



**AGENDA  
POWHATAN COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING  
JUNE 27, 2016  
6:00 PM CALL TO ORDER**

- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**
- 5. Formal Approval of Agenda**
- 6. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**
- 7. Consent Agenda**

**All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by one resolution in the form or forms listed below. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.**

- a. Approve Special Meeting Minutes – May 16, 2016 Page 5
- b. Approve Regular Meeting Minutes – May 23, 2016 Page 7
- c. Accept Treasurer’s Report dated March 31, 2016 Page 21
- d. Accept Treasurer’s Report dated April 30, 2016 Page 27
- 8. Appointment to Boards, Commissions, Committees, etc. - None**
  - a. Appointments (2) to the Economic Development Authority Page 33
  - b. Appointments (2) to the Anti-Litter Council Page 37

**9. Old Business**

- a. Update on Strategic Plan Page 41
- b. Update on Economic Development Strategic Plan Page 55
- c. Building Permit and Inspections and Planning/Zoning Monthly Report Page 57

**10. New Business**

- a. Resolution R-2016-41 Amending the FY 2016 Budget by Budgeting and Appropriating \$620,000 for the Capital Improvement Program (CIP) Projects Page 61
- b. Resolution R-2016-43 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Transferring \$1,000 from Clerk of Circuit Court to Passports Division for Postage Page 67

**11. Certificates of Appreciation, Special Resolutions and Proclamations**

- a. Powhatan Fire and Rescue Department Scholarship Awards Program 2016 Page 95

**12. Public Hearings – Time Certain 7:00 PM**

- a. Resolution R-2016-42 Amending the FY 2017 Budget by Budgeting and Appropriating \$2,144,000 for the Other Capital Improvement Program Page 97
- b. Ordinance O-2016-22 Amending the Proffered Conditions Approved by the Board of Supervisors for Case #06-03-REZC to Amend the Proffered Condition #3 Reducing the Cash Proffer Amount Page 105

**13. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**

**14. County Attorney Comments**

**15. County Administrator Comments**

**16. Board Comments**

**17. Closed Meeting, as authorized by the Code of Virginia, Section 2.2-3711(A), to discuss the following matter(s):**

Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711(A)(7) of the Code of Virginia.

**18. Closed Meeting Certification**

**19. Adjournment**

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**VIRGINIA: AT A SPECIAL MEETING OF THE BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE BUILDING CONFERENCE ROOM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON MAY 16, 2016 AT 5:00 P.M.**

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**Board of Supervisors Present:** David T. Williams, District 1  
Larry J. Nordvig, District 2, Vice-Chairman  
Angela Y. Cabell, District 3  
William E. Melton, District 4, Chairman  
Carson L. Tucker, District 5

**Staff Members Present:** March Altman, Deputy County Administrator  
Charla Schubert, Finance Director  
Tom Lacheney, County Attorney

**Others Present** Kyle A. Laux, Davenport & Company, LLC  
John C. Watkins, Economic Development Authority  
Tim Benusa, Economic Development Authority

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**1. Call to Order**

Chairman Melton called the meeting to order and at 5:00 p.m. Chairman Melton stated to let the record show all Board of Supervisors members are in attendance.

**2. Invocation**

Chairman Melton provided the invocation.

**3. Pledge of Allegiance**

Mr. Tucker led the Pledge of Allegiance.

**4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**

There were no requests to amend the Agenda.

**5. Formal Approval of Agenda**

Mr. Tucker motioned to approve the agenda as presented. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

**6. Public Comment (Time Limit 30 minutes: 3 minutes per individual/5 minutes per group)**

Chairman Melton opened the public comment period. Seeing there were no speakers, Chairman Melton closed the public comment period.

**7. New Business**

a. Discussion of the DRAFT Debt Policy

Mr. Altman offered a brief overview of the draft Debt Policy, then introduced Kyle Laux of Davenport & Company. Mr. Laux presented the draft Debt Policy with the Board. The Board discussed the draft Debt Policy with Mr. Laux and staff at length, to include potential changes related to the language related to financing of capital improvements and circumstances which the Board might exceed the 12% of total government fund and school fund operating expenditures.

**8. Public Comment (Time Limit 30 minutes: 3 minutes per individual/5 minutes per group)**

Chairman Melton opened the public comment period. Seeing there were no speakers, Chairman Melton closed the public comment period.

**9. County Administrator Comments**

There were no County Administrator comments.

**10. Board Comments**

The Board had no comments.

**11. Adjournment**

Mr. Williams motioned to adjourn the meeting. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

The meeting adjourned at 5:58 p.m.

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**William E. Melton, Chairman  
Powhatan County Board of Supervisors**

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**Patricia A. Weiler, Clerk  
Powhatan County Board of Supervisors**

**VIRGINIA: AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS  
HELD IN THE POWHATAN VILLAGE BUILDING AUDITORIUM, 3910 OLD  
BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON  
MAY 23, 2016 AT 6:00 P.M.**

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**Board of Supervisors Present:** David T. Williams, District 1  
Larry J. Nordvig, District 2, Vice-Chairman  
Angela Y. Cabell, District 3  
William E. Melton, District 4, Chairman  
Carson L. Tucker, District 5

**County Staff Members Present:** Tom Lacheney, County Attorney  
Patricia A. Weiler, County Administrator  
March Altman, Deputy County Administrator  
Charla Schubert, Finance Director  
Steve Singer, Fire and Rescue Chief  
Johnny Melis, Utilities Manager  
Ed Howland, Planning & Zoning Manager  
Cathy Pemberton, Social Services Director

**Guests Present:** Laura Lafayette, Richmond Association of Realtors  
Butch Sirry, Virginia Department of Transportation  
Kevin Reichert, Virginia Department of Transportation  
Neil McNulty, Virginia Department of Transportation  
Kyle Laux, Davenport  
T.W. Bruno, McGuire Woods LLP

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**1. Call to Order**

Chairman Melton called the meeting to order and at 6:00 p.m. Chairman Melton stated to let the record show all Board of Supervisors members are in attendance.

**2. Invocation**

Mr. Nordvig provided the invocation.

**3. Pledge of Allegiance**

Chairman Melton led the Pledge of Allegiance.

**4. Requests to Postpone Agenda Items and Additions, Deletions or  
Changes in the Order of Presentation**

Ms. Weiler requested that Item 11 be made Time Certain at 6:15.

## 5. Formal Approval of Agenda

Mr. Tucker motioned to approve the agenda as amended. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

### VOTE 5-0 MOTION Passed

## 6. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date

Chairman Melton opened the public comment period.

Jim Carver, 4245 Steger Creek Drive, expressed his disappointment in the budget decisions the Board has made. Mr. Carver asked if real estate taxes would be reduced in the future if economic development increases and the County's revenue needs are met and whether there would be a reduced rate if assessments increase.

Keith Deering, 2713 Sherwood Ridge Terrace, expressed concern about the management of the Convenience Center and the fees charged for disposal of appliances and metal. Mr. Deering also stated that slurry was put on his street that has already deteriorated after being put on just a few days ago; and he is concerned that the oil runoff will affect the well water in his neighborhood.

Seeing there were no additional speakers, Chairman Melton closed the public comment period.

## 7. Consent Agenda

**All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by one resolution in the form or forms listed below. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.**

- a. Approve Regular Meeting Minutes – May 2, 2016
- b. Monacan Soil and Water Conservation District 3<sup>rd</sup> Quarter Report

- c. Resolution R-2016-32 Amending the Fiscal Year 2015 Powhatan County Operating Budget by Budgeting and Appropriating \$3,268 from the Virginia Department of Emergency Management for Mass Care Shelter equipment and Supplies Grant
- d. Resolution R-2016-33 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$38,457 in CSBG Grant Funds.
- e. Resolution R-2016-34 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Transferring \$123,967 from General Fund Contingency to the Sheriff's Office for Accrued Leave and Holiday Payouts.
- f. Resolution R-2016-38 Requesting State Road Acceptance by the Virginia Department of Transportation (VDOT) for the Streets in Bel Crest Subdivision
- g. Resolution R-2016-39 Requesting State Road Acceptance by the Virginia Department of Transportation (VDOT) for the Streets in Bel Bridge Subdivision
- h. Accept Chesterfield Health District Rabies Exposure Response Plan

Mr. Tucker motioned to approve the Consent agenda as presented. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0**  
**MOTION Passed**

**8. Appointment to Boards, Commissions, Committees, etc.**

There were no appointments to Boards, Commissions, or Committees.

**11. Certificates of Appreciation, Special Resolutions and Proclamations  
– Time Certain 6:15 PM**

- a. Proclamation P-2016-20 Recognizing May, 2016, as Older Americans Month

Ms. Cabell read the Proclamation aloud and motioned for approval. Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

- b. Proclamation P-2016-21 Recognizing May, 2016, as Community Action Month

Ms. Cabell read the Proclamation aloud and motioned for approval. Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

**10. New Business – Time Certain 6:30 PM**

- a. Laura Lafayette, Richmond Association of Realtors, Market Update/Analysis of the Region’s Real Estate Market with an Emphasis on Powhatan

Laura Lafayette of the Richmond Association of Realtors presented a market update of the region’s real estate market with an emphasis on Powhatan.

- b. Powhatan County Community Action Agency Community Needs Assessment Presentation

Cathy Pemberton, Director of Social Services, provided an overview of the contributions made to the Community through Powhatan County Community Action Agency and the goals of the Action Agency Program.

**12. Public Hearings – Time Certain 7:00 PM**

- a. Resolution R-2016-37 Approving the Secondary Six-Year Road Plan for Fiscal Years 2017-2022 and the Secondary System Construction Budget Priority List for Fiscal Year 2017

March Altman presented a brief overview of the Secondary Six-Year Road Plan and the Secondary System Construction Budget Priority List then introduced Butch Sirry, Resident Administrator from VDOT.

Mr. Sirry introduced Kevin Reichert, Assistant Resident Engineer for VDOT in Powhatan County, who presented information on the projects included in the Secondary Six-Year Road Plan.

Chairman Melton asked for clarification on the \$251,000 funding left over from the Pleasants Road project will be moved to the Carter Gallier Road project. Mr. Reichert responded that that is correct.

Chairman Melton expressed his interest in having funding for the 609/13 project and the concern about the number of accidents on Dorset Road. Mr. Reichert stated that VDOT has safety and operational money they are looking to use to extend the eastbound left turn lane on Route 60 to help reduce the number of accidents at Dorset Road.

Mr. Williams stated that he is also concerned about the accidents and is favor of fixing the left-hand turn lane at Dorset Road.

Regarding the Kool Lane project, Mr. Tucker stated that he has historically been opposed to paving it because of the number of homes on that property. Mr. Tucker stated that Aston Subdivision has asphalted the road to Kool Lane and asked if there is a way to put a counter on Kool Lane to find out how many people are now using it. Mr. Reichert stated that tubes can be put in the road to collect traffic data.

Mr. Williams stated that he is not in favor of seeing the connection to Kool Lane until there is an assurance that the trip generation will not be increased on that road; and without a turn lane on 522, a dangerous situation could be created.

There was dialog about the connection from Aston to Kool Lane and whether the chain that used to be up to prevent pass-through traffic could be reinstalled to address the issue of public safety. Staff will work with VDOT to address the chain/access issue and the necessary permits, if any.

Mr. Tucker inquired about the widening of the entrance to the park; and Mr. Sirry stated that the widening will be done prior to the opening for overnight stay at the park.

Mr. Tucker asked about the grass cutting at the entrance to the park. Mr. Reichert stated that the grass-cutting contractor has been called and mowing should be done shortly.

Chairman Melton asked about tree trimming, specifically low-hanging limbs over Ridge Road and Three Bridge Road and asked that VDOT check into what trimming could be done.

Mr. Nordvig asked about a lane to turn in to Holly Hills and access to Route 60 from Holly Hills. Mr. Nordvig asked if there were any options for allowing people an easier way to turn out of Holly Hills onto Route 60, especially during rush hour. Mr. Reichert stated that VDOT could look into a solution to the egress concern.

Chairman Melton opened the Public Hearing on the Secondary Six-Year Road Plan.

Jimmy Sowers, 3220 Three Bridge Road, suggested that a time study be done on the eastbound lane of Route 60 and stated that sun could play a major factor in the cause of accidents.

Connie Harriss, 1470 Huguenot Trail, requested that funding be found for some paving on Route 711. Ms. Harris also requested that the ditches on Route 711 be cleaned and that the speed limit be reduced to 45 MPH.

Seeing there were no other speakers, Chairman Melton closed the Public Hearing.

Mr. Tucker motioned to approve R-2016-37 as presented. Chairman Melton seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0**  
**MOTION Passed**

- b. Ordinance O-2016-18 – Nathan Nuckols/Manage This, LLC is Requesting the Conditional Rezoning of 14.6 acres on Hancock Road from A-10 to R-2

March Altman presented the item to the Board of Supervisors, stating that the applicant is requesting to subdivide the 14.6 acres into four lots for single-family dwellings. Mr. Altman stated that as part of the rezoning, no adverse comments have been received from reviewing agencies; however, there were citizens opposed at the Planning Commission public hearing. The Planning Commission, on a vote of 4 – 1, recommended denial.

Woody Cofer presented on behalf of the applicant and elaborated on the request for the subdivision.

Mr. Williams explained the transition aspect of the comprehensive plan stating that the 10-acre minimum lot size transitioned to five-acre lots, then down to the two-acre lots that are currently in Chestnut Oaks and Timber Mill subdivisions.

Chairman Melton opened the Public Hearing on Ordinance O-2016-18, Nathan Nuckols/Manage This LLC.

Carroll Smith, 2005 Hancock Road, stated that the natural spring that is on the property will be destroyed if four homes go on the property and urged the Board to make a responsible decision.

Bill Cox, 1405 Giles Bridge Road, spoke on behalf of the Planning Commission and explained why the Planning Commission denied the request.

Ken Seal, 2050 Hancock Road, expressed concern about the potentially additional traffic on Hancock Road if the number of proposed units is approved.

Terry Wagner, 1901 Hancock Road, expressed concern about the spread of two-acre lot subdivisions throughout the county. Mr. Wagner stated that the Zoning Ordinance does not appear to allow R2 in this specific area.

Tommy Balzer, 2429 Gobbler Ridge Road, asked that the Board use common sense and planning practices when considering this project and urged the Board to approve the request.

Seeing there were no other speakers, Chairman Melton closed the Public Hearing.

Mr. Cofer commented that a buffer would be around the natural spring on the property.

Mr. Williams motioned to deny Ordinance O-2016-18. Ms. Cabell seconded the motion.

Mr. Tucker stated that the Comprehensive Plan would be violated if this rezoning was approved. Mr. Tucker stated that he supports the motion to deny.

Mr. Nordvig stated that he agrees an argument could be made in either direction.

Chairman Melton stated that this case has weighed on him and that prior to this meeting, he had not decided which way to vote. Chairman Melton supports Mr. Williams' motion to deny.

David T. Williams, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE  
Larry J. Nordvig ABSTAINED stating that he was confused.

**VOTE 4-0-1**  
**MOTION Passed**

- c. Ordinance O-2016-19 – County of Powhatan Request to Amending Sections 83-220-C, 83-230-C, 83-240-C of the Zoning Ordinance related to Intensity and Dimensional Standards

Mr. Altman provided a brief overview of the County's request to amend sections 83-220-C, 83-230-C, and 83-240-C of the Zoning Ordinance with respect to front setbacks. Staff is recommending that front setbacks be increased from the current 10 feet to 75 feet along major arterial roads, 50 feet along minor arterial roads, 35 feet along rural collector roads, and maintaining a 10-foot setback along local roads.

Mr. Altman stated that in the Village Center District, Staff is proposing an increase in the gross floor area maximum from 10,000 to 15,000 square feet.

Chairman Melton opened the Public Hearing on Ordinance O-2016-19.

Jimmy Sowers, 3220 Three Bridge Road, stated that when square footage is designated, the ability of the developer to do what is planned is limited; and required setbacks when the building is located between what is considered two major arterial roads, development could be deterred.

Connie Harriss, 1470 Huguenot Trail, urged the Board to maintain the rural character of Powhatan by keeping commercial enterprises in the areas that are already designated.

Seeing there were no other speakers, Chairman Melton closed the Public Hearing.

