

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, **December 27, 2011** at 7:30 p.m. in the 236th year of the Commonwealth and in the 377th year of the County.

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

RE: ADOPTION OF AGENDA

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

The motion carried as follows:

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

RE: CONSENT AGENDA

Motion was made by Sherri M. Bowman that the following consent agenda be approved:

- a. Approval of the minutes of the November 22, 2011 regular meeting.
- b. Approval of Refund of Personal Property Taxes (\$1,597.09)
- c. Appropriations for the month of January, 2012.

<i>General Fund Agencies</i>	
Board of Supervisors	\$ 5,509
County Administrator	10,501
Legal Services	7,370
Non Departmental	5,000
Non Departmental-Telecom	35,586
Audit	26,500
Commissioner of Revenue	14,104
Treasurer	14,400
Management Services	18,945
Information Technology	-
Motor Pool	5,275
Central Gas	440
Memberships	(1,500)
Electoral Board	-
Registrar	10,800
Circuit Court	1,810
Combined GD/JD Court	-
County Magistrate	-
Clerk of Circuit Court	22,800
Sheriff Judicial	10,250
Asset Forfeiture - Sheriff	-
Courthouse Security Fund	2,050

RE: CONSENT AGENDA
Appropriations (Contd)

Crater Criminal Justice T.C.	-
Commonwealth's Attorney	16,175
Asset Forfeiture - Comm Attorney	-
Sheriff Law Enforcement	51,867
EDA Sheriff Support	4,059
Fire Protection	-
Emergency Medical Response	37,500
E 911	18,950
Wireless E911	2,250
Correction & Detention	38,479
VJCCCA	-
Col Com Correction jb	5,386
9th District Court Services	265
Codes Enforcement	16,820
Animal Control	15,226
Medical Examiner	250
Emergency Services	4,119
Landfill Monitoring	11,520
General Properties	62,525
Health Department	38,500
MH/MR Services Board	27,665
Contributions	19,800
John Tyler Community College	-
Parks and Recreation	52,226
Library/Cultural	15,442
Center For Local History	-
Planning Commission	-
Planning Department	28,444
Com Development Cont	6,793
Environmental Mgt Cont	5,977
Cooperative Extension	1,850
General Fund Contingency	-
Revolving Accounts	-
Cap Outlay-Repair/Renovation	50,585
Debt Service	284,253
Total General Fund	\$ 1,006,766
Public Utility Fund	31,478
Total Board of Supervisors	\$ 1,038,244
FYI- School Operating Categorical	
Instruction	660,500
Admin, Attendance & Health Serv.	66,700
Pupil Transportation	69,000
Operations & Maintenance	110,500
School Food	38,600
Debt Service	-
Technology	34,700
School Fund Total	\$ 980,000

RE: CONSENT AGENDA
Appropriations (Contd)

<i>ALL FUNDS</i>	
<i>BOARD OF SUPERVISORS</i>	1,038,244
<i>SCHOOL OPERATING</i>	980,000
<i>SOCIAL SERVICES</i>	108,475
<i>COMP. SERVICES ACT</i>	54,867
<i>SPECIAL WELFARE</i>	-
<i>TRANS. TO COMMONWEALTH</i>	5,000
<i>SPECIAL FUNDS</i>	4,725
<i>GRAND TOTAL ALL FUNDS</i>	\$ 2,191,310

The motion carried as follows:

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

RE: FARMER ROBINSON COX – FY2011 AUDIT PRESENTATION

Paul Lee and Charlotte Schubert with Farmer Robinson and Cox, CPA, briefly reviewed the FY2011 Audit performed for the County with the Board of Supervisors advising that there were no significant deficiencies to report. They recommended that the County and the School Board consider preparing a formal manual of accounting policies and procedures of how the Finance Department should be run that would be adopted by the respective Boards. They also suggested the Utilities Director consider reviewing monthly utility fund billing adjustment registers and documenting this review as a precaution toward accuracy. The Fund Balance is \$2.3 Million and the General Fund is \$3.3 Million. They advised that a reasonable balance of the overall Fund Balance should be 15% to 20% of the General Fund balance.

