Waverly; was convened in order to study the Richmond-Crater risks from and vulnerabilities to natural hazards, and to make recommendations for mitigating the effects of such hazards on the Richmond-Crater Region; and

RE: RICHMOND-CRATER HAZARD MITIGATION PLAN (CONTD)

WHEREAS, a request for proposals was issued to hire an experienced consulting firm to work with the MAC to update a comprehensive hazard mitigation plan for the Richmond-Crater region; and

WHEREAS, the efforts of the MAC members and the consulting firm of Dewberry, in consultation with members of the Region’s public, private and non-profit sectors, have resulted in an update of the Richmond-Crater Multi-Regional Hazard Mitigation Plan including Charles City, Virginia.

NOW THEREFORE, BE IT RESOLVED by the Charles City County Board of Supervisors that the Richmond-Crater Multi-Regional Hazard Mitigation Plan dated November 2011 is hereby approved and adopted for Charles City, Virginia. A copy of the plan is attached to this resolution.

RE: DOCUMENT IMAGING

Motion was made by Bill Coada to approve the following resolution regarding a lease purchase agreement for the purpose of procuring a document imaging system over the next five years as presented for both the County and the School Board office’s use. The motion carried as follows:

William “Bill” Coada	Aye
Floyd H. Miles, Sr.	Aye
Gilbert A. Smith	Aye

RESOLUTION
REGARDING A LEASE PURCHASE AGREEMENT FOR THE PURPOSE OF
PROCURING SOFTWARE/HARDWARE

WHEREAS, Charles City County desires to enter into that certain Lease-purchase Agreement Number 5870, by and between Government Capital Corporation and Charles City County, for the purpose of procuring “Software/Hardware”. Charles City County desires to designate this Agreement as a “qualified tax exempt obligation” of the County for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. Charles City County desires to designate Michelle G. Johnson, Director of Finance, as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CHARLES CITY COUNTY:

Section 1. That Charles City County enters into a Lease Purchase Agreement with Government Capital Corporation for the purposes of procuring *Software/Hardware*”

Section 2. That the Lease Purchase Agreement Number 5870, by and between Government Capital Corporation and Charles City County, for the purpose of procuring “Software/Hardware”. Charles City County desires to designate this Agreement as a “qualified tax exempt obligation” of the County for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Section 3. That Charles City County designates Michelle G. Johnson, Director of Finance, as an authorized signer of the Lease Purchase Agreement Number 5870, by and between Charles City County and Government Capital Corporation.

PASSED AND APPROVED by the Board of Supervisors of Charles City County in a meeting held on the 24th of January, 2012.

RE: JOINT MEETING WITH SCHOOL BOARD

Motion was made by Bill Coada to approve the School Board’s request to hold joint committee meetings between the School Board and the Board of Supervisors comprised of two School Board members, the School

RE: JOINT MEETING WITH SCHOOL BOARD (CONTD)

Superintendent, County Administrator, and Board of Supervisors' member, Bill Coad, with the meetings to begin in February, 2012. The motion carried as follows:

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

RE: TRANSFER OF FUNDS – SHERIFF REQUEST

Motion was made by Bill Coad to approve the Sheriff's request to transfer \$2,150 from the E-911 Wireless account and allocate the funds to supplement the salary of the Communications Supervisor. The motion carried as follows:

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

RE: TREASURER'S TURNOVER AUDIT - REPORT

Assistant County Administrator and Finance Director, Michelle Johnson reviewed the Treasurer's turnover audit for the Board of Supervisors and explained that the turnover audit is required by §58.1-3136 of the Code of VA, as amended, whenever a Treasurer leaves office. The turnover of the material county assets from the charge of former Treasurer, Cecelia W. Bradby to newly elected Treasurer, Mindy W. Brady was deemed successful.

RE: SMALL BUSINESS DEVELOPMENT

Planning Director, Allyson Finchum advised the Board of the EDA's Small Business Development efforts in the county. Ms. Finchum explained it is a goal of Charles City County government to promote economic development and provide business assistance to our existing businesses. In an effort to accomplish this, the Charles City Planning Department and the Economic Development Authority held a small business round table to receive ideas and address concerns from the business community. The outcome is that a group of businesses will work with the Crater Business Development Center, Charles City County government and the Economic Development Authority to form a business group in this community.

Funded by the Economic Development Authority we will hold seminars and training and provide a platform to work on issues raised by our existing businesses, ultimately resulting in a self supporting business group in Charles City County. Planning Department staff will continue with efforts to promote development in the county striving to create a healthy positive atmosphere for businesses to thrive and citizens to live.

RE: PUBLIC COMMENT PERIOD (NON-AGENDA ITEMS)

1. Frank Mummert, President of the Providence Forge Volunteer Rescue Squad (PFVRS) – Mr. Mummert explained that PFVRS is an EMS only rescue squad whereas New Kent and Charles City counties have Fire and EMS organizations. This allows PFVRS to use people that don't necessarily fit the fire fighter positions. This gives PFVRS opportunities to provide support to the counties and also assistance to the citizens of the counties.

RE: PUBLIC COMMENT PERIOD (NON-AGENDA ITEMS) (CONTD)

Mr. Mummert advised that there is a critical need for EMTs across the country and this deficit is long reaching as many that start out as volunteer EMTs go on to become registered nurses, doctors, and even hospital administrators. PFVRS will be holding the EMT training course next month where people coming in off the street can take the EMT course and qualify to be a basic EMT. PFVRS wants to assist Charles City County not only in helping at 4:00 a.m. when someone needs help but also to start to build opportunities for people to get the level of education and training that will allow them to improve themselves in the future. Mr. Mummert impressed upon the Board the PFVRS is asking for the opportunity to help.