Mr. Nordvig commented that he agrees with Mr. Sowers' comments about setbacks being a possible deterrent to development.

Chairman Melton stated his agreement that big box stores in a village area could be cumbersome.

Mr. Tucker suggested that different verbiage be explored when re-writing the section of the Ordinance.

Mr. Tucker motioned to approve Ordinance O-2016-19 as presented. Mr. Williams seconded the motion.

Mr. Williams suggested that a workshop be held to further discuss this Ordinance.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0**  
**MOTION Passed**

- d. Ordinance O-2016-20 – County of Powhatan Requests the Rezoning of 3975 & 3977 Old Buckingham Road

Mr. Altman presented Ordinance O-2016-20, the County's request to rezone 3975 and 3977 Old Buckingham Road to be able to move forward with the construction of the joint transportation facility.

Chairman Melton opened the Public Hearing on Ordinance O-2016-20.

Jimmy Sowers, 3220 Three Bridge Road, asked the Board if anyone had come forward showing interest in purchasing the old packing plant.

Seeing there were no other speakers, Chairman Melton closed the Public Hearing.

Chairman Melton motioned to approve Ordinance O-2016-20 as presented. Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0**  
**MOTION Passed**

- e. Ordinance O-2016-21 – County of Powhatan Request for a Substantial Accord Determination for the Joint Transportation Maintenance Facility at 3975 & 3977 Old Buckingham Road

Mr. Altman presented Ordinance O-2016-21, the County’s request for a Substantial Accord Determination for the Joint Transportation Maintenance Facility. Mr. Altman stated that the request was considered and recommended for approval by the Planning Commission at its meeting on May 3, 2016.

Chairman Melton opened the Public Hearing on Ordinance O-2016-21.

Seeing there were no speakers, Chairman Melton closed the Public Hearing.

Chairman Melton motioned to approve Ordinance O-2016-21 as presented. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0**  
**MOTION Passed**

**9. Old Business**

- a. Resolution R-2016-31 Approving the Powhatan County Debt Management Policy

Ms. Weiler reported that the Board of Supervisors currently has an unwritten debt policy that it inherited from previous Boards, which only addresses specific debt ratios. Ms. Weiler stated that the proposed Policy was drafted by Davenport and was presented to the Board at a workshop on May 16, 2016, and noted the two changes that were proposed at the workshop.

Mr. Tucker motioned to approve R-2016-31 with one change to paragraph 21: replace the word *appropriate* with the word *necessary* and add “and the Board of Supervisors has a plan in place to bring the level back to 12% or less as quickly as possible.”

Chairman Melton seconded the motion to approve Resolution R-2016-31 as amended.

Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE  
David T. Williams voted NAY

**VOTE 4 - 1**  
**MOTION Passed**

- b. Resolution R-2016-40 Requesting that the Economic Development Authority of the County of Powhatan, Virginia, Issue its Public Facility Lease Revenue Bonds to Finance the Costs of Certain Public Facilities

Ms. Weiler reported that this item has been being considered by the Board of Supervisors since March, 2015, at which time the Board of Supervisors and the School Board agreed on a fiscally restrained proposed CIP.

Ms. Weiler offered a history of the process taken leading to the current Resolution being presented.

Ms. Weiler thanked the Board for being conscientious during the Bond Issue process and stated her appreciation for the attention given to the different scenarios presented while trying to find a way to meet a need for what was deemed necessary for Powhatan County in a fiscally conservative, responsible way.

Ms. Weiler stated that a revised Resolution has been distributed and noted the two revisions made: under #1, the principle amount should be stated as \$56 million; and under #4, the date for final maturity of the Bonds should be June 30, 2040.

The Board discussed the issuance of Public Facility Lease Revenue Bonds to finance the costs of certain Public Facilities.

Carson Tucker motioned to approve Resolution R-2016-40 as amended. Chairman Melton seconded the motion.

Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE  
David T. Williams, Larry J. Nordvig voted NAY

**VOTE 3 - 2**  
**MOTION Passed**

**10. New Business – Continued**

- c. Resolution R-2016-35 Amending the Fiscal Year 2016 Powhatan County Operating Budget by Budgeting and Appropriating \$41,520 in the Capital Projects Fund for Flat Rock Water Extension

Johnny Melis and Charla Schubert presented and the Board discussed amending the Fiscal Year 2016 Powhatan County Operating Budget by budgeting and appropriating \$41,520 in the Capital Project Fund for Flat Rock Water Extension.

Chairman Melton motioned to approve Resolution R-2016-35 as presented. Mr. Tucker seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0  
MOTION Passed**

- d. Resolution R-2016-36 Authorizing the County Administrator Page 115 to Execute a Contract with the Most Responsive Offeror to Request for Proposal IFB-2016-01 Sheetz Waterline Extension-Route 60 upon approval of the County Attorney

Johnny Melis presented Staff's recommendation to authorize the County Administrator to execute a contract with the most responsive offeror to Request for Proposal IFB-2016-01, Sheetz Waterline Extension – Route 60 upon approval of the County Attorney.

Mr. Tucker motioned to approve Resolution R-2016-36 as presented. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0  
MOTION Passed**

- 13. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board) - for anything not to be addressed at a public hearing scheduled for this date**

Chairman Melton opened the public comment period.

Jim Carver, 4245 Steger Creek Drive, thanked Ms. Weiler for walking through the history of the Bond Issuance process. Mr. Carver stated that if the projects list the Board of Supervisor approved had been prioritized, a revenue-neutral tax rate still would have been attainable.

Seeing there were no other speakers, Chairman Melton closed the public comment period.

#### **14. County Attorney Comments**

Mr. Lacheny, in response to an earlier question from Mr. Nordvig, stated that the earliest the Chesterfield County Water Agreement could terminate would be 2050; and there is a five-year notice provision on that Agreement.

Mr. Lacheny commended the Board on going through the process of rezoning the bus garage, stating that the County did not have to rezone its own property.

#### **15. County Administrator Comments**

Ms. Weiler stated that, at the request of Delegate Lee Ware, the Director of the Department of Corrections is holding a Public Hearing in the Village Building Auditorium on June 20 at 6 p.m. to discuss the closing of Beaumont.

#### **16. Board Comments**

The Board had no comments.

#### **17. Closed Meeting, as authorized by the Code of Virginia, Section 2.2-3711(A), to discuss the following matter(s):**

Mr. Lacheny read the following Closed Meeting motion:

**WHEREAS**, the Board of Supervisors of Powhatan County desires to discuss in Closed Meeting the following matter(s):

- a. Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711(A)(7) of the Code of Virginia.

WHEREAS, pursuant to §§2.2-3711 (A)(1) and (A)(7) of the Code of Virginia, such discussion(s) may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Powhatan County does hereby authorize discussion of the aforesated matter(s) in Closed Meeting.

Mr. Tucker moved to approve the Closed Meeting resolution read by the County Attorney. Chairman Melton seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0**  
**MOTION Passed**

The Board entered Closed Meeting at 9:59 p.m.

**18. Closed Meeting Certification**

Chairman Melton reconvened this Regular Meeting of the Powhatan County Board of Supervisors in open meeting at 10:09 p.m. and requested the Clerk of the Board to conduct a roll call certification vote of the Supervisors, to be included in the minutes of this meeting.

Ms. Weiler, Clerk of the Board, asked to the best of each Supervisor's knowledge, do they certify that:

- (1) the only matters discussed in the closed meeting were public business matters lawfully exempted from open meeting requirements; and
- (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting just conducted?

Ms. Weiler conducted the roll call vote so the Supervisors could so certify:

Mr. Williams	<u>AYE</u>
Mr. Nordvig	<u>AYE</u>
Ms. Cabell	<u>AYE</u>
Mr. Melton	<u>AYE</u>
Mr. Tucker	<u>AYE</u>

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE

**VOTE 5-0**  
**MOTION Passed**

**19. Adjournment**

Mr. Tucker motioned to adjourn the meeting. Chairman Melton seconded the motion.

David T. Williams, Larry J. Nordvig, Angela Y. Cabell, William E. Melton, Carson L. Tucker voted AYE.

**VOTE 5-0  
MOTION Passed**

The meeting adjourned at 10:08 p.m.

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**William E. Melton, Chairman  
Powhatan County Board of Supervisors**

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**Patricia A. Weiler, Clerk  
Powhatan County Board of Supervisors**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
**TREASURER'S ACCOUNTABILITY FUND**					
**CASH AND INVESTMENTS**					
100-0101	Cash In Office-Treasurer	1,000.00			1,000.00
100-0102	Petty Cash-County Administrator	50.00			50.00
100-0109	NSF Checks	4,966.97			3,650.84
100-0111	Bank of Powhatan - Regular Account	9,778,485.52	1,595.85	2,911.98	6,909,534.48
100-0113	BOP- Federal Asset Forfeiture Acct	19,024.69		8,789.47	10,235.22
100-0114	Bank of Powhatan - School Food	832,052.46			850,155.35
100-0115	Bank of Powhatan-Ambulance Account	1,771,155.02	42,374.47	52,980.43	1,813,529.49
100-0117	Bank of Essex - PCCAA	205,102.55	21.63		205,124.18
100-0123	Wachovia - Assets Forfeiture Acct.	15,144.69			8,444.46
100-0126	LGIP (Local Government Invest Pool	16,715.20	6.47		16,721.67
100-0128	Bank of Powhatan-Spec Welfare Acct				
100-0129	School Finance/Capital Project Fun				
100-0131	CVB - Regular (MMA)	1,520.74	.06		1,520.80
100-0133	CVB-PSA (Pub Serv Auth) Savings CD				
100-0134	CVB - Regular Savings	13,033.26	2.60		13,035.86
100-0135	CVB-PSA (Public Serv Auth) Savings	2,856.83	.57		2,857.40
100-0138	Bank of America				
100-0139	Virginia SNAP 046 - VRA				
100-0140	Escrow Acct Lease Pur Telephone Sy				
100-0141	VRA SNAP 047				
100-0142	US Bank - 2015 Refunding	27,690.16			27,690.16
100-0143	US Bank - VRA2014C refunding	1,058.57			1,058.57
100-0151	Sight 1995B Bnd Dbt Resrv(Cty)\$2.2				
100-0154	SNAP Adjusting Entries				
100-0156	New Horizon CD 8/2011	500,000.00			500,000.00
100-0157	Bank of Essex - CD Purchase	3,060,341.83			3,060,341.83
100-0179	Virginia SNAP 90 50 New Elem Schoo				
100-0180	Virginia SNAP 90 51 Elem School In				
100-0181	Morgan Keegan Wire Account				
100-0182	24M Lease Rev SNAP 52				
100-0183	Interest Account Snap 53				
100-0184	US Bank Capitalized Interest Acct				
100-0185	VA Snap 90-56 Water/Sewer Prin 201				
100-0186	VA Snap 90-57 Water/Sewer Int. 201				
100-0187	VA Snap 90-58 PS/B Prin 2010A				
100-0188	VA Snap 90-59 PS/B Int 2010A				
100-0189	BB&T-155299673-HPSBVPD-Project Fun				
100-0190	BB&T-HPSBVPD 155299673-Cap Interes				
100-0191	2011 Rev Refinance (new)				
100-0192	2011 Lease Rev Refinance (new)				
	**CASH AND INVESTMENTS**	16,250,203.74	3,680,238.50	6,505,486.68	13,424,955.56
Crime Solvers Fund					
Crime Solvers Fund					
112-0100-0	TOTAL ASSETS	16,250,203.74	3,680,238.50	6,505,486.68	13,424,955.56