RE: DEPARTMENT OF TRANSPORTATION

County Administrator, John F. Miniclier, Jr. read the following monthly VDOT report:

Maintenance Activities for the Previous 30 Days:

- * Storm debris clean-up on Routes 625, 602, 658, 155, & 106.
- * State Forces installed cross-pipe on Route 612 @ 646.
- * Performed asphalt repairs to Routes 106, 602, 613, 618, 621, 623, 629, & 632.
- * State Forces performed litter pickup on Primary Routes 5, 106, & 155.
- * State Forces performed litter pickup on Secondary Routes 603, 609, 614, 618, 620, & 653.
- * Repaired low shoulders on Routes 615 & 618.
- * Removed debris along bike trail
- * Performed sign maintenance County Wide.
- * State Forces broke beaver dams on Routes 5, 106, 612, 615, & 650.

Maintenance Activities Planned for the next 30 Days:

- * State Forces will continue removing storm debris.
- * Debris removal will continue as needed.
- * Non-hard surface roads will be machined as needed.
- * State Forces will perform pavement repairs as needed.
- * Sign repairs will be performed as needed.
- * Bike Trail will be monitored for debris as needed.
- * Problem beaver areas will be monitored.

RE: DEPARTMENT OF TRANSPORTATION (CONTD)

Traffic Study

A traffic safety study of the area approximately 1 mile north of Cattail Road in the vicinity of a stream crossing is being conducted at the Board's request. Specific attention is being paid to the potential for issues related to trucks. Completion of the study is anticipated to be by early January.

Board Requests:

1. **Ms. Sherri Bowman** directed staff to contact VDOT regarding the need to have the ditches cleaned and cleared located at the intersection of Cool Hill Road and Adkins Road.
2. **Mr. Timothy Cotman** instructed staff to inquire Of VDOT if the traffic "runners" in the road to slow traffic prior to resurfacing will be replaced and when.
3. **Mr. Cotman** also directed staff to inform VDOT of debris seen along the road on Rt. 637 (Wyatt's Lane).

RE: PUBLIC COMMENTS

1. Bill Coad, 9040 W. Cool Hill Road – Mr. Coad requested that the outgoing Board not appoint themselves to any Board, Committee or Commission.
2. Preston Adkins, 8041 Lott Cary Road - Mr. Adkins inquired if the county can do anything to slow traffic near churches during funerals. Stating he has noticed it's an issue on Lott Cary Road and has being informed by VDOT that it is a local issue and nothing they can do.

RE: APPOINTMENTS – PLANNING COMMISSION

Motion was made by Timothy W. Cotman, Sr. to reappoint Alton M. Washington, 10605 Sturgeon Point Road, Charles City, VA 23030, to serve as a District III member on the Economic Development Authority, said term to expire January 31, 2016. The motion carried as follows:

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

RE: APPOINTMENTS – ROAD VIEWER COMMITTEE

Motion was made by Gilbert A. Smith to reappoint Byron Cox, 10501 Shady Lane, Charles City, VA 23030, to serve as a District I member on the Road Viewer Committee, said term to expire December 31, 2012. The motion carried as follows:

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

Motion was made by Sherri M. Bowman to reappoint S. Garland Christian, 8730 Samaria Lane, Providence Forge, VA 23140, to serve as a District II member on the Road Viewer Committee, said term to expire December 31, 2012. The motion carried as follows:

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

RE: FITNESS AND OFFICE ON YOUTH ACTIVITIES UPDATE

Fitness & Youth Services Coordinator Tabitha Martinez provided the Board an update on the activities she is developing and the additional fitness classes being offered at the Fitness Center and for the county's youth through the Office on Youth. She advised the Board that she is in the process of taking the certifications necessary to becoming a certified fitness trainer.

RE: SESQUICENTENNIAL COMMITTEE UPDATE

The County Administrator, John F. Miniclier, Jr., advised the Board that the Charles City/New Kent Sesquicentennial Committee has procured the Virginia Sesquicentennial Committee and Historical Society's Historymobile for Charles City County. The mobile exhibit will be on display at Berkeley Plantation June 22-24, 2012, during Berkeley's 150th Commemoration of TAPS.

He explained that the Historymobile is a free exhibit – free for the host county and free to the public to enjoy. The Virginia Sesquicentennial Committee and Berkeley Plantation will handle advertisement throughout Virginia of the event. The only cost to the host county will be to provide lodging for the four drivers/managers of the Historymobile and security for the overnight hours during the hosting period. In addition, volunteers will be needed to staff the mobile during the exhibit hours of 9:00 a.m. to 4:00 p.m. the three days. He stated the committee invites residents to volunteer their time for this exciting event in addition to enjoying the exhibit while it is in Charles City.