2. Diane Cook, 4711 Randy's Run – Ms. Cook stated that she supports hunting but has heard that Sunday hunting may be allowed at some point and she requested that this not be allowed as it makes it unsafe to be out in your own yard and one day of the week should be without that concern.
3. Samuel Otey, New Kent County resident and former Charles City Resident – Mr. Otey noted he has family in Charles City and grandchildren that go to the schools. He applauded what he has heard about the new Board of Supervisors' efforts and the School Board's efforts for the children. He prays that they will be able to do more than has been done in the past.
4. Larkin Scott, 12801 Sterling Heights Lane - Mr. Scott was at the small business round table held by the Planning Department and the Economic Development Authority that day and appreciates the activity the new Board is taking with the area businesses. He also noted he appreciates the integration of the Board of Supervisors and the School Board and looks forward to seeing improvements.
5. Teri Tench, 18110 The Glebe Lane – Mrs. Tench noted she is a former member of the Charles City EMT Rescue Squad and also a registered nurse for the state of Virginia. She impressed upon the Board to seek out creative ways to resolve the issue of EMS to provide 24 hour coverage for the citizens.
6. Dan Stewart, 8020 Lott Cary Road – Mr. Stewart applauded the new Board. He noted his major concern is emergency services and he hopes the Board will work hard in addressing that issue.
7. Ed Branch, 4000 Adkins Road – Mr. Branch commended the Board on how quick he has seen the new Board jump into the areas of concern in the county and addressing the concerns of the residents. He asked that they continue their involvement.

Mr. Branch also stated the county needs an Emergency Action Plan that is tailor made for Charles City. He noted the emergency plan of any other locality will not work for Charles City. He stressed this issue needs to be addressed very soon and quickly.

RE: BOARD OF SUPERVISORS' SALARY

Motion was made by Bill Coad a to rescind the Board of Supervisors' salary raise approved last year. The motion carried as follows:

William "Bill" Coad	Aye
Floyd H. Miles, Sr.	Nay
Gilbert A. Smith	Nay

RE: BOARD OF SUPERVISORS' COMMENTS AND DIRECTIVES

1. **Mr. Bill Coada**, responded to public comments with the following:
 - a. *Posed to Mr. Mummert*: Is it true the Providence Forge Volunteer Rescue Squad is wanting to park two (2) ambulance units in Charles City County to more readily serve this county?
Mr. Mummert confirmed this plan noting he would bring the Board details at a later date.
 - b. *RE: EMS Services*: Stated the Board is looking at having a 24 hour paid EMS staff. The Board is very conscious of the need for EMS in Charles City County and it is a priority of the Board.
 - c. *RE: Board working together*: Stated it is the Board's plan to continue building a relationship with the School Board.
 - d. **Directed staff** to draft a policy that would require a complaint form be filled out by the citizen/complainant for Animal Control complaint issues and County Ordinance violations. He noted the completed complaint form will be to substantiate why a complaint is being investigated. He directed staff to have a rough draft of the policy at the next Board meeting.
2. **Mr. Floyd H. Miles, Sr.** directed as follows:
 - a. **Directed** the County Attorney to provide him a copy of the Code or the explanation for why citizens are required to pay their taxes June 5th when the fiscal year doesn't start until July 1st.
 - b. **Directed** staff to place vehicle log sheets placed in all county vehicles reporting back to the Directors of each department and be turned in on a monthly basis for the review of the Board.
 - c. **Directed** staff to look at the frequency of meetings of the Boards, Committees and Commissions to determine the number of meetings being held is in the best interest of getting the job done.
 - d. **Directed** staff to perform inventory of county equipment within the Public Works Department and maintain a
 - e. **Directed** the County Attorney to prepare an ordinance that speaks to the matter of parking in No Parking Zones and granting the Sheriff's department the authority to tow offenders.
3. **Mr. Bill Coada directed** staff to include in the county vehicle logs an explanation of consequence for not filling out the vehicle logs and/or falsifying records

RE: EXECUTIVE SESSION

Motion was made by Bill Coada to go into executive session to discuss the investment of public funds under Section 2.2-3711(6); personnel matters under Section 2.2-3711(A)(1); and legal matters under Section 2.2-3711(A)(7), of the 1950 Code of Virginia, as amended. The motion carried as follows:

Floyd H. Miles, Sr.	Aye
Bill Coada	Aye
Gilbert A. Smith	Aye

Motion was made by Bill Coada to return to regular session. The motion carried as follows:

Floyd H. Miles, Sr.	Aye
Bill Coada	Aye
Gilbert A. Smith	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.

RE: EXECUTIVE SESSION (CONTD)

The motion carried as follows:

Floyd H. Miles, Sr.	Aye
Bill Coad	Aye
Gilbert A. Smith	Aye

RE: WASTEWATER MANAGEMENT CONTRACT

Motion was made by Bill Coad to execute the contract with R. P. Finch, Inc. to provide Utility System Management services to the County. The motion carried as follows:

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

RE: TRANSFER OF FUNDS

Motion was made by Bill Coad to approve the transfer of funds allocated for the salary of the former county certified Wastewater technician and allocate the funds to supplement the funds designated for the services of R. P. Finch, Inc. The motion carried as follows:

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

There being no further business before the Board, it hereby recessed to meet again on Tuesday, **January 31, 2012** at 9:00 a.m. for the Board of Supervisors' Recessed Meeting.