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	Fund Balances				
300-0001	Beginning Fund Balances	315.61			315.61
300-0100	General Fund	22,991,003.64	2,143,975.90	1,142,614.32	21,989,642.06
300-0102	VPA Fund	419,735.55	150,712.31	69,392.02	501,055.84
300-0103	PEG Fund	19,633.22			19,633.22
300-0104	Comprehensive Services Act Fund	776,265.58	202,222.27	122,072.97	856,414.88
300-0105	Bldg Permit Surcharge Acct	4,892.75		653.87	5,546.62
300-0106	Delinquent Tax Collection Fee Acct	34,877.08	177.68	4,544.77	39,244.17
300-0107	Powhatan PSA Account				
300-0110	Cash Proffer Fund	587,556.42	40.00	37,279.34	624,795.76
300-0112	Crime Solvers Account				
300-0115	Telecommunication Tower				
300-0116	Grants Fund	32,594.08	5,164.17	32,722.84	60,152.75
300-0117	PGCAA Distribution to PCCAA depositions				
300-0120	Fire and Rescue Fund	288,782.02	72,457.89	42,374.47	258,698.60
300-0121	Trial Jurors/ Witnesses				
300-0205	School Fund	9,305,684.56	3,330,333.30	1,962,415.97	10,673,601.89
300-0207	School Food Fund	288,614.05	116,490.01	140,954.09	264,149.97
300-0209	SRP Fund	1,890.86			1,890.86
300-0213	E911 Fund				
300-0215	Forfeited Asset Fund	8,453.39	8.93		8,444.46
300-0216	Forfeiture Asset Proceeds	10,233.61	8,789.47	8,791.08	10,235.22
300-0301	General Capital Projects Fund	3,425,674.98	257,529.29	1,592.08	3,169,737.77
300-0302	General Obligation Bond Fund				
300-0305	School Construction Fund				
300-0401	Special Welfare Fund	13,682.12	2,122.28	3,513.99	15,073.83
300-0402	Federal Rev Max Program-Social Ser				
300-0405	Bond Escrow Fund	132,100.65			132,100.65
300-0410	PGCAA Fund	203,662.22		21.63	197,258.34
300-0501	Water & Sewer Fund	1,197,789.26	6,425.51		1,676,290.22
300-0502	Utilities Capital Projects	519,130.58	511,801.43	33,300.47	889,025.50
300-0700	VRS Retirement Trust Fund				
300-0800	Debt Service Fund				
	Fund Balances	16,285,763.01	6,813,355.52	3,977,243.91	13,449,651.40
	TOTAL PRIOR YR FUND BALANCE	16,285,763.01	6,813,355.52	3,977,243.91	13,449,651.40
	TOTAL REVENUE				
	TOTAL EXPENDITURE				
	TOTAL CURRENT FUND BALANCE				
	TOTAL LIABILITIES AND FUND BALANCE	16,285,763.01	6,813,355.52	3,977,243.91	13,449,651.40
	Other Accounts				
400-0101	Treas Deferred Acct - Heath				
400-0102	Cash (Short) And Over				
400-0105	Overpayments	842.64	1,455.31	3,059.90	2,447.23
400-0121	CVA - Current Debit Acct	420.00		1,410.00	990.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0122	CVA - Current Credit Acct	249.00-	20,878.83	25,019.83-	4,390.00-
400-0123	CVA - Unclaimed Property				
400-0125	Employee Escrow Account			326.49-	54,743.25
400-0151	Prepaid Taxes - RE	55,069.74	174.17	3,555.52-	22,220.18-
400-0152	Prepaid Taxes - PP	18,838.83-			
400-9999	Prepay Property Taxes Reserve Other Accounts	35,559.27	22,508.31	33,371.74-	24,695.84
460-2010	State Income - 2010	563.00			563.00
460-2011	State Income Taxes - 2011	1,665.00			1,665.00
460-2012	State Income Taxes - 2012	1,281.00			1,281.00
460-2013	State Income Taxes - 2013	350.00			350.00
460-2014	State Income Taxes - 2014	889.00			889.00
460-2015	State Income 2015	4.00-	14,760.00	14,760.00-	4.00-
460-9999	Reserve - State Income - State State Income - 2010	4,744.00-	14,760.00	14,760.00-	4,744.00-
			29,520.00	29,520.00-	
465-2011	Estimated Taxes - 2011	972,216.18-			972,216.18-
465-2012	Estimated Taxes - 2012	1,167,435.17-			1,167,435.17-
465-2013	Estimated Taxes - 2013	1,405,455.45-			1,405,455.45-
465-2014	Estimated Taxes - 2014	1,534,168.60-			1,534,168.60-
465-2015	Estimated Taxes - 2015	1,286,604.59-			1,286,604.59-
465-2016	Estimated Income 2016	2,196.00-		9,458.00-	11,654.00-
465-9999	Reserve - Estimated Taxes - State Estimated Taxes - 2011	6,368,075.99	9,458.00	9,458.00-	6,377,533.99
490-0001	Sheriff's Fees - State	88,118.14-		801.83-	88,919.97-
490-0002	Penalty - State Income - State	5,751.44-			5,751.44-
490-0003	Interest - State Income - State	508.58-			508.58-
490-9999	Reserve - State Sheriff's Fees - State	94,378.16	801.83	801.83-	95,179.99
			801.83		
		35,559.27	62,288.14	73,151.57-	24,695.84
601-0000	Uncollected County Taxes				
	*REAL ESTATE TAXES*				
601-0093	Real Estate Taxes - 1993				1,632.75
601-0094	Real Estate Taxes - 1994				1,676.29
601-0095	Real Estate Taxes - 1995	1,632.75			1,653.19
601-0096	Real Estate Taxes - 1996	1,676.29			2,367.63
601-0097	Real Estate Taxes - 1997	1,653.19			2,367.63
601-0098	Real Estate Taxes - 1998	2,367.63			2,367.63
601-0099	Real Estate Taxes - 1999	2,367.63			14,998,294.22-
601-1999	Reserve - Real Estate Taxes	15,231,218.97-	234,566.45	1,641.70-	3,258.15
601-2000	Real Estate Taxes - 2000	3,258.15			3,510.45
601-2001	Real Estate Taxes - 2001	3,510.45			5,147.40
601-2002	Real Estate Taxes - 2002	5,147.40			20,060.60-
601-2003	Real Estate Taxes - 2003	20,060.60-			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
601-2004	Real Estate Taxes - 2004	21,164.10-			21,164.10-
601-2005	Real Estate Taxes - 2005	20,927.22-			20,927.22-
601-2006	Real Estate Taxes - 2006	10,032.18-			10,032.18-
601-2007	Real Estate Taxes - 2007	9,417.45			9,417.45
601-2008	Real Estate Taxes - 2008	23,705.66		423.41-	23,282.25
601-2009	Real Estate Taxes - 2009	48,664.58		4,244.46-	44,420.12
601-2010	Real Estate - 2010	76,915.46		10,301.65-	66,613.81
601-2011	Real Estate Taxes - 2011	99,974.36		11,933.85-	88,040.51
601-2012	Real Estate Taxes - 2012	145,874.52		25,358.41-	120,516.11
601-2013	Real Estate Taxes - 2013	219,921.08		22,720.92-	197,200.16
601-2014	Real Estate Taxes 2014	163,366.63	351.47	15,865.68-	147,852.42
601-2015	Real Estate Taxes - 2015	512,862.64	675.90	54,754.19-	458,784.35
601-2016	Real Estate Taxes - 2016	13,981,087.20	721.80	89,071.35-	13,892,737.65
	*REAL ESTATE TAXES*		236,315.62	236,315.62-	
602-0000	PERSONAL PROPERTY TAXES				
602-1999	Reserve - Pp Taxes	939,779.62-	128,059.00	11,623.42-	823,344.04-
602-2008	Pp Taxes - 2008				
602-2009	Pp Taxes 2009				
602-2010	Pp Taxes - 2010	47,684.52		17.34-	47,667.18
602-2011	Pp Taxes - 2011	41,476.00		267.85-	41,208.15
602-2012	Personal Property Taxes - 2012	50,497.65		904.94-	49,592.71
602-2013	Personal Property Taxes - 2013	75,463.48	1,380.41	4,367.21-	72,476.68
602-2014	Personal Property Taxes - 2014	114,306.51	1,602.92	12,084.98-	103,824.45
602-2015	Personal Property Taxes - 2015	610,351.46	8,741.18	110,517.77-	508,574.87
602-2016	Personal Property Taxes - 2016				
	PERSONAL PROPERTY TAXES		139,783.51	139,783.51-	
603-0000	PUBLIC SERVICE CORP TAXES				
603-0099	Reserve - PSC Taxes	2,429.68-			2,429.68-
603-2008	PSC Tax - 2008				
603-2009	PSC Tax - 2009				
603-2010	PSC Tax - 2010				
603-2011	PSC Tax - 2011				
603-2012	Public Service - 2012				
603-2013	Public Service - 2013				
603-2014	2014 Public Service				
603-2015	Public Service - 2015	2,429.68			2,429.68
	PUBLIC SERVICE CORP TAXES				
604-0001	Rollback Taxes - Payment	896,233.02-			896,233.02-
604-1999	Reserve - Rollback Taxes	896,233.02	16,285.05	16,285.05-	912,518.07-
	Rollback Taxes - Payment		16,285.05		912,518.07
605-0000	PPTRA ABATEMENT MADE AFTER REQUEST				
605-0099	1999 Possible C/W Reimbursement				
605-1999	Reserve PPTRA-Possible Reimbursemn	35,957,743.65-	6,118,135.16		29,841,916.76-
605-2006	PPTRA 2006	2,899,202.65		2,308.27-	2,899,202.65

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
605-2007	PPTRA - 2007	2,955,609.36			2,955,609.36
605-2008	PPTR - 2008	6,020,484.06		3,017,242.23	3,003,241.83
605-2009	PPTRA-2009	2,823,767.15			2,823,767.15
605-2010	PPTRA 2010	3,010,716.08			3,010,716.08
605-2011	PPTRA - 2011	6,125,223.03		3,097,260.32	3,027,962.71
605-2012	PPTRA Abatement Made After Request	3,153,399.41			3,153,399.41
605-2013	PPTRA Abatement Made After Request	2,991,451.61	308.37	82.80	2,991,677.18
605-2014	PPTRA Abatement made after request	2,935,844.05	317.13	371.94	2,935,789.24
605-2015	PPTRA Abatements Made After Reques	3,042,046.25	1,682.77	3,177.87	3,040,551.15
605-2016	PPTRA ABATEMENTS MADE AFTER REQUES		6,120,443.43		
			6,512,827.61	6,512,827.61	
<b>LTD OBLIGATIONS</b>					
801-0005	Literary Loans - \$1.7- Pow ES #1				
801-0006	Literary Loans - \$5 million	3,000,000.00			3,000,000.00
801-0007	2002 VPSA 7,084,114.00	5,680,282.00			5,680,282.00
801-0008	Literary Loan Anticipation Note	7,488,000.00			7,488,000.00
801-9999	Reserve for Literary Loan Payables	16,168,282.00			16,168,282.00
	Literary Loans - \$1.7- Pow ES #1				
802-0004	1985B School Bonds-\$2.3M, 10-1-85				
802-0010	2005 Lease Revenue Bonds 775,750				651,400.00
802-0011	2003 Lease Revenue Bond 1,015,000				5,382,000.00
802-0012	2002 Lease Revenue Bond 14,135,000				25,210,000.00
802-0013	2001 Gen Obl School Bond 27,370,00				2,780,481.00
802-0014	2000 Lease Revenue Bond 5,808,405				
802-0015	1999 VRA Lease Rev Bond 2,386,274				
802-0016	1997 Gen Obl Ref Bonds 1,300,000				
802-0017	1995 Lease Rev Bonds 2,200,000				1,270,000.00
802-0018	2004 VPSA 4,043,402.95				3,390,000.00
802-0019	1996A VPSA 485,000				259,678.16
802-0020	1994B VPSA 4,046,592				1,848,279.00
802-0021	1994A VPSA 4,000,000				3,400,000.00
802-0022	1992B VPSA 700,000				165,000.00
802-0023	6,680,000 VRA Water and Sewer 05/0				
802-0024	2005 Bond Anticipation Note 374k				
802-0025	24m Lease Rev Issue 2007				24,040,000.00
802-0026	2010A VRA Bonds - Route 60				
802-9999	Reserve for General Oblig Bonds	68,396,838.16			68,396,838.16
	1985B School Bonds-\$2.3M, 10-1-85				
804-0001	Capital Leases - School - Equipmen				
804-0006	\$643,500 Bus Lease 2005				524,975.00
804-0007	County Vehicle Lease 12/2005				331,500.00
804-9999	Reserve for Capital Lease Oblig.				856,475.00
	Capital Leases - School - Equipme				

Respectfully Submitted,

*Faye G. Barton, MGT*

Faye G. Barton, MGT

Treasurer of Powhatan

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
100-0101	**TREASURER'S ACCOUNTABILITY FUND**	1,000.00			1,000.00
100-0102	**CASH AND INVESTMENTS**	50.00			50.00
100-0109	Petty Cash-County Administrator	3,650.84			3,650.84
100-0111	NSF Checks	6,909,534.48	3,853,726.51	6,275,627.28	4,487,633.71
100-0113	Bank of Powhatan - Regular Account	10,235.22	.84		10,236.06
100-0114	BOP- Federal Asset Forfeiture Acct	850,155.35	68,201.75	58,417.10	859,940.00
100-0115	Bank of Powhatan - School Food	1,813,529.49	28,437.60		1,841,967.09
100-0117	Bank of Powhatan-Ambulance Account	205,124.18	17.42		205,141.60
100-0123	Bank of Essex - Assets Forfeiture Acct.	8,444.46	9,890.62	4,311.77	14,023.31
100-0126	Wachovia - Assets Forfeiture Acct.	16,721.67	6.58		16,728.25
100-0128	LGIP (Local Government Invest Pool				
100-0129	Bank of Powhatan-Spec Welfare Acct	5.25			5.25
100-0131	School Finance/Capital Project Fun	1,520.80	.06		1,520.86
100-0133	CVB - Regular (MMA)				
100-0134	CVB-PSA (Pub Serv Auth) Savings CD	13,035.86			13,035.86
100-0135	CVB-PSA (Public Serv Auth) Savings	2,857.40			2,857.40
100-0138	Bank of America				
100-0139	Virginia SNAP 046 - VRA				
100-0140	Escrow Acct Lease Pur Telephone Sy				
100-0141	VRA SNAP 047				
100-0142	US Bank - 2015 Refunding	27,690.16	.10	27,193.40	496.86
100-0143	US Bank - VRA2014C refunding	1,058.57		1,058.57	
100-0151	Sight 1995B Bnd Dbt Resrv(Cty) \$2.2				
100-0154	SNAP Adjusting Entries				
100-0156	New Horizon CD 8/2011	500,000.00			500,000.00
100-0157	Bank of Essex - CD Purchase	3,060,341.83			3,060,341.83
100-0179	Virginia SNAP 90 50 New Elem Schoo				
100-0180	Virginia SNAP 90 51 Elem School In				
100-0181	Morgan Keegan Wire Account				
100-0182	24M Lease Rev SNAP 52				
100-0183	Interest Account Snap 53				
100-0184	US Bank Capitalized Interest Acct				
100-0185	VA Snap 90-56 Water/Sewer Prin 201				
100-0186	VA Snap 90-57 Water/Sewer Int. 201				
100-0187	VA Snap 90-58 PS/B Prin 2010A				
100-0188	VA Snap 90-59 PS/B Int 2010A				
100-0189	BB&T-155299673-HPSBVFDF-Project Fun				
100-0190	BB&T-HPSBVFDF 155299673-Cap Interes				
100-0191	2011 Rev Refinance (new)				
100-0192	2011 Lease Rev Refinance (new)				
	**CASH AND INVESTMENTS**	13,424,955.56	3,960,281.48	6,366,608.12	11,018,628.92
112-0100-0	Crime Solvers Fund				
	Crime Solvers Fund				
	TOTAL ASSETS	13,424,955.56	3,960,281.48	6,366,608.12	11,018,628.92

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	Fund Balances				
300-0001	Beginning Fund Balances	315.61			315.61
300-0100	General Fund	21,989,642.06	1,309,092.01	1,261,719.86	21,942,269.91
300-0102	VPA Fund	501,054.84	123,024.45	75,814.62	548,265.67
300-0103	PEG Fund	19,633.22			19,633.22
300-0104	Comprehensive Services Act Fund	856,414.88	211,265.33	61,627.18	1,006,053.03
300-0105	Bldg Permit Surcharge Acct	5,546.62	1,203.19	1,288.73	5,632.16
300-0106	Delinquent Tax Collection Fee Acct	39,244.17		724.22	39,968.39
300-0107	Powhatan PSA Account				
300-0110	Cash Proffer Fund	624,795.76		8,888.00	633,683.76
300-0112	Crime Solvers Account				
300-0115	Telecommunication Tower				
300-0116	Grants Fund	60,152.75	12,905.48	1,421.75	48,669.02
300-0117	PGCAA Distribution to PCCAA-deposi				
300-0120	Fire and Rescue Fund	258,698.60	42,883.85	28,437.60	244,252.35
300-0121	Trial Jurors/ Witnesses				
300-0205	School Food Fund	10,673,601.89	3,489,428.33	1,957,012.60	12,206,017.62
300-0207	School Food Fund	264,149.97	123,499.82	107,362.51	280,287.28
300-0209	SRP Fund	1,890.86	212,020.22		210,129.36
300-0213	E911 Fund				
300-0215	Forfeited Asset Fund	8,444.46	8,623.54	9,890.62	9,711.54
300-0216	Forfeiture Asset Proceeds	10,235.22		.84	10,236.06
300-0301	General Capital Projects Fund	3,169,737.77	404,852.23	10,789.82	2,775,675.36
300-0302	General Obligation Bond Fund				
300-0305	School Construction Fund				
300-0401	Special Welfare Fund	15,073.83	3,658.03	2,780.76	14,196.56
300-0402	Federal Rev Max Program-Social Ser				
300-0405	Bond Escrow Fund	132,100.65			132,100.65
300-0410	PGCAA Fund	197,258.34	11,111.18	17.42	186,164.58
300-0501	Water & Sewer Fund	1,676,290.22	56,129.53	69,038.30	1,663,381.45
300-0502	Utilities Capital Projects	889,025.50			889,025.50
300-0700	VPS Retirement Trust Fund				
300-0800	Debt Service Fund				
	Fund Balances	13,449,651.40	6,009,697.19	3,596,814.83	11,036,769.04
	TOTAL PRIOR YR FUND BALANCE	13,449,651.40	6,009,697.19	3,596,814.83	11,036,769.04
	TOTAL REVENUE				
	TOTAL EXPENDITURE				
	TOTAL CURRENT FUND BALANCE				
	TOTAL LIABILITIES AND FUND BALANCE	13,449,651.40	6,009,697.19	3,596,814.83	11,036,769.04
	Other Accounts				
400-0101	Treas Deferred Acct - Heath				
400-0102	Cash (Short) And Over				
400-0105	Overpayments	2,447.23	4,922.37	3,317.78	842.64
400-0121	CVA - Current Debit Acct	990.00	2,280.00		1,290.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0122	CVA - Current Credit Acct	4,390.00-	327,890.12	356,592.12-	33,092.00-
400-0123	CVA - Unclaimed Property				
400-0125	Employee Escrow Account			690.58-	54,052.67
400-0151	Prepaid Taxes - RE	54,743.25	22,504.85	3,552.58-	3,267.91-
400-0152	Prepaid Taxes - PP	22,220.18-			
400-9999	Prepay Property Taxes Reserve Other Accounts	24,695.84	357,597.34	364,153.06-	18,140.12
460-2010	State Income - 2010	563.00			563.00
460-2011	State Income Taxes - 2011	1,665.00			1,665.00
460-2012	State Income Taxes - 2012	1,281.00			1,281.00
460-2013	State Income Taxes - 2013	350.00			350.00
460-2014	State Income Taxes - 2014	889.00			889.00
460-2015	State Income 2015	4.00-	111,243.00	110,510.00-	729.00
460-9999	Reserve - State Income - State State Income - 2010	4,744.00-	110,510.00	111,243.00-	5,477.00-
465-2011	Estimated Taxes - 2011	972,216.18-			972,216.18-
465-2012	Estimated Taxes - 2012	1,167,435.17-			1,167,435.17-
465-2013	Estimated Taxes - 2013	1,405,455.45-			1,405,455.45-
465-2014	Estimated Taxes - 2014	1,534,168.60-			1,534,168.60-
465-2015	Estimated Taxes - 2015	1,286,604.59-			1,286,604.59-
465-2016	Estimated Income 2016	11,654.00-		244,893.00-	256,547.00-
465-9999	Reserve - Estimated Taxes - State Estimated Taxes - 2011	6,377,533.99	244,893.00	244,893.00-	6,622,426.99
490-0001	Sheriff's Fees - State	88,919.97-		1,189.12-	90,109.09-
490-0002	Penalty - State Income - State	5,751.44-			5,751.44-
490-0003	Interest - State Income - State	508.58-			508.58-
490-9999	Reserve - State Sheriff's Fees - State	95,179.99	1,189.12	1,189.12-	96,369.11
601-0000	Uncollected County Taxes				
601-0093	*REAL ESTATE TAXES* Real Estate Taxes - 1993				
601-0094	Real Estate Taxes - 1994				
601-0095	Real Estate Taxes - 1995	1,632.75			1,632.75
601-0096	Real Estate Taxes - 1996	1,676.29			1,676.29
601-0097	Real Estate Taxes - 1997	1,653.19			1,653.19
601-0098	Real Estate Taxes - 1998	2,367.63			2,367.63
601-0099	Real Estate Taxes - 1999	2,367.63			2,367.63
601-1999	Reserve - Real Estate Taxes	14,998,294.22-	275,516.45	37.63-	14,722,815.40-
601-2000	Real Estate Taxes - 2000	3,258.15			3,258.15
601-2001	Real Estate Taxes - 2001	3,510.45			3,510.45
601-2002	Real Estate Taxes - 2002	5,147.40			5,147.40
601-2003	Real Estate Taxes - 2003	20,060.60-			20,060.60-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
601-2004	Real Estate Taxes - 2004	21,164.10-			21,164.10-
601-2005	Real Estate Taxes - 2005	20,927.22-			20,927.22-
601-2006	Real Estate Taxes - 2006	10,032.18-			10,032.18-
601-2007	Real Estate Taxes - 2007	9,417.45			9,417.45
601-2008	Real Estate Taxes - 2008	23,282.25			23,282.25
601-2009	Real Estate Taxes - 2009	44,420.12		1,007.30-	43,412.82
601-2010	Real Estate Taxes - 2010	66,613.81		3,761.49-	62,852.32
601-2011	Real Estate Taxes - 2011	88,040.51		6,122.62-	81,917.89
601-2012	Real Estate Taxes - 2012	120,516.11		15,746.60-	104,769.51
601-2013	Real Estate Taxes - 2013	197,200.16		17,100.50-	180,099.66
601-2014	Real Estate Taxes 2014	147,852.42		9,955.76-	137,896.66
601-2015	Real Estate Taxes - 2015	458,784.35	361.16	29,741.92-	429,403.59
601-2016	Real Estate Taxes - 2016	13,892,737.65	275,877.61	192,403.79-	13,700,333.86
	*REAL ESTATE TAXES*			275,877.61	
602-0000	PERSONAL PROPERTY TAXES				
602-1999	Reserve - PP Taxes	823,344.04-	437,709.50	8,596,202.72-	8,981,837.26-
602-2008	PP Taxes - 2008				
602-2009	PP Taxes 2009				
602-2010	PP Taxes - 2010	47,667.18			47,667.18
602-2011	PP Taxes - 2011	41,208.15		129.11-	41,079.04
602-2012	Personal Property Taxes - 2012	49,592.71		546.67-	49,046.04
602-2013	Personal Property Taxes - 2013	72,476.68	170.29	6,622.34-	66,024.63
602-2014	Personal Property Taxes - 2014	103,824.45	211.12	14,970.31-	89,065.26
602-2015	Personal Property Taxes - 2015	508,574.87	394.10	108,471.24-	400,457.73
602-2016	Personal Property Taxes - 2016		8,595,958.63	307,501.25-	8,288,457.38
	PERSONAL PROPERTY TAXES		9,034,443.64	9,034,443.64	
603-0000	PUBLIC SERVICE CORP TAXES				
603-0099	Reserve - PSC Taxes	2,429.68-			2,429.68-
603-2008	PSC Tax - 2008				
603-2009	PSC Tax - 2009				
603-2010	PSC Tax - 2010				
603-2011	PSC Tax - 2011				
603-2012	Public Service - 2012				
603-2013	Public Service - 2013				
603-2014	2014 Public Service				
603-2015	Public Service - 2015	2,429.68			2,429.68
	PUBLIC SERVICE CORP TAXES				
604-0001	Rollback Taxes - Payment				
604-1999	Reserve - Rollback Taxes	912,518.07-	3,459.73	3,459.73-	915,977.80-
	Rollback Taxes - Payment		3,459.73		3,459.73-
605-0000	PPTRA ABATEMENT MADE AFTER REQUEST				
605-0099	1999 Possible C/W Reimbursement				
605-1999	Reserve PPTRA-Possible Reimbursemn	29,841,916.76-	17,740.44	3,003,849.42-	32,828,025.74-
605-2006	PPTRA 2006	2,899,202.65			2,899,202.65