RE: ADOPTION OF VALIC PLAN RESTATEMENT (Resolution 2011-23)

Motion was made by Sherri M. Bowman to adopt the Valic Plan Restatement as presented and approve the following resolution. The motion carried as follows:

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

RESOLUTION AUTHORIZING ADOPTION OF PLAN RESTATEMENT

WHEREAS, Charles City County (hereinafter, the "Employer") established the VALIC Deferred Compensation Plan (hereinafter, the "Plan"), effective July 1, 2000, for the exclusive benefit of its employees and their beneficiaries.

NOW, THEREFORE, BE IT RESOLVED, that the Employer hereby amends and restates the Plan in the form of the Plan attached hereto; and

BE IT FURTHER RESOLVED, by the authority of the Charles City County Board of Supervisors, the Plan is amended and restated, effective, December 31, 2011.

RE: CLERK OF CIRCUIT COURT FY2012 BUDGET AMENDED

Motion made by Sherri M. Bowman to approve the amendment of the Clerk of Circuit Court FY2012 Budget for additional funds received from the Compensation Board in the amount of \$18,364. The motion carried as follows:

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

RE: SALEM BLUFFS NORTH RE-SUBDIVISION OF LOT 4

Motion made by Sherri M. Bowman to approve the Application #SUB-2-2011, Salem Bluffs North Re-subdivision of Lot 4, requesting to re-subdivide Lot 4 [TM #14-(10-4), located off Cattail Road, containing 67.808 acres into two lots. Lot 4 will contain 30.404 acres, and Lot 7 will contain 37.404 acres. The request is approved subject to the following conditions being completed and submitted to the Planning Department prior to the release of approved subdivision plans for recordation. The motion carried as follows:

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

- Lot 4 will access through the existing private easement; and Lot 7 will access through a private driveway.
- The Army Corps of Engineers has indicated that the proposed driveway crossing to access the upland/buildable section of Lot 7 qualifies for the USACE Nationwide Permit 18 for impacts under 1/10 of an acres.
- Plats have received approval signatures from the Departments of Health and Transportation.
- Salem Bluffs North Minor Subdivision approved January 2008; Re-subdivision of Lot 3 approved February 2009.
- All lots are 15+ acres in size.
- Attached are Staff Report dated November 10, 2011 and Subdivision Final Plat Review dated November 10, 2011.

RE: RESOLUTION OF APPRECIATION – YVONNE BRADBY

Motion was made by Sherri M. Bowman to adopt the following resolution. The motion carried as follows:

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

WHEREAS, Mrs. Yvonne W. Bradby was hired as Deputy Clerk I to the County Administrator on February 9, 2005; and

WHEREAS, Mrs. Bradby has served four members of the Board of Supervisors during her years of service to the county, namely Gilbert A. Smith, Michael Holmes, Sherri M. Bowman and Timothy W. Cotman, Sr.; and

WHEREAS, Mrs. Bradby, during her tenure with the county, worked for two County Administrators; Angela Yancey and John F. Miniclier, Jr., and one Interim County Administrator, Jacqueline Wallace; and

WHEREAS, Mrs. Bradby as Deputy Clerk I shared duties with and provided clerical support to two Deputy Clerk II's; E. Regina Adkins for five years and Gina L. Sandy Patterson for two years; and

WHEREAS, Mrs. Bradby conducted herself in a professional manner as she managed the county switchboard, assisted citizens seeking information, and maintained appropriate access to the County Administrator; and

WHEREAS, Mrs. Bradby contributed to and tirelessly generated the County Quarterly Newsletter for six years; and

RE: RESOLUTION OF APPRECIATION – YVONNE BRADBY (CONTD)

WHEREAS, Mrs. Bradby served and will continue to serve with diligence and distinction on the Youth Services Citizen Advisory Board and the Charles City County Relay for Life Committee; and

WHEREAS, Mrs. Bradby, a lifelong resident of Charles City, is an active member of our community and her church, touching many lives in her capacity as Deputy Clerk I and by her natural caring nature; and

WHEREAS, Yvonne W. Bradby is retiring from her position as Deputy Clerk I on December 31, 2011;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Charles City County hereby expresses its deep and sincere appreciation this 27th day of December, 2011 to Mrs. Yvonne Bradby for her dedicated and faithful service to the County and wishes her the very best in all of her future undertakings.

RE: RESOLUTION OF APPRECIATION - TIMOTHY W. COTMAN, SR.

