

**VIRGINIA:**

At a scheduled work session of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on Wednesday, **DECEMBER 4, 2013** at 5:30 p.m. in the 238<sup>th</sup> year of the Commonwealth and in the 379<sup>th</sup> year of the County.

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

RE: RECESSED MEETING – NOVEMBER 26, 2013

Mr. Gilbert Smith made a motion to enter into Executive Session for personnel matters pursuant to Section 2.2-3711(A)(1). The motion passed unanimously.

Motion was made by Mr. William Coad to return to open session and to certify that the Board of Supervisors discussed only public business matters exempted from statutory open meeting requirements and public business identified in the motion to convene to Executive Session. The motion was passed unanimously.

RE: STORMWATER MANAGEMENT PROGRAM

Representatives from Joyce Engineering gave a presentation on the upcoming stormwater management program regulations that being promulgated by DEQ. The Board thanked Joyce Engineering and said they would consider the information moving forward. Details of the presentation are available in the office of the Clerk.

RE: NEIGHBORHOOD SERVICE AREAS

Mr. Matt Rowe, Planning Director, gave a presentation on the potential for Neighborhood Service Areas in the County. The Board thanked Joyce Engineering and said they would consider the information moving forward. Details of the presentation are available in the office of the Clerk.

RE: COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

Mr. Dallas Johnson, Deputy Emergency Coordinator, made a presentation on the creation of a Community Emergency Response Team to be made up of citizens. The County has received a grant from the Virginia Department of Emergency Management to start a program. The Board thanked Mr. Johnson. Details of the presentation are available in the office of the Clerk.

RE: ENVIRONMENTAL MANAGEMENT SYSTEM PROPOSALS

Motion was made by Floyd Miles, Sr. to approve the bid from ETEC for creation of the Environmental Management System manual. The bid was for \$25,120. The motion passed unanimously.

RE: STAFF REPORTS

Motion was made by Gilbert Smith to permit staff to pay the final payroll of calendar year 2013 on December 23<sup>rd</sup> instead of December 30<sup>th</sup>. The motion passed unanimously.

There being no further business before the Board it hereby recessed to meet again on Friday, **December 6, 2013 at 8 a.m.**