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
605-2007	PPTRA - 2007	2,955,609.36			2,955,609.36
605-2008	PPTR - 2008	3,003,241.83			3,003,241.83
605-2009	PPTRA-2009	2,823,767.15			2,823,767.15
605-2010	PPTRA 2010	3,010,716.08			3,010,716.08
605-2011	PPTRA - 2011	3,027,962.71			3,027,962.71
605-2012	PPTRA Abatement Made After Request	3,153,399.41		33.30-	3,153,366.11
605-2013	PPTRA Abatement Made After Request	2,991,677.18		78.94-	2,991,598.24
605-2014	PPTRA Abatement made after request	2,935,789.24	44.56	408.88-	2,935,424.92
605-2015	PPTRA Abatements Made After Request	3,040,551.15	83.04	1,932.19-	3,038,702.00
605-2016	PPTRA ABATEMENT MADE AFTER REQUES		3,003,721.82	15,287.13-	2,988,434.69
			3,021,589.86	3,021,589.86-	
			12,335,370.84	12,335,370.84-	
<b>LTD OBLIGATIONS</b>					
801-0005	Literary Loans - \$1.7- Pow ES #1				
801-0006	Literary Loans - \$5 million	3,000,000.00-			3,000,000.00-
801-0007	2002 VPSA 7,084,114.00	5,680,282.00-			5,680,282.00-
801-0008	Literary Loan Anticipation Note	7,488,000.00-			7,488,000.00-
801-9999	Reserve for Literary Loan Payables	16,168,282.00			16,168,282.00
	Literary Loans - \$1.7- Pow ES #1				
802-0004	1985B School Bonds-\$2.3M, 10-1-85				
802-0010	2005 Lease Revenue Bonds 775,750				
802-0011	2003 Lease Revenue Bond 1,015,000	651,400.00-			651,400.00-
802-0012	2002 Lease Revenue Bond 14,135,000	5,382,000.00-			5,382,000.00-
802-0013	2001 Gen Obl School Bond 27,370,000	25,210,000.00-			25,210,000.00-
802-0014	2000 Lease Revenue Bond 5,808,405	2,780,481.00-			2,780,481.00-
802-0015	1999 VRA Lease Rev Bond 2,386,274				
802-0016	1997 Gen Obl Ref Bonds 1,300,000	1,270,000.00-			1,270,000.00-
802-0017	1995 Lease Rev Bonds 2,200,000	3,390,000.00-			3,390,000.00-
802-0018	2004 VPSA 4,043,402.95	259,678.16-			259,678.16-
802-0019	1996A VPSA 485,000	1,848,279.00-			1,848,279.00-
802-0020	1994B VPSA 4,046,592	3,400,000.00-			3,400,000.00-
802-0021	1994A VPSA 4,000,000	165,000.00-			165,000.00-
802-0022	1992B VPSA 700,000				
802-0023	6,680,000 VRA Water and Sewer 05/0				
802-0024	2005 Bond Anticipation Note 374k				
802-0025	24m Lease Rev Issue 2007	24,040,000.00-			24,040,000.00-
802-0026	2010A VRA Bonds - Route 60	68,396,838.16			68,396,838.16
802-9999	Reserve for General Oblig Bonds				
	1985B School Bonds-\$2.3M, 10-1-85				
804-0001	Capital Leases - School - Equipmen				
804-0006	\$643,500 Bus Lease 2005	524,975.00-			524,975.00-
804-0007	County Vehicle Lease 12/2005	331,500.00-			331,500.00-
804-9999	Reserve for Capital Lease Oblig.	856,475.00			856,475.00
	Capital Leases - School - Equipme				

Respectfully Submitted,  
  
 Faye G. Barton, MGT  
 Powhatan Treasurer

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# Powhatan County Board of Supervisors Agenda Item

Meeting Date: June 27, 2016

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Agenda Item Title: Appointments / Reappointments to the Economic Development Authority

Motion: Move to appoint/reappoint \_\_\_\_\_ and \_\_\_\_\_ to the Economic Development Authority for a four-year term commencing July 1, 2016, and expiring June 30, 2020.

Dates Previously Considered by Board: N/A

Summary of Item: The Economic Development Authority (EDA) is empowered to identify, promote, and support new development projects and expand existing areas of development for the purpose of increasing the economic productivity of the State. The EDA serves as a conduit for public funds for start-up development projects and shall establish, subsidize, advise on, assist, promote, or participate in the establishment or promotion of any enterprise, and manage or participate in the management, supervision, conduct, or control of the business or affairs of any enterprise.

There are seven (7) members on the EDA appointed by the Board of Supervisors.

Representatives serve a four-year term with no term limit.

Staff:                                  N/A   Approve                        \_\_\_ Disapprove                        \_\_\_ See Comments

Commission/Board:                  N/A   Approve                        \_\_\_ Disapprove                        \_\_\_ See Comments

County Administrator:                N/A   Approve                        \_\_\_ Disapprove                        \_\_\_ See Comments

Comments:                            None

Budget/Fiscal Impact:              None

Attachments:                        Current Board Matrix

Staff/Contact:                        Patricia A. Weiler, County Administrator, (804)598-5612, [pweiler@powhatanva.gov](mailto:pweiler@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*



COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety. Use dropdown boxes where applicable.

Print and return the application by fax to (804) 598-7835, by e-mail to [bjohnston@powhatanva.gov](mailto:bjohnston@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan VA 23139. For additional information regarding this application, contact Bonni Johnston at (804) 598-5612.

DISTRICT:	District Five (5)	CURRENT DATE:	June 14, 2016
NAME:	Daniel G. Jones	EMAIL ADDRESS:	djones@galliermeyer.com
ADDRESS:	3901 Old River Trail	DAY PHONE:	804/432-3806
CITY/STATE/ZIP:	Powhatan, Va. 23139	EVENING PHONE:	804/598-4704

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE

Economic Development Authority of Powhatan

EDUCATION

M.A. Economics University of Nebraska; B.S. Economic Virginia Commonwealth University; Economic Development Certificates & EPA Certificate -- U. of Oklahoma, U. of North Carolina and Virginia Tech.

EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE

Senior Economist / Commonwealth of Va.; Director of Econ Dev. / Powhatan Co.; Business Development U.P. / Central Virginia Bank; Commercial Realtor / Gallier Meyer; Econ Instructor / John Tyler & Reynolds C.C.; Past EPA Chair

INVOLVEMENT

Founding member of PLI; Founding Board member of CRC; Board member of Powhatan YMCA, Powhatan Habitat & Music Center; Past President of Richmond Association for Business Econ; Past President of Powhatan Chamber

SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)

Strategic & Long Range Planning; Coalition Building; Econ. of Business Development; Econ & Statistical Research; Community Development and Coaching Skills; Non Profit Board Development & Philanthropy Skills.

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

**Economic Development Authority (EDA)**

<b>Appointee</b>	<b>Appointed By</b>	<b>When Appointed</b>	<b>Term</b>	<b>First Appointment Date</b>	<b>Expiration Date</b>
William Moslow, Jr. 14530 Sarum Terrace Midlothian, VA 23113 804-598-5579 <a href="mailto:wmoslow@powhatanva.gov">wmoslow@powhatanva.gov</a> <a href="mailto:bmoslow@moslowwood.com">bmoslow@moslowwood.com</a> (Personal)	Board of Supervisors	July 16, 2012	4 years	July 16, 2012	June 30, 2016
Daniel G. Jones 3901 Old River Trail Powhatan, VA 23139 (804)432-3806 (day) (804-)598-4704 (evening) <a href="mailto:djones@powhatanva.gov">djones@powhatanva.gov</a> <a href="mailto:djones@galliermeyer.com">djones@galliermeyer.com</a> (Personal)	Board of Supervisors	February 22, 2016		February 22, 2016 (finishing Yowanda Brown's term)	June 30, 2016
Gary Nester 3305 Pineacre Drive Powhatan, VA 23139 804-598-3434 <a href="mailto:gnester@powhatanva.gov">gnester@powhatanva.gov</a> <a href="mailto:grnjer333@aol.com">grnjer333@aol.com</a> (Personal)	Board of Supervisors	July 1, 2013	4 years	July 1, 2013	June 30, 2017
Phil Sherman 1390 Quarter Mill Court Powhatan, VA 23139 804-598-4164 <a href="mailto:psherman@powhatanva.gov">psherman@powhatanva.gov</a> <a href="mailto:pkshermanjr@comcast.net">pkshermanjr@comcast.net</a> (Personal)	Board of Supervisors	July 1, 2013	4 years	July 1, 2013	June 30, 2017
Timothy Benusa 2430 Robert E. Lee Road Powhatan, VA 23139 (804)897-4583 (day) (804)349-9763 (evening) <a href="mailto:tbenusa@powhatanva.gov">tbenusa@powhatanva.gov</a> <a href="mailto:tim@benusacpa.com">tim@benusacpa.com</a> (Personal)	Board of Supervisors	February 22, 2016	4 years	February 22, 2016	June 30, 2019

**Economic Development Authority (EDA)**

Russell E. Holland, Jr. 1898 A Norwood Creek Dr. Powhatan, VA 23139 (804) 316-0197 (cell) <a href="mailto:rholland@powhatanva.gov">rholland@powhatanva.gov</a> <a href="mailto:rehollandjr@gmail.com">rehollandjr@gmail.com</a> (Personal)	Board of Supervisors	February 22, 2016	4 years	February 22, 2016	June 30, 2019
John C. Watkins 19045 Founders Knoll Terrace Midlothian, VA 23113 (804)514-8338 (day) (804)794-6949 (evening) <a href="mailto:jwatkins@powhatanva.gov">jwatkins@powhatanva.gov</a> <a href="mailto:jnwatkins@johnwatkins.org">jnwatkins@johnwatkins.org</a> (Personal)	Board of Supervisors	February 22, 2016	4 years	February 22, 2016	June 30, 2019

Section [15.2-4903](#) of the Industrial Development and Revenue Bond Act, Chapter 49, Article 15.2 of the Code of Virginia of 1950, as amended, authorizes the Board of Supervisors of the County of Powhatan, Virginia to name its Industrial Development Authority the Economic Development Authority of the County of Powhatan, Virginia. Section [26-32](#) of the Powhatan County Code created the Powhatan County Economic Development Authority (EDA).

**Composition:**

There are seven members on the Economic Development Authority appointed by the Board of Supervisors. Currently, the Economic Development Authority by-laws do not specify that members be appointed by district.

**Term:**

Members are appointed to a four-year term. There are no specified term limits.

**Sworn-In:**

All members must take an oath of office, given by the Clerk of the Circuit Court, to qualify.

**Mission:**

The Economic Development Authority is empowered to identify, promote, and support new development projects and expand existing areas of development for the purpose of increasing the economic productivity of the State. The Economic Development Authority shall serve as a conduit for public funds for start-up development projects, including joint ventures and related activities which are not suitable for investment by the private sector and shall establish, subsidize, advise on, assist or promote, or participate in the establishment or promotion of, any enterprise, and manage or participate in the management, supervision, conduct or control of the business, or affairs of, any enterprise.

## **Economic Development Authority (EDA)**

The Economic Development Authority shall expend funds for the study or implementation of projects determined by the Board to be of social or economic benefit to the inhabitants of the State and shall provide advisory extension services for the benefit of any enterprise. The Economic Development Authority shall make or guarantee loans to assist the acquisition, construction, development, administration or extension of any enterprise, and shall acquire property, or any interest in, or related to, property, and own, hold, improve or develop, conserve or rehabilitate any property, or prepare any property for development, conservation or rehabilitation.