Motion was made by Gilbert A. Smith to approve the following resolution. The motion carried as follows:

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

WHEREAS, Mr. Timothy W. Cotman, Sr., a native and a lifelong resident of Charles City County, is an active and vital member of the community and his church; and

WHEREAS, Mr. Cotman has been an dedicated supporter of the Charles City County School System first as a teacher of Science for many years, as Assistant Principal of Charles City Elementary and later Charles City High School, and

WHEREAS, Mr. Cotman's commitment to bettering the education of our all Virginia youth worked for the Virginia Department of Education and was instrumental in the development of the Science Education Program Assessment Model (SEPAM) and its implementation in eight Virginia School Divisions; and

WHEREAS, Mr. Cotman, was one of the founding members of the Charles City Volunteer Fire Department; and

WHEREAS, Mr. Cotman was appointed interim District III Supervisor in January, 2002, completing Floyd D. Miles' term of office, and by special election, elected to the Charles City County Board of Supervisors by the citizens of District II on November 2, 2002, serving to December 31, 2011, and in 2004, 2007 and 2010 serving as Chairman of the Board; and

WHEREAS, Mr. Cotman represented the County with distinction as a member on the following Boards and Commissions:

- Crater Planning District Commission
- Emergency Planning Committee
- Metropolitan Air Quality Control Board
- Recreation Advisory Commission
- Richmond Area Metropolitan Planning Organization (MPO)
- Richmond Regional Planning District Commission (RRPDC)
- Charles City Community Center
- Virginia Association of Counties

RE: RESOLUTION OF APPRECIATION - TIMOTHY W. COTMAN, SR.
(CONTD)

WHEREAS, Mr. Cotman, has been highly instrumental in shaping the direction of Charles City County by his astute leadership and in numerous roles continually supporting and acting in the best interest of the county; and

WHEREAS, Mr. Cotman, is retiring from the Charles City County Board of Supervisors on December 31, 2011 and his leadership will be truly missed.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Charles City County hereby adopts this resolution in sincere appreciation this 27th day of December, 2011 to Mr. Timothy W. Cotman, Sr. for his significant and dedicated service to the citizens of Charles City County and wishes him the very best in all his future undertakings.

RE: RESOLUTION OF APPRECIATION – SHERRI M. BOWMAN

Motion was made by Gilbert A. Smith to approve the following resolution. The motion carried as follows:

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

WHEREAS, Ms. Sherri M. Bowman, a native and a lifelong resident of Charles City County, is a dynamic and committed member of the community and her church; and

WHEREAS, Ms. Bowman was elected to the Charles City County Board of Supervisors by the citizens of District II in November, 2007 and served the county from January, 2008 to December 31, 2011, and as Chairperson of the Board in 2009; and

WHEREAS, Ms. Bowman is the first woman to be elected to the Charles City County Board of Supervisors; and

WHEREAS, Ms. Bowman represented the County with distinction and fervor as a member on the following Boards and Commissions:

- Charles City Health Council
- Colonial Community Criminal Justice Board
- Housing Task Force
- Library Campaign Committee
- Metropolitan Richmond Air Quality Control Board
- Sesquicentennial Committee
- Social Services Board
- Central Virginia Film Academy Board
- Virginia Association of Counties

WHEREAS, Ms. Bowman was one of the founding members of the Charles City Health Council, designed to improve the availability of health services in the county and the health of its citizens; and

WHEREAS, Ms. Bowman was instrumental in raising awareness of the importance of voter registration in the county, actively working to increase the number of residents registered prior to the Presidential election in 2008; and

WHEREAS, Ms. Bowman is an active member of the local chapter of the National Association for the Advancement of Colored People (NAACP); and

WHEREAS, Ms. Bowman succeeds in bringing enthusiasm and focus to every committee and board seat she has ever held; and

RE: RESOLUTION OF APPRECIATION – SHERRI M. BOWMAN (CONTD)

WHEREAS, Ms. Bowman, through her judicious and sensible leadership helped shape Charles City County and direct the county's future.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of Charles City County hereby adopts this resolution in recognition and sincere appreciation this 27th day of December, 2011 to Ms. Sherri M. Bowman for her active role and dedicated service to the citizens of Charles City County and wishes her the very best in all her future undertakings.

RE: BOARD OF SUPERVISORS' COMMENTS AND DIRECTIVES

Mr. Gilbert A. Smith, responding to Mr. Preston Adkins' earlier inquiry, directed staff to check on having temporary 45 mph signs posted during funerals.

There being no further business before the Board, it hereby adjourned until next year. The Board will meet again on **January 12, 2012** at 8:30 a.m. for the FY2013 Budget Presentations to the Board of Supervisors.