They also shall form, or assist or participate in forming companies, corporations and joint ventures for the purpose of carrying on business enterprises, and shall borrow money and accept advances, contributions and other assistance in accordance with their bylaws. The Economic Development Authority shall make contracts and other instruments that the Board considers necessary or convenient for the exercise and performance of its powers and functions and shall insure, or provide for the insurance of, any property, project or operation against all or any risks with an insurer approved by the Board.

### **When/Where Meet:**

Meetings are held on a called basis.

### **Notification Requirements:**

All meetings shall be open to the public. Notification shall be sent to the local newspaper and posted on the Powhatan County website.

### **Compensation:**

None

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## Powhatan County Board of Supervisors Agenda Item

Meeting Date: June 27, 2016

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Agenda Item Title: Appointments/Reappointments (2) to the Anti-Litter Council

Motion: Move to appoint/reappoint \_\_\_\_\_ and \_\_\_\_\_ to the Anti-Litter Council for a three-year term commencing July 1, 2016, and expiring June 30, 2019.

Dates Previously Considered by Board: N/A

Summary of Item: The Council strives to achieve a reputation for Powhatan as a clean, litter-free county with a strong sense of community and enhanced quality of life for its citizens. The Council raises awareness, and increases involvement among Powhatan citizens and businesses by initiating educational programs, special events, public relations material, recycling and cleanup events, and recognition programs. The Council will work with county officials, government agencies and state lawmakers to communicate ideas and concerns for improving existing laws and future legislation that will reduce litter and increase recycling activities. Furthermore, the Council will work with local law enforcement agencies and courts to enforce current and future anti-litter laws.

The Powhatan Anti-Litter Council is composed of up to seven (7) voting members appointed by the Board of Supervisors including one (1) Board of Supervisors member or Planning Commission member from any electoral district.

Representatives serve a three-year term with no term limit.

Staff:     N/A     Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Commission/Board:     N/A     Approve            \_\_\_ Disapprove            \_\_\_ See Comments

County Administrator:     N/A     Approve            \_\_\_ Disapprove            \_\_\_ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Current Board Matrix

Staff/Contact: Patricia A. Weiler, County Administrator, (804)598-5612, [pweiler@powhatanva.gov](mailto:pweiler@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*



**COUNTY OF POWHATAN, VIRGINIA  
APPLICATION FOR  
COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES**

All appointments to County Boards and Commissions are made by the Board of Supervisors. Please complete this application in its entirety. Use dropdown boxes where applicable.

Print and return the application by fax to (804) 598-7835, by e-mail to [bjohnston@powhatanva.gov](mailto:bjohnston@powhatanva.gov) or by mail to Deputy Clerk to the Board of Supervisors, Powhatan County Administration, 3834 Old Buckingham Rd, Powhatan VA 23139. For additional information regarding this application, contact Bonni Johnston at (804) 598-5612.

DISTRICT:	District 1	CURRENT DATE:	June 13, 2016
NAME:	Elliot A. Danburg	EMAIL ADDRESS:	edanburg@afl.net
ADDRESS:	2673 Liberty Hill Rd	DAY PHONE:	804-598-1208
CITY/STATE/ZIP:	Powhatan Va 23139	EVENING PHONE:	

Please choose from dropdown menu which board/committee you are interested in being appointed to and complete the information below. A separate application must be submitted for each board/committee that you are interested in serving on. Additional and continued information can be included on an additional page.

BOARD/COMMITTEE	Anti Litter Council
EDUCATION	BA Norwich University
EMPLOYMENT AND/OR VOLUNTEER WORK EXPERIENCE	Retired Anti-Litter Council CVWMA
INVOLVEMENT	Powhatan Representative on CVWA Board Anti Litter Council
SPECIAL SKILLS (please note any skills such as bilingual, multicultural interaction, youth outreach, etc.)	

By submitting this application to the Deputy Clerk to the Powhatan County Board of Supervisors, I hereby certify that all information contained herein is true and complete and I hereby consent to the dissemination of this document to the general public.

**Powhatan County Anti-Litter Council – Established May 12, 2003 – Re-established by Resolution April 11, 2011 – Structure amended by Resolution May 5, 2014**

**Voting Members:**

<b><u>Appointee</u></b>	<b><u>Appointed By</u></b>	<b><u>When Appointed</u></b>	<b><u>Term</u></b>	<b><u>Expiration Date</u></b>
Larry Nordvig 1636 Dorset Meadows <a href="mailto:lnordvig@powhatanva.gov">lnordvig@powhatanva.gov</a> Board of Supervisors or Planning Commission member	Board of Supervisors	January 4, 2016	3 Years	coincides with elected term of office January 4, 2019
Betty Handy 3171 Judes Ferry Road 794-7717 <a href="mailto:handybetty@msn.com">handybetty@msn.com</a> Citizen at large	Board of Supervisors	June 1, 2015	3 Years	May 31, 2018
Karen Ylimaki (Chair) 1179 Bradbury Road <a href="mailto:Karen.ylimaki1@gmail.com">Karen.ylimaki1@gmail.com</a> Citizen at large	Board of Supervisors	June 1, 2015	3 Years	May 31, 2018
Roscoe Evans 906 Evans Road <a href="mailto:salvagepartsus@yahoo.com">salvagepartsus@yahoo.com</a> Citizen at large	Board of Supervisors	May 5, 2014	3 Years	June 30, 2016 (two-year initial term)
Elliott Danburg 2673 Liberty Hill Road <a href="mailto:edanburg@att.net">edanburg@att.net</a> Citizen at large	Board of Supervisors	May 5, 2014	3 Years	June 30, 2016 (two-year initial term)
Gay Bartlett 4298 Pierce Road Citizen at large	Board of Supervisors	May 5, 2014	3 Years	June 30, 2017
Vernell Straughter 4629 A Bell Road <a href="mailto:hstraughter@roadrunner.com">hstraughter@roadrunner.com</a> Citizen at large	Board of Supervisors	January 4, 2016	3 Years	January 4, 2019

**Non-Voting Members:**

County Administrator Representative  
Public Works Department Representative  
Virginia Department of Transportation Representative  
Sheriff's Office Representative  
VA Cooperative Extension Representative  
Chamber of Commerce Representative

**Composition:**

The Powhatan Anti-Litter Council is composed of up to seven (7) voting members appointed by the Board of Supervisors including one (1) Board of Supervisors member or Planning Commission member from any electoral district.

**Officers:**

A chair, vice chair, and a secretary shall be chosen from within the voting membership of the council to serve a one year term. The council chairman shall appoint the chairman of each of three subcommittees: Education, Programs, and Judicial.

**Term:**

Members shall serve a three (3) year term. New members may be appointed to serve the unexpired term of any member who leaves office. Members may serve an unlimited number of terms and may be removed from the council by majority vote of the Board of Supervisors. If any member misses more than three (3) meetings in one year, that member shall no longer be a Council member.

**Swear-In:**

No requirements

**Mission:**

The Council strives to achieve a reputation for Powhatan as a clean, litter-free county with a strong sense of community and enhanced quality of life for its citizens. The Council raises awareness, and increases involvement among Powhatan citizens and businesses by initiating educational programs, special events, public relations material, recycling and cleanup events, and recognition programs. The Council will work with county officials, government agencies and state lawmakers to communicate ideas and concerns for improving existing laws and future legislation that will reduce litter and increase recycling activities. Furthermore, the Council will work with local law enforcement agencies and courts to enforce current and future anti-litter laws.

**Meetings:**

Meets the first Wednesday of every month at 1:00 p.m. in the Village Building conference room, 3910 Old Buckingham Road.

**Notification Requirements:**

Meetings shall be posted on the County web site calendar and are open to the public.

**Compensation:**

None

POWHATAN COUNTY  
 STRATEGIC ACTION PLAN  
 IMPLEMENTATION STEPS FOR THREE-YEAR PRIORITIES  
 STATUS REPORT

Status  
 as of

June 27, 2016

Highlighted Cells note a change from the March 28, 2016 update

Key Task/Activity	Target Date	
<b>Priority LD 1: Complete the zoning and subdivision ordinance updates</b>		
Champion: Altman		
Supporting Staff: Howland, Dameron, Lacheney, Wall		
1. Zoning Ordinance update adopted by Board of Supervisors (BOS)	Jun-14	COMPLETE
2. Commence Subdivision Ordinance review	May-14	COMPLETE
3. Hold Planning Commission (PC) public hearing and recommend PC approval of Subdivision Ordinance	Sep-14	COMPLETE
4. Conduct a workshop with BOS	Nov-14	COMPLETE
5. Hold BOS public hearing	Dec-14	COMPLETE
6. Hold BOS workshop on Subdivision Ordinance	Feb-15	COMPLETE
7. Hold BOS public hearing and recommend BOS adoption	Mar-15	COMPLETE
8. Implement new Subdivision Ordinance Implementation on hold because BOS has not yet adopted the ORD	TBD	
<b>Priority LD 2: Update the Comprehensive Plan</b>		
Champion: Altman		
Supporting Staff: Howland, Dameron, Stokes		
1. Conduct a workshop with BOS and PC to discuss the options of review or update, the legal requirements and the BOS expectations	Sep-15	COMPLETE
2. Develop tasks, activities <u>and timeline</u> based on BOS direction at the workshop	Jan-16	COMPLETE
3. Planning Commission reviewing Comprehensive Plan	Jun-17	
4. Board of Supervisors review Comprehensive Plan	TBD	

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Highlighted Cells note a change from the March 28, 2016 update

Key Task/Activity	Target Date	
<b>Priority LD 3: Prepare for the County's responsibility to address stormwater management</b>		
Champion: Altman		
Supporting Staff: Public Works, GIS		
1. Meet with representatives of other communities to review and discuss stormwater policies, ordinances, and implementation procedures	Ongoing	
2. Assess staff capabilities, needs, and resources	TBD	
3. Monitor State Code Regulations for potential changes	Ongoing	
4. Complete inventory of stormwater BMPs and outfalls in County, including drainage easements	Jun-16	COMPLETE
5. Develop local policies and procedures and County Code amendments	TBD	
6. Conduct BOS workshop to discuss proposed stormwater management program	TBD	
7. Recommend BOS adopt program	TBD	
<b>Priority EC 1: Create and implement an economic development plan, to include agri-business</b>		
Champion: Altman		
Supporting Staff: Weiler		
1. BOS budgets and appropriates funding	Oct-14	COMPLETE
2. Develop and issue RFP	Oct-14	COMPLETE
3. Review RFP submittals	Dec-14	COMPLETE
4. Board approves contract/authorizes County Administrator to execute	Dec-14	COMPLETE
5. Begin plan development	Jan-15	COMPLETE
6. Complete plan	Aug-15	ONGOING
6a. Consultant presents Findings and Recommendations	Aug-15	COMPLETE
6b. BOS feedback on Findings and Recommendations	Sep-15	COMPLETE
6c. Formulation of Goals, Objectives and Performance Measures	Dec-15	COMPLETE
7. BOS adopts Economic Development Plan	Mar-16	COMPLETE
7a. Consultant conducts Community Meeting to present Plan	Mar-16	COMPLETE
8. Implement Economic Development Plan	Ongoing	

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<b>Priority EC 2: Redirect and reconstitute the EDA. to include a clear purpose and realignment with the Board’s direction and the economic development plan</b>		
Champion: Altman		
Supporting Staff: Weiler		
1. Review EDAs within adjoining communities to learn of best practices	Aug-15	COMPLETE
2. Develop new job description/charter for EDA members	Nov-15	COMPLETE
3. Solicit talent bank resumes of potential EDA candidates	Dec-15	COMPLETE
4. Review resumes and recommend individuals for appointment to EDA	Jan-16	COMPLETE
<b>Priority EC 3: Locate or expand at least one major business during the next 3 years</b>		
Champion: Altman		
Supporting Staff: Weiler		
1. Develop and adopt Economic Development Plan (see EC 1)	Mar 16	COMPLETE
2. Identify sites for business development	Mar 16	COMPLETE
3. Create marketing materials and website	Jun-16	
4. Market development sites to potential businesses	Ongoing	
5. Get commitment from a new/expanded business	Dec-18	
<b>Priority EC4: Re-engineer the building inspection, planning, and zoning processes to be more efficient and business friendly</b>		
Champion: Altman		
Supporting Staff: Planning/Building/Zoning/Public Works		
1. Meet with staff to discuss streamlining the plan review and building inspection process	Sep-14	COMPLETE
2. Review processes with consultant and evaluate consultants recommendations	Sep-15	ONGOING
3. Finalize and implement new processes	Jan-17	
4. Submit funding request for software to improve processes	Mar-16	
5. Select and purchase new software if funding is approved by BOS	Sep-16	
6. Implement new software	Jan-17	

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Key Task/Activity	Target Date	
<b>Priority HS 1: Structure the new fire/EMS/emergency management department</b> Champion: Singer Supporting Staff: Weiler, Greene, Warner, Schoeffel		
1. Gather input from Fire, Emergency Management and EMS community, volunteers, and staff to determine roles and responsibilities of Fire & EMS Chief position	May-14	COMPLETE
2. Write roles and responsibilities gathered from input into job description	Jul-14	COMPLETE
3. Advertise and interview for Fire and EMS Chief position	Sep-14	COMPLETE
4. Hire Fire & EMS Chief	Dec-14	COMPLETE
5. Submit request to Virginia Department of Fire Program to conduct a study of Powhatan County's Fire and EMS services	Dec-14	COMPLETE
6. Revise Powhatan Code for BOS approved changes as recommended by Fire & EMS Chief	Feb-15	COMPLETE
7. Identify roles of current command structure of Fire/EMS/Emergency Management and analyze personnel needs based on current budget	Feb-15	COMPLETE
8. Recommend to the BOS changes to implement recommendations of Fire & EMS Chief on the command structure and personnel needs	Mar-15	COMPLETE
9. Present to the BOS the recommendations of the Virginia Department of Fire Program study	Jan-16	COMPLETE
10. Revise Powhatan Code for BOS approved changes as recommended by Virginia Department of Fire Program study	Mar-16	N/A
11. Collaborate with volunteers, contractors, and county staff to implement plan, policies and procedures	Mar-16	ONGOING

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Key Task/Activity	Target Date	
<b>Priority HS 2: <u>Transfer the responsibility for emergency communications to the County Administrator and relocate the E-911 Center</u></b>		
Champion: Singer		
Supporting Staff: Sheriff, Greene		
1. Engage in discussions between Sheriff and County Administrator to determine the need to transfer E-911 to carry out BOS direction	Jan-15	ONGOING
2. Engage in collaborations among County Administrator, Fire & EMS Chief and the Sheriff on implementation issues (acquire input, discuss pros and cons, briefing to officials as needed)	Jan-15	ONGOING
3. Identify the department to which the E-911 services function will report and identify a physical location for the E-911 function	Dec-15	COMPLETE
4. Present to the Board for approval of recommendations and funding for the location	Mar-16	COMPLETE
5. Develop a plan for relocation of E-911 center/new radio system to ensure there is no disruption of services	Jan-18	
6. Oversee the relocation of the E-911 center to ensure there is no disruption of services	Jan-18	

<b>Priority HS 3: <u>Evaluate the needs of our population and determine how best to respond so that they grow, develop and age healthfully</u></b>		
Champion: Pemberton/Weiler		
Supporting Staff: Howland, Woodel, Martin, TRIAD		
1. Recommend reinstatement of County funding support for Senior Connections, Senior Navigator, Free Clinic, YMCA, the FCS program at the Extension Office and other organizations which support the County's aging population	Mar-15	COMPLETE
2. Assess the potential of a collaboration from agencies coming together for the Resource Council Meeting to determine whether this community partnership can address this goal (e.g., YMCA, Senior Connections, Health Department, Social Services, Extension Office, Recreation)	Jun-15	ONGOING
<ul style="list-style-type: none"> <li>Attend the Resource Council meeting for a discussion of the possibility how human service needs, including needs of the aging, might be addressed</li> </ul>		COMPLETE
<ul style="list-style-type: none"> <li>Develop a needs assessment (e.g., nutrition, recreation, financial education, transportation, support system, affordable housing, safety services)</li> </ul>		COMPLETE

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<ul style="list-style-type: none"> <li>Determine method of communication to disseminate information to community (hire external with Board of Supervisors approval, or internal committee)</li> </ul>		
<ul style="list-style-type: none"> <li>Evaluate what the assessment may bring to the table and then determine how to address all needs</li> </ul>		
<ul style="list-style-type: none"> <li>Delegate to agency to begin addressing needs</li> </ul>		

**Priority HS 4: Develop a recreation department and plan that addresses the needs of all citizens**  
 Champion: Woodel  
 Supporting Staff: Altman, Piper, Martin, Howland

1. Assess needs of department; determine whether assistance can be acquired from local universities to complete a community needs assessment	Oct-15	ONGOING
2. Continue to analyze programs in other localities for their "fit" in Powhatan	Nov-15	ONGOING
3. Develop a written plan of action for department needs	<del>Dec-15</del> Sep-16	
4. Determine immediate, affordable community needs and coordinate with services offered by other agencies to create programs for citizens	<del>Dec-15</del> Sep-16	
5. Present recommendations to BOS and implement plan of action if approved	<del>Mar-16</del> Dec-16	

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<b>Priority ED 1: Consider how future joint meetings with the School Board may be useful in achieving greater collaboration</b>		
Champion: Weiler		
Supporting Staff: Dr. Jones		
1. Schedule and hold meeting of BOS Chairman and School Board (SB) Chairman to discuss future joint meetings of BOS and School Board	Aug-14	COMPLETE
2. Schedule and hold meeting of BOS Chairman, SB Chairman, County Administrator and Superintendent to discuss future joint meetings of BOS and School Board	Sep-14	COMPLETE
3. Schedule and hold quarterly meetings of BOS Chairman, SB Chairman, County Administrator, and School Superintendent	Dec-14	COMPLETE
	Mar-15	COMPLETE
	Jun-15	COMPLETE
	Sep-15	CANCELLED
	Dec-15	CANCELLED
3a. Schedule and hold quarterly Joint BOS / SB meetings	Jan-16	1/20, 2/3, 2/17
	Mar-16	3/23
	Jun-16	TBD
	Sep-16	TBD
3a. Schedule and hold quarterly Joint BOS / SB meetings	Dec-16	TBD
4. Schedule and hold a joint BOS/School Board workshop for School Board to present the Schools Facility Study to the BOS	Dec-14	COMPLETE
5. Research consultants to facilitate a joint BOS/School Board workshop on collaboration (Jones and Weiler)	Nov-14	COMPLETE
6. Discuss with consultant the strategy for joint BOS/School Board workshop (Jones and Weiler)	Dec-14	COMPLETE
7. Schedule and hold meeting of BOS Chair, School Board Chair, County Administrator and Superintendent to discuss recommendations of consultant on strategy for joint BOS/School Board workshop	Dec-14	COMPLETE
8. Schedule and hold joint BOS/School Board workshop on collaboration and to determine if the BOS/School Board should hold joint workshops on a regular basis	Feb-15	CANCELLED by BOS
<b>Priority ED 2: Determine the Board's role in a workforce development strategy that supports the County's economic development plan</b>		
Champion: Weiler		
Supporting Staff: Altman, Dr. Jones		
1. Develop the key tasks/activities for this priority once the economic development plan has been adopted by the BOS	TBD	

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<b><u>Priority FA 1: Develop and implement a performance-based budgeting approach that aligns the budget with the priorities, goals, and objectives of the Board of Supervisors</u></b>	
Champion: Schubert	
Supporting Staff: Weiler, Beach, Gradwell, Jackson	
1. Define the performance based budgeting system to will be used	Jul-17
2. Train staff on mission statements, objectives, and performance measurements	Sep-17
3. Develop a database to store and report department data	Oct-17
4. Develop a BOS policy that ties vision and factors to funding/budget process (How do department objectives tie in to the Boards vision)	Sep-18
5. Present to the board a Performance based budget for FY 2020	Mar-19

<b><u>Priority FA 2: Continue to examine, evaluate, and improve systems and processes to enhance and add to the effectiveness of government service delivery, transparency, and accountability</u></b>	
Champion: Weiler	
Supporting Staff: Jackson, Schubert	
1. Identify and document all completed BPR between January 2013 and present	<del>Sep-15</del> Sep-16
2. Create an initiative to identify, document, implement and acknowledge system and process improvements - the "Business Process Reengineering (BPR) Initiative"	<del>Sep-15</del> Sep-16
3. Write the BPR Initiative process including acknowledgement system	<del>Sep-15</del> Sep-16
4. Hold a meeting of key personnel from all departments to explain the BPR Initiative	<del>Oct-15</del> Oct-16
5. Identify potential BPR, assign champion and team; develop work plan (key tasks, activities, due dates)	ongoing

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Key Task/Activity	Target Date	
<b>Priority FA 3: Review and update the County's financial policies, including school funding and capital projects</b>		
Champion: Schubert		
Supporting Staff: Beach, Gradwell, Weiler, Jackson		
1. Identify and list all the policies	Oct-14	COMPLETE
2. Request best practices from other local jurisdictions	Feb-15	COMPLETE
3. Draft policies	May-15	COMPLETE
4. Meet with BOS Policy Committee to get their revisions to draft policies	Jun-15	COMPLETE
5. Present policies to BOS in workshop	Jul-15	COMPLETE
6. Present policies to BOS for approval	Aug-15	COMPLETE

<b>Priority FA 4: Create an annual prioritized capital improvements plan and other capital maintenance program with consistent viable funding sources</b>		
Champion: Schubert		
Supporting Staff: Altman, Weiler, Piper, Melis, Singer		
1. Schedule and hold meeting of team to determine the calendar for the FY 2016 Five-Year Capital Improvement Plan and Other Capital Programs (FY 2016 CIP)	Oct-14	COMPLETE
2. Schedule and hold meeting with School Superintendent to agree to dates for CIP	Dec-14	COMPLETE
3. Hold Joint BOS/ PC workshop on the Utilities Master Plan	Oct-14	COMPLETE
4. Hold Joint BOS / School Board workshop on the Schools Facility Needs Study	Nov-14	COMPLETE
5. Review FY 2015 CIP with Departments and incorporate changes into the FY 2016	Jan-15	COMPLETE
6. Incorporate Utilities Master Plan and School Board Adopted CIP into the FY 2016 CIP	Jan-15	COMPLETE
7. Present the FY 2016 CIP to the PC	Feb-15	COMPLETE
8. Present the FY 2016 CIP to the BOS	Mar-15	COMPLETE
9. Recommend BOS adopt the FY 2016 CIP	Apr-15	COMPLETE

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Key Task/Activity	Target Date	
<b>Priority IN 1: Develop and adopt a utilities master plan</b>		
Champion: Rapp		
Supporting Staff: Melis, Altman		
1. Hold Joint PC and BOS workshop	Oct-14	COMPLETE
2. Present Plan to PC for consideration	Jan-15	COMPLETE
3. Present revised Water and Sewer Service District boundaries to PC for consideration		COMPLETE
	Jan-15	COMPLETE
4. Present Plan to BOS for consideration of adoption	Feb-15	COMPLETE
5. Present revised Water and Sewer Service District boundaries to Board for adoption	Feb-15	COMPLETE
6. Implement plan as growth occurs	Ongoing	ONGOING
<b>Priority IN 2: Finalize the agreement for the Cobbs Creek Regional Reservoir</b>		
Champion: Weiler		
Supporting Staff: Altman, Rapp		
1. Finalize negotiations with Henrico County	May-15	ONGOING
2. Present agreement to BOS for adoption	Jun-15	
	Sept-15	
	Apr-16	
3. Sign and finalize agreement	Jun-15	
	Sept-15	
	Apr-16	
4. Implement agreement	Jun-15	
	Sept-15	
	Apr-16	
<b>Priority IN 3: Secure funding for water tower to serve County, Department of Corrections, and Goochland County</b>		
Champion: Weiler		
Supporting Staff: Rapp, Altman		
1. Funding was included in the FY 2015 State Budget	Complete	COMPLETE

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Key Task/Activity	Target Date	
<b>Priority IN 4: <u>Develop a communications infrastructure master plan for the public safety communications system</u></b>		
Champion: Greene		
Supporting Staff: Singer, Director of IT, Sheriff		
1. Request BOS approval of funding for plan	Oct-14	COMPLETE
2. Develop RFP	Feb-15	COMPLETE
3. Issue RFP	Mar-15	COMPLETE
4. Review submitted proposals	Jun-15	COMPLETE
5. Request BOS to authorize County Administrator to execute contract	Jul-15	COMPLETE
6. Complete plan	Dec-15	COMPLETE
7. Present plan to BOS for approval	Jan-16	COMPLETE

<b>Priority IN 5: <u>Develop a transportation master plan</u></b>		
Champion: Altman		
Supporting Staff: Howland, Dameron, Melis		
1. Conduct workshop with Board on a Route 60 third lane policy	2014	COMPLETE
2. Write and present to BOS for approval a Route 60 third lane policy	Jun-15	ONGOING
3. Complete Route 60 East Special Area Plan funding by the MPO	Jun-16	
4. Complete Route 60 Rural Area Corridor Study being done by MPO staff	Jun-16	
5. Conduct workshop with BOS and PC on all the transportation studies to determine BOS expectation and desired outcome of a transportation master plan	Oct-16	
6. Develop tasks and activities based on direction of BOS from workshop	TBD	

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Key Task/Activity	Target Date	
<b>Priority IN 6: Develop an IT/phone master plan for the County's internal systems</b>		
Champion: IT Director		
Supporting Staff: Stowers		
1. Request BOS approval of funding for plan	Oct-14	COMPLETE
<del>2. Develop and issue RFP</del>	Jun-15	
<del>3. Request BOS to authorize County Administrator to execute contract and budget and appropriate funds</del>	Oct-15	
4. Complete plan	Jan-16 Dec-16	
5. Present plan to BOS for approval and funding	Mar-16 Mar-17	

**As of November 16, 2015**

**Priority IN 7: Develop a broadband master plan**

Champion: IT Director, Randy Buzzard  
 Supporting Staff: Stowers, Jackson, Altman, Weiler, Lacheney

<del>1. Request BOS approval of funding for plan</del>	Mar-15	
<del>2. Develop and issue RFP</del>	Jun-15	
<del>2a. Update 2011 Plan</del>	Dec-15	
<del>3. Request BOS to authorize County Administrator to execute contract and budget and appropriate funds</del>	Oct-15	
<del>3. Present Plan to BOS</del>	Jan-16	
<del>4. Complete plan — Further action TBD based on BOS</del>	Jan-16	
<del>5. Present plan to BOS for approval and funding</del>	Mar-16	
1. Review 2011 Plan to determine need to update	Oct-15	COMPLETE
2. Actively seek grants to fund Broadband infrastructure	Ongoing	
3. Meet with representatives of other communities and broadband providers to review and discuss optional broadband solutions and funding sources.	Ongoing	COMPLETE
4. Meet with VA Center for Innovative Technology (CIT) to determine how CIT can assist Powhatan	Oct-15	COMPLETE
5. Hold Town Hall meeting to Seek Citizen output	Oct-15	COMPLETE
6. Recommend to BOS forming a Citizen Advisory Committee	Dec-15	COMPLETE

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Key Task/Activity	Target Date	
7. Issue RFP for design and build of broadband infrastructure with funding solution	Apr-16 Jun-16	COMPLETE
8. If recommended and if approved by BOS, form Broadband Authority	TBD	

**Priority RC 1: Evaluate and ensure that the County has active participation in each organization in which the Board determines we must play a valuable role**

Champion: Weiler

Supporting Staff: Timberlake, Martin, Barton

1. Create a form that includes name of organization, contact, benefits, and budget amount.	Nov-15	
2. Ask staff in all departments for information regarding the organizations in which they currently actively participate and collaborate. County Administrator will include Board and County Administrator activity and partnerships. Describe what value being a member of the organization brings to the County	Dec-15	
3. Compile the data provided by the Departments	Jan-16	
4. Describe what value being a member of the organization brings to the County	Dec-15	
5.		
6. Research and identify other opportunities for collaborations	Jan-16	
7. Evaluate new collaborations for the potential benefit to the county's projects	Mar-16	
8. Present to the BOS list and benefits of partnerships and organizations	May-16	
9. Evaluate existing participation and benefits annually with recommendations for funding in the budget	Annually	

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**Priority RC 2: Continue to develop Board and staff relationships with regional partners**

Champion: Weiler

Supporting Staff: Timberlake, Martin, Barton

1. Encourage Staff and Board participation in local government associations	Ongoing	ONGOING
2. Budget funds for Staff and Board to attend the meetings, workshops and educational sessions of local government associations	Annually	ONGOING
3. Continue active participation in the boards and initiatives of the RRPDC	Ongoing	ONGOING

**Priority RC 3: Continue to build strong relationships with our legislative delegation**

Champion: Weiler

Supporting Staff: Leadership Team

1. Participate in all available opportunities to discuss County priorities with local delegates	Ongoing	ONGOING
2. Attend town meetings held by legislators to support their presence in the County	Ongoing	ONGOING
3. Supply legislators with reports and briefings on local matters	Ongoing	ONGOING
4. Submit to delegation County's legislative priorities by September each year	Ongoing	ONGOING

**ECONOMIC DEVELOPMENT STRATEGIC PLAN: A ROADMAP TO SUCCESS**

**IMPLEMENTATION SCHEDULE \* - FY 2017**

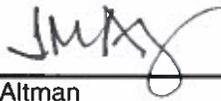
<b>Key Strategies/Recommendations</b>	<b>Econ. Dev. Plan Strategy</b>	<b>Timeline</b>	<b>Resources or Actions Required</b>	<b>Status as of 6/27/16</b>
Acquire www.visitpowhatan.com domain name	TA 3	Complete	Pat Weiler/Randy Buzzard	COMPLETE
Provide Flexible Zoning Ordinance to Encourage Agri-business	TA 9	Complete	Staff	COMPLETE
Provide Dedicated Economic Development Staff (Hire Director of Community Development)	ED 6	Jul-16	Board of Supervisors - Funding	ONGOING
Establish a Economic Development Website	ED 7	Jul-16	March Altman/Brigid Paciello/Kerri Delaney	ONGOING
Develop a Business Retention & Expansion Program	ED 11	Jul-16	March Altman	ONGOING
Create a Tourism Website	TA 4	Jul-16	March Altman/Brigid Paciello/Kerri Delaney	ONGOING
Update Virginia Tourism Website	TA 6	Jul-16	March Altman/Brigid Paciello/Kerri Delaney	ONGOING
Establishment of Transient Occupancy & Meals Tax	TA 13	Aug-16	March Altman/ Pat Weiler/ Charla Schubert	
Develop a Marketing/Branding Plan	TA 2	Oct-16	March Altman	ONGOING
Establish a Technology Zone(s)	ED 2 & 4	Dec-16	March Altman	
Review County's Business Tax Structure	ED 2 & 4	Dec-16	March Altman/Charla Schubert	
Create Local Incentive Policy	ED 10	Dec-16	March Altman	
Submit AFID Planning Grant for Agricultural-Agribusiness Strategic Plan	TA 8	Dec-16	March Altman	
Establish a Agribusiness Council	TA 14	Dec-16	Board of Supervisors	
Evaluate Creation of Tourism Zone	TA 15	Dec-16	Funding	

\* - Assumes July 1, 2016 Start Date for Director of Community Development

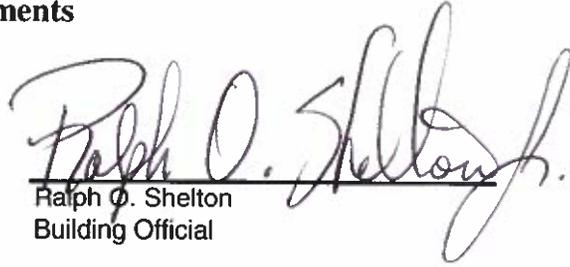
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**Powhatan County Monthly Report  
Building Inspections, Planning and Community Development  
Departments**



March Altman  
Community Development Director



Ralph O. Shelton  
Building Official

<b>Building Permit Fees:</b>	<u><b>Apr-15</b></u>	<u><b>Apr-16</b></u>
Administrative Fees: (Also Includes Septic Fees, Fire Code, Etc.)	<u>\$ 1,606.50</u>	<u>\$ 11,157.00</u>
Commercial: (New & Alterations)	<u>\$ 6,120.00</u>	<u>\$ 6,120.00</u>
Residential: Proffers paid on New Construction	<u>\$ 16,849.00</u> <u>\$ 12,694.17</u>	<u>\$ 49,322.56</u> <u>\$ 8,888.00</u>
Residential: (Additions, Alterations, Demo, Pools, Etc.)	<u>\$ 4,360.00</u>	<u>\$ 5,527.00</u>
Trade Permit Fees: (Residential & Commercial)	<u>\$ 6,937.32</u>	<u>\$ 6,752.24</u>
State Levy:	<u>\$ 685.57</u>	<u>\$ 1,413.73</u>
Planning Department Fees:	<u>\$ 2,431.50</u>	<u>\$ 3,800.00</u>
Total Fees for the Month:	<u>\$ 51,684.06</u>	<u>\$ 92,980.53</u>
Total Fees for Fiscal Year:	<u>\$ 413,696.70</u>	<u>\$757,135.72</u>

Building Permit Data:	<u>Apr-15</u>	<u>Apr-16</u>
Residential (New Construction):		
District 1 <b>Subletts/Manakin/Flatrock</b>	<u>2</u>	<u>5</u>
District 2 <b>Powhatan Station/Graceland</b>	<u>2</u>	<u>0</u>
District 3 <b>Bethesda/Lees Landing</b>	<u>4</u>	<u>19</u>
District 4 <b>Powhatan Courthouse/Ballsville</b>	<u>6</u>	<u>6</u>
District 5 <b>Smith's Crossroad/Pineville</b>	<u>3</u>	<u>4</u>
Total for the Month:	<u>17</u>	<u>34</u>
Total for Fiscal Year:	<u>152</u>	<u>153</u>
Commercial:		
District 1 <b>Subletts/Manakin/Flatrock</b>	<u>1</u>	<u>0</u>
District 2 <b>Powhatan Station/Graceland</b>	<u>1</u>	<u>1</u>
District 3 <b>Bethesda/Lees Landing</b>	<u>1</u>	<u>2</u>
District 4 <b>Powhatan Courthouse/Ballsville</b>	<u>1</u>	<u>2</u>
District 5 <b>Smith's Crossroad/Pineville</b>	<u>0</u>	<u>0</u>
Total for the Month:	<u>4</u>	<u>5</u>
Total for Fiscal Year:	<u>41</u>	<u>30</u>
Residential Additions, Alterations, Pools, Etc.	<u>18</u>	<u>26</u>
Total for Fiscal Year:	<u>162</u>	<u>163</u>

# ZONING ACTIVITY

	<u>APRIL FY2015</u>	<u>APRIL FY2016</u>
<b>Rezoning requests approved (acreage)</b>		
Agricultural	<u>0</u>	<u>0</u>
Residential	<u>0</u>	<u>0</u>
Commercial	<u>0</u>	<u>0</u>
Industrial	<u>0</u>	<u>0</u>
Conditional Use Permits approved	<u>1</u>	<u>0</u>
Business Licenses approved (zoning review)	<u>30</u>	<u>23</u>
<b>Board of Zoning Appeals Cases</b>		
Variances	<u>0</u>	<u>0</u>
Apeals	<u>0</u>	<u>0</u>
<b>Site Plans</b>		
<b>Commercial</b>		
Filed	<u>0</u>	<u>0</u>
Approved	<u>3</u>	<u>0</u>
<b>Industrial</b>		
Filed	<u>0</u>	<u>0</u>
Approved	<u>0</u>	<u>0</u>
<b>Other</b>		
Filed	<u>0</u>	<u>0</u>
Approved	<u>0</u>	<u>0</u>
Average Review Time (Days)	<u>29</u>	<u>0</u>
<b><u>Subdivision Activity</u></b>		
<b>Preliminary Plats - Number of Lots Approved</b>		
Residential	<u>0</u>	<u>0</u>
Commercial	<u>0</u>	<u>0</u>
Industrial	<u>0</u>	<u>0</u>
Average Review Time (Days)	<u>27</u>	<u>0</u>

**Final Plats - Number of Lots Approved**

Residential	<u>0</u>	<u>0</u>
Commercial	<u>0</u>	<u>0</u>
Industrial	<u>0</u>	<u>0</u>
Average Review Time (Days)	<u>25</u>	<u>24</u>

**Subdivision Exception Lots Approved**

Non-Subdivision	<u>3</u>	<u>0</u>
Single Cut	<u>2</u>	<u>1</u>
Charitable Exception	<u>0</u>	<u>0</u>
Family Division	<u>0</u>	<u>1</u>
Large Lot	<u>2</u>	<u>1</u>

**Erosion & Sediment Control**

**Land Disturbance Plans Approved**

Residential	<u>17</u>	<u>0</u>
Agreement In Lieu of an E&S Plan	<u></u>	<u>34</u>
Commercial	<u>0</u>	<u>0</u>
Industrial	<u>0</u>	<u>0</u>
Other	<u>0</u>	<u>0</u>
Average Commercial Review Time	<u>0</u>	<u>0</u>

**Private Road Review**

**Private Roads Approved**

Roads	<u>0</u>	<u>0</u>
Lots	<u>0</u>	<u>0</u>
<b>Family Private Roads Approved</b>		
Roads	<u>0</u>	<u>0</u>
Lots	<u>0</u>	<u>0</u>



## Powhatan County Board of Supervisors Agenda Item

Meeting Date: June 27, 2016

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Agenda Item Title: Resolution R-2016-41 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Budgeting and Appropriating \$620,000 for the Capital Improvement Program (CIP) Projects

Motion: Move to approve Resolution R-2016-41 as presented

Dates Previously Considered by Board: January 20, 2016, February 1, 3, 10, 17, 22, 2016 and March 9, 2016 - Workshops  
February 22, 2016 and April 18, 2016 – Public Hearings  
May 2, 2016 – Adopted of CIP

Summary of Item: The Board of Supervisors (BOS) held seven (7) workshops to discuss and consider staff's and the School Board's (SB) recommendations on the Fiscal Year 2017 Five-Year Capital Improvement Plan and Other Capital Program (CIP).

The Powhatan County Planning Commission reviewed the CIP at its workshop on February 2, 2016 and deemed the CIP to be in compliance with the Comprehensive Plan.

The BOS and SB agreed upon fiscally restraining the proposed CIP on February 17, 2016 and staff presented the fiscally restrained CIP to the BOS and SB on March 9, 2016. The BOS held public hearings on the CIP on February 22, 2016 and April 18, 2016.

The BOS adopted the CIP on May 2, 2016 with Resolution R-2016-27 and budgeted and appropriated the bond projects with Resolution R-2016-25.

Resolution R-2016-40 budgets and appropriated the 2017 projects in the CIP which are not bond funded projects or Other Capital Program projects.. The Other Capital Program is being considered by the BOS with R-2016-42.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

*CSW*

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: \$470,000 capital maintenance reserve and \$150,000 grant

Attachments: R-2016-27, R-2016-25, Resolutions Tracking Spreadsheet

Staff/Contact: Charla W. Schubert, Director of Finance, 598-5780; [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION**  
**AMENDING THE FISCAL YEAR 2017 POWHATAN COUNTY OPERATING BUDGET**  
**BY BUDGETING AND APPROPRIATING \$620,000 FOR CAPITAL IMPROVEMENT**  
**PROGRAM (CIP) PROJECTS**

**WHEREAS**, on May 2 2016, the Powhatan County Board of Supervisors adopted Resolution R-2016-23, which adopted the Fiscal Year 2017 Powhatan Operating Budget in the amount of \$104,924,788; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution in the amount of \$620,000 (0.591%) does not exceed one percent of the adopted budget and therefore a public hearing was not held.

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2017 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

**CAPITAL PROJECTS FUND**

**REVENUES**

Transfer from General Fund - Capital Maintenance

Reserve	3-301-095101-0100	\$	370,000.00
PSAP Grant	3-301-022010-xxxx		150,000.00

**EXPENDITURES**

Computer Aided Dispatch	4-301-031200-xxxx	\$	150,000.00
Fire Station #5 Driveway Improvements	4-301-032200-xxxx		70,000.00
Animal Control Cages	4-301-031200-xxxx		49,000.00
Village Building Renovations	4-301-014100-xxxx		115,000.00
Nitrogen System for Fire Suppression	4-301-014100-xxxx		35,000.00
Old Plantation Road Improvements	4-301-014500-0008		(56,000.00)
Field Improvements	4-301-071120-xxxx		157,000.00

Total Projects		\$	520,000.00
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**WATER AND SEWER CAPITAL PROJECTS FUND**

**REVENUES**

Transfer from General Fund - Capital Maintenance

Reserve	3-502-041050-0100	\$	100,000.00
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**EXPENDITURES**

Waterline extension	4-502-043400-xxxx	\$	30,000.00
Dutoy Creek WWTP Upgrades	4-502-043400-xxxx		70,000.00
Total Projects		\$	100,000.00



**POWHATAN COUNTY RESOLUTION R-2016-27**

**ADOPTING THE COUNTY OF POWHATAN FISCAL YEAR 2017 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND OTHER CAPITAL PROGRAM (CIP)**

**WHEREAS**, the Powhatan County Board of Supervisors has established a Capital Improvement Plan and Other Capital Program (CIP) to plan and strategize for the acquisition, construction, rehabilitation and replacement of public facilities to serve the County's citizens; and

**WHEREAS**, the Powhatan County Planning Commission reviewed the CIP at its workshop on February 2, 2016, deemed the CIP to be in compliance with the Comprehensive Plan; and

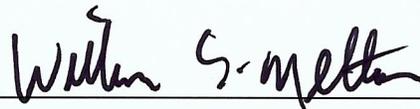
**WHEREAS**, the Powhatan County Board of Supervisors held workshops on the CIP on January 20, 2016, February 1, 3, 10, 17, 22, 2016, and March 9, 2016; and

**WHEREAS**, the Powhatan County Board of Supervisors and the School Board agreed upon fiscally restraining the proposed CIP on February 17, 2016, and staff presented the fiscally restrained CIP to the Board of Supervisors on March 9, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the County of Powhatan Fiscal Year 2017 Five-Year Capital Improvement Plan and Other Capital Program is hereby approved; and

**BE IT FURTHER RESOLVED** that the CIP is a plan and, as such, is not to be construed as the Board of Supervisors approval of any project nor the budget and appropriation of funds for any project.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 2, 2016.**



William E. Melton, Chairman

Powhatan County Board of Supervisors

**ATTEST:**



Patricia A. Weiler, Clerk

Powhatan County Board of Supervisors

*Recorded Vote:*

David T. Williams Nay

Larry J. Nordvig Nay

Angela Y. Cabell Aye

William E. Melton Aye

Carson L. Tucker Aye

**RESOLUTION**  
**AMENDING THE FISCAL YEAR 2016 POWHATAN COUNTY OPERATING BUDGET**  
**BY BUDGETING AND APPROPRIATING \$54,455,000 FOR CAPITAL**  
**IMPROVEMENT PROGRAM (CIP) BONDED PROJECTS**

**WHEREAS**, on May 18, 2015, the Powhatan County Board of Supervisors adopted Resolution R-2015-47, which adopted the Fiscal Year 2016 Powhatan Operating Budget in the amount of \$99,890,394; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution in the amount of \$54,455,000 (54.51%) does exceed one percent of the adopted budget and a synopsis was published in the Richmond Times Dispatch on April 25, 2016 and the Powhatan Today on April 27, 2016; and

**WHEREAS**, a public hearing was held on Monday, May 2, 2016 pursuant to the provisions of Section 15.2-2507 of the Code of Virginia; and

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2016 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

**CAPITAL PROJECTS FUND**

**REVENUES**

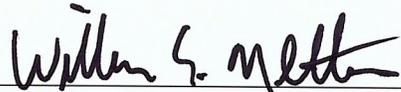
Bond Proceeds	3-301-015010-0005	\$	54,455,000
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**EXPENDITURES**

Courthouse Expansion	4-301-031200-6002	2,400,000
Computer Aided Dispatch	4-301-031200-xxxx	600,000
Public Safety Communications System	4-301-031200-6001	9,235,000
Radio Towers/Broadband Initiative	4-301-012510-xxxx	1,035,000
Field Improvements	4-301-071120-xxxx	668,000
PJHS Replacement/New Middle School	4-301-062100-8302	33,861,000
Water Tower - Village Area	4-301-046000-xxxx	3,000,000
Joint Transportation Facility	4-301-042000-8301	3,656,000

Total Projects		\$	54,455,000
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**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 2, 2016.**

  
 \_\_\_\_\_  
 William E. Melton, Chairman  
 Powhatan County Board of Supervisors

**ATTEST:**



\_\_\_\_\_  
 Patricia A. Weiler, Clerk  
 Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams	<u>Nay</u>	Larry J. Nordvig	<u>Nay</u>		
Angela Y. Cabell	<u>Aye</u>	William E. Melton	<u>Aye</u>	Carson L. Tucker	<u>Aye</u>

**County of Powhatan  
Amendments to the FY 2017 Budget**

**Total Adopted Budget - All Funds = 104,924,788**  
**1% of Total Adopted Budget - All Funds = 1,049,248**

<b>Res Number</b>	<b>Purpose</b>	<b>Date Adopted</b>	<b>Amount</b>	<b>% of Budget</b>	<b>Public Hearing</b>	<b>Funding Source</b>
R-2016-41	CIP		620,000	0.591%	NO	Capital Maintenance Reserve & Grant
R-2016-42	Other Capital Improvement Program		2,144,000	2.043%	YES	Capital Maintenance Reserve, lease proceeds
R-2016-43	Transferring from Clerk of Circuit Court to Passport for Postage		-	N/A	N/A	Budget transfer

**Total Amendments = 2,764,000 2.634%**

**Total Amended Budget - All Funds = 107,688,788**



# Powhatan County Board of Supervisors Agenda Item

Meeting Date: June 27, 2016

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Agenda Item Title: Resolution R-2016-43 Amending the Fiscal Year 2017 Powhatan County Operating Budget by Transferring \$1,000 from Clerk of Circuit Court to the Passports Division for Postage

Motion: Move to approve Resolution R-2016-43

Dates Previously Considered by Board: N/A

Summary of Item: On May 27, 2016, the Clerk of the Circuit Court announced that effective July 1, 2016, her office would no longer process passport applications. Therefore, the County Administrator's Office will begin proceeding passports for the citizens of Powhatan County.

There is budgeted and appropriated in the Clerk of the of the Circuit Court's FY 2017 Budget \$1,000 for postage for passport applications. The taxpayers of Powhatan County pay for this postage.

This resolution transfers the \$1,000 of postage from the Clerk's budget to the newly created Passport Division budget.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:  Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: N/A

Attachments: Memo from County Administrator, Resolutions Tracking Spreadsheet

Staff/Contact: Charla W. Schubert, Director of Finance, 804-598-5780, [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION  
AMENDING THE FISCAL YEAR 2017 POWHATAN COUNTY OPERATING BUDGET  
BY TRANSFERRING \$1,000 FROM CLERK OF CIRCUIT BUDGET TO PASSPORTS  
DIVISION FOR POSTAGE**

**WHEREAS**, on May 2 2016, the Powhatan County Board of Supervisors adopted Resolution R-2016-23, which adopted the Fiscal Year 2017 Powhatan Operating Budget in the amount of \$104,924,788; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution is to transfer funds previously budgeted and appropriated and therefore a public hearing was not held.

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2017 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

**GENERAL FUND**

**EXPENDITURES**

Clerk of Circuit Court Postage	4-100-021600-5210	\$	(1,000.00)
Passport Postage	4-100-012101-5210		1,000.00

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JUNE 27, 2016.**

\_\_\_\_\_  
**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

\_\_\_\_\_  
**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

<i>David T. Williams</i>	—	<i>William E. Melton</i>	—
<i>Larry J. Nordvig</i>	—	<i>Carson L. Tucker</i>	—
<i>Angie Y. Cabell</i>	—		

MEMORANDUM

To: Board of Supervisors (BOS)  
From: Patricia A. Weiler, County Administrator (CA)  
Date: June 3, 2016  
Re: Passports  
Cc: Thomas Lacheney, County Attorney  
March Altman, Deputy County Administrator  
Charla Schubert, Director of Finance



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Currently the taxpayers of Powhatan County are paying for the postage and supplies to process passport applications in the Circuit Court Clerk's office. In the interest of the Powhatan taxpayers, I recommend that the passport program be moved to the County Administration Office.

The US Government allows us to collect a \$25 fee from each applicant to cover the cost of processing the application. Approximately \$11,000 has been collected by the Clerk's Office in each of the two partial fiscal years they have had the program. The Clerk's Office is required to send these fees to the state. The County does not receive any of the fees, yet the County pays for the postage and supplies from County taxes.

If the passport program was administered in any other County department, the County would be allowed to keep 100% of the fees. The estimated \$12,000 annual fees would pay for the postage, supplies and salaries needed to process the applications. County taxpayers would bear no cost.

Below is a recap of events which led to my recommendation. False information about the BOS not funding the passport program in the Clerk's office has been published. This memo will detail the correct information and how this correct information has been repeated relayed to the Circuit Court Clerk.

**May 2, 2016 4:21 PM**

Email from Dobbins stating

- BOS did not fund passport postage in FY 2017
- BOS did not fund equipment requested for FY 2017
- County receives each month a portion of fees collected by Clerk
- Clerk will end passport service as of July 1, 2016
- May end service earlier because has only 31.74% of postage budget remaining

**May 3, 2016 12:20 PM**

Email from Weiler stating

- Please meet
- FY 2017 Budget does fully fund passport postage
- Remaining FY 2016 Budget has sufficient funds for remainder of fiscal year
- All FY 2017 equipment requests are considered at year-end

### **May 10, 2016 9 AM**

Meeting of Dobbins, Hutchinson, Lachene, Schubert, Weiler at Clerk's Office  
Tom has requested a copy of the audio tape of the meeting and we will have it transcribed for you.  
Tom's, Charla's and my recollections of the meeting differ from that of the Clerk.

### **May 10, 2016 11:20 AM**

Email from Dobbins stating

- Discussed 3 options at meeting
- Clerk will continue processing passport if
  1. Resolution by BOS – CA may authorize funds for postage for passports
  2. Resolution by BOS - CA may authorize funds supplies for passport
  3. Clerk and staff will annually recertify
  4. **If** County receives from Comp Board 1/3 of excess funds, County transfer to Clerk
  5. Separate line item in the Clerk's budget passport postage and expenses
  6. Clerk's report to Finance Director the postage to be recoded to new line item

### **May 11, 2016 8:35 AM**

Email from Schubert stating

- Comp Board does not remit to Powhatan the 1/3 of excess revenues because Clerk's Office does not collect enough fees to exceed 1/12 of Comp Board Budget

### **May 24, 2016 9:14 AM**

Email from Dobbins stating

- County must reply by Friday (5/27) so can make "necessary arrangements"

### **June 1, 2016 2:59 PM**

Email from Weiler stating

- Recap of May 10 meeting adding to the recap in Clerk's May 10 email
- FY 2017 Budget does fund passport postage
- Remaining FY 2016 Budget has sufficient funds for remainder of fiscal year
- US Government allows passport acceptance facility to collect \$25 from each applicant
- Clerk's Office collects this fee and remits it to the State
- State keeps 100% of the fees because County not eligible to receive 1/3 of excess revenues
- Therefore, County taxpayers pay for postage and supplies to process passport applications
- In interest of County taxpayers, Weiler recommends passports program in CA office
- Request to meet for smooth transition

### **June 1, 2016 4:31 PM**

Email from Dobbins stating

- Happy to meet June 7 at 4:00 PM

Up to this point I felt that we were communicating very well with the Clerk and we would have a smooth transition of the passport program. On June 2 as I walked into my office, my staff showed me the June Employee Newsletter and then the posting on the Clerk's page of the County Web Site announcing that the Clerk's office will not process passport applications effective 7/1/2016. Both these postings were initiated on May 27. My June 2 email to the Clerk expresses my deep regret in her handling of the issue. All the emails mentioned above are attached as well as the newsletter, the Clerk's posting to the County web page and the emails which have subsequently followed.

My decision to move the passport program was based solely on saving money for County taxpayers and I felt that working together, we could have a seamless transition with no impact on the applicants.

**From:** [Teresa Dobbins](#)  
**To:** [David Williams](#); [Larry Nordvig](#); [Angie Cabell](#); [Bill Melton](#)  
**Cc:** [Pat Weiler](#); [Thomas E. Lachenev](#); [Barbara Hutchison](#); [Laura Mcfarland](#)  
**Subject:** Passports  
**Date:** Monday, May 02, 2016 4:20:49 PM  
**Attachments:** [Passport Figures to BOS for FY17 Budget.xlsx](#)

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Dear Board Members,

As you go into tonight's meeting to determine the County's FY17 budget, I would like to bring to your attention that you chose to advertise a budget that completely disregarded the vast majority of the Clerk of Courts requests. Requests for cost saving equipment, safety and security of the citizens vitally important historical records and adequate compensation for a highly skilled staff with a high level of responsibility were all denied.

The denial of a separate line item for passport postage is extremely puzzling to me as it was at the request of the former BOS in 2014 that I go to the trouble of recertifying as a passport facility. This office receives no compensation for their time, effort or expense for a service that benefits not only the citizens of Powhatan County but any citizen of the Commonwealth of Virginia that comes to this facility. A portion of the money collected by my office is returned to the Powhatan County coffers every month. Yet you chose to ignore my request for additional postage to cover this expense. When I met to discuss this with the County Administrator and Director of Finance, we were told to track our usage and request it in the FY17 budget, which I did and which was denied.

Please know that I will have no choice but to end this service to the citizens effective July 1, 2016, in order to ensure that this office has adequate postage to meet it's statutorily required duties. I am attaching a spreadsheet that shows how many passports have been processed and the costs incurred so far, broken down by months and years.

In this spreadsheet you will also see the request for the postage that was submitted along with my other FY17 requests which are not included but were presented to you in March, 2016. I do not anticipate any response or even a remedy to a situation which you have chosen to impose upon the citizens of this County and this Commonwealth as I have never received a response to my public letter requesting the inclusion of my staff in the second phase of the Comp & Class study. I will, however, announce this termination on our County website with an effective date of July 1, 2016 and possibly earlier with only 31.74% of my postage remaining for the current fiscal year. Again, my statutorily required duties take precedence over a wish of a previous board for an unfunded service.

I pray for wisdom that each of you shall carry out the wishes of the citizens by thoughtful, and careful stewardship of their money.

Regards,

Teresa Hash Dobbins, Clerk  
Powhatan County Circuit Court  
3880-C Old Buckingham Road  
Powhatan, Virginia 23139  
(804) 598-5660 Telephone  
(804) 598-5608 Telecopier

<b>2016</b>	<b>Name of Facility</b>	<b>Acceptance Facility Number</b>	<b>Number of Aps Accepted</b>	<b>Clerk's Postage Used for Passports</b>
January	Powhatan Circuit Court	808048	54	\$ 73.84
February	Powhatan Circuit Court	808048	50	\$ 84.29
March	Powhatan Circuit Court	808048	89	\$ 147.00
April	Powhatan Circuit Court	808048	69	\$ 94.09
May	Powhatan Circuit Court	808048		
June	Powhatan Circuit Court	808048		
July	Powhatan Circuit Court	808048		
August	Powhatan Circuit Court	808048		
September	Powhatan Circuit Court	808048		
October	Powhatan Circuit Court	808048		
November	Powhatan Circuit Court	808048		
December	Powhatan Circuit Court	808048		
<b>Totals To Date:</b>			<b><u>262</u></b>	<b><u>\$ 399.22</u></b>

<b>2015</b>	<b>Name of Facility</b>	<b>Acceptance Facility Number</b>	<b>Number of Aps Accepted</b>	<b>Clerk's Postage Used for Passports</b>
January	Powhatan Circuit Court	808048	75	127.25
February	Powhatan Circuit Court	808048	74	118.05
March	Powhatan Circuit Court	808048	76	132.4
April	Powhatan Circuit Court	808048	58	90.91
May	Powhatan Circuit Court	808048	57	110.88
June	Powhatan Circuit Court	808048	62	100.15
July	Powhatan Circuit Court	808048	40	72.71
August	Powhatan Circuit Court	808048	36	78.42
September	Powhatan Circuit Court	808048	22	31.46
October	Powhatan Circuit Court	808048	27	40.18
November	Powhatan Circuit Court	808048	20	47.04
December	Powhatan Circuit Court	808048	32	98.14
<b>2015 Totals:</b>			<b><u>579</u></b>	<b><u>\$ 1,047.59</u></b>

<b>2014</b>	<b>Name of Facility</b>	<b>Acceptance Facility Number</b>	<b>Number of Aps Accepted</b>	<b>Clerk's Postage Used for Passports</b>
November	Powhatan Circuit Court	808048	25	\$ 105.75
December	Powhatan Circuit Court	808048	29	122.56
<b>2015 Totals:</b>			<b><u>54</u></b>	<b><u>\$ 228.31</u></b>

**TOTAL PASSPORTS PROCESSED BY CLERK'S OFFICE SINCE  
NOVEMBER 2014** **895** **\$ 1,675.12**

**AVERAGE COST PER PASSPORT:** **\$ 1.87**

**Powhatan County  
 FY 2017 Operating Budget Request Forms  
 Operating Costs Other than Personnel**

**Please enter information in the gray cells**

<b>Department:</b>	Clerk of Circuit Court
<b>Priority Ranking:</b>	High
<b>Mandated:</b>	
<b>Yes, site Code or Law</b>	

1. Operating Cost	Account Name/ Number	Amount
	Passport Postage	\$ 1,000

2. Increased revenue or reduced expense that will offset the operating cost increase		
Increased Revenue	Pass - Service to public only a small	
Reduced Expenditure	is returned to the County	
Net Increase/(Decrease)		\$ 1,000

3. Justification for additional funding request:  
 Over the past year the passport postage has been included in the Clerk's office's daily

4. Impact if not funded?  
 The Clerk's office will be forced to stop processing passport applications.

**From:** Pat Weiler  
**To:** [Teresa Dobbins](#)  
**Cc:** [Thomas E. Lacheny](#); [Barbara Hutchison](#); [March Altman](#); [Charla Schubert](#)  
**Subject:** RE: Passports  
**Date:** Tuesday, May 03, 2016 12:20:29 PM

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Teresa

May Charla, March and I please meet with you to discuss your FY 2017 Budget?

We increased your FY 2017 Postage budget for passports based on the actual amount spent in FY 2015 and the estimated amount to be spent in FY 2016.

We believe there are sufficient funds in both FY 2016 and FY 2017 for passports and would like to discuss this with you.

The FY 2017 operating budget does not contain equipment purchases. As we have done in past years, the request for equipment purchases were added to a list for consideration at year-end to be funded with FY 2016 budget savings.

March is out sick today and Charla is training Wed thru Friday.

We are available

Monday 5/9 9 am to Noon

Tuesday 5/10 9-10 or 11-3

Wednesday 5/11 2-4

Thanks

Pat

**From:** [Teresa Dobbins](#)  
**To:** [Pat Weiler](#)  
**Cc:** [Thomas E. Lacheny](#); [Charla Schubert](#); [Bill Melton](#); [David Williams](#); [Larry Nordvig](#); [Angie Cabell](#); [David Williams](#); [Barbara Hutchison](#)  
**Subject:** Funding for Passport Postage  
**Date:** Tuesday, May 10, 2016 11:20:39 AM

---

Pat,

First, thank you to you, Charla and Tom for taking the time to meet with Barbara and myself concerning passport postage expenses and how to resolve the issues. I believe this morning's meeting went a long way in helping each of us to understand the needs, duties, time and costs associated with being a passport acceptance facility as well as how your staff determines or projects. It reinforces that communication is key to understanding. My staff has done an outstanding job in serving the public since November of 2014, and we feel with the adequate support of our local government, that it is a valuable service that we wish to continue to offer to our citizens.

As you know we explored three options on how best to proceed and I, with the input of my staff, have chosen what we think will be the best option for the citizens of Powhatan County and of the Commonwealth.

Per our discussion, the Circuit Court Clerk agrees to continue to process passport applications with the following terms that;

1. A resolution is passed by the BOS granting the County Administrator the authority to authorize funds for postage expenses;
2. The resolution will also include granting the County Administrator the authority to authorize funding for the expense of supplies for processing passport applications;
3. Clerk will continue to annually recertify as a passport acceptance facility and have staff annually recertified;
4. *If*, at each fiscal year end, any excess funds generated by the processing of applications shall be distributed, per the instructions we received from the Department of Judicial Services, as 2/3 to the Compensation Board and 1/3 returned to Powhatan County, which will then be transferred to the Clerk of Circuit Court's operational expense fund via check;
5. A separate line item shall be created in the Clerk's budget to reflect passport postage and passport expenses;
6. Clerk's office shall make monthly reports to the Finance Director of postage expenses for accurate tracking.

I believe that I have accurately captured our discussions and hope that this still meets with your approval and ultimately that of the Board of Supervisors. If I have left anything out that you remember, please let me know so that we can get this issue resolved quickly.

Regards,

Teresa Hash Dobbins, Clerk  
Powhatan County Circuit Court  
3880-C Old Buckingham Road  
Powhatan, Virginia 23139  
(804) 598-5660 Telephone  
(804) 598-5608 Telecopier

**From:** [Charla Schubert](#)  
**To:** [Pat Weiler](#)  
**Subject:** FW: Excess passport revenue  
**Date:** Wednesday, May 11, 2016 8:35:00 AM

---

Response from Compensation Board on 1/3 revenue. See below.

*Charla W. Schubert, CPA*

Director of Finance  
County of Powhatan  
804-598-5610 (office)  
804-598-5695 (fax)



*"Our Government Works With And For Our Community."*

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**From:** Christy, Paige (SCB) [mailto:Paige.Christy@scb.virginia.gov]  
**Sent:** Tuesday, May 10, 2016 5:05 PM  
**To:** Charla Schubert <cschubert@powhatanva.gov>  
**Subject:** RE: Excess passport revenue

Hello Ms. Shubert,

The Circuit Courts Clerks collect fees daily in the 300 series account codes. These fees are deposited into the State Treasury. Circuit Court Clerk's offices who collect enough fees to exceed one-twelfth of the Compensation Board budget on a monthly or annual basis are considered "excess fee" offices. Offices, such as Powhatan do not collect enough fees to exceed one-twelfth of the Compensation Board Budget are considered "deficit" offices, therefore there are no one-third excess fees available to return to the locality for passports or any of the 300 series accounts.

Please let me know if you have any additional questions.

Paige Christy  
Sr. Fiscal Technician  
Compensation Board  
[paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov)  
804-225-3442 Phone  
804-371-0235 Fax

---

**From:** Charla Schubert [<mailto:cschubert@powhatanva.gov>]  
**Sent:** Tuesday, May 10, 2016 11:26 AM  
**To:** Christy, Paige (SCB)  
**Subject:** Excess passport revenue  
**Importance:** High

Can you explain or let me know who can explain how the passport revenue works? We spoke with our Clerk this morning and the \$25 fee that each person pays for the passport they said 2/3 goes to the Compensation Board and 1/3 comes back to the County. Can you clarify how this works and how we gain access to the 1/3 portion? Thanks

*Charla W. Schubert, CPA*

Director of Finance  
County of Powhatan  
804-598-5610 (office)  
804-598-5695 (fax)



*"Our Government Works With And For Our Community."*

**From:** [Teresa Dobbins](#)  
**To:** [Pat Weiler](#)  
**Cc:** [David Williams](#); [Larry Nordvig](#); [Bill Melton](#); [Angie Cabell](#); [Thomas E. Lacheny](#); [Charla Schubert](#); [Barbara Hutchison](#); [ATownes@courts.state.va.us](mailto:ATownes@courts.state.va.us); [Rene Holy](#); [Darlene Tyler](#); [SSalerno@courts.state.va.us](mailto:SSalerno@courts.state.va.us); [Laura Mcfarland](#)  
**Subject:** Fw: Funding for Passport Postage  
**Date:** Tuesday, May 24, 2016 9:14:22 AM

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Pat,

Just wanted to follow up regarding our meeting on passport funding for postage and supplies. Is the board in agreement to fund this office for postage and supplies? Also, we had discussed "if" there was a surplus of funds at the end of the year that the automatic procedure for handling this is 2/3 of the overage goes to the Comp Board and the remaining 1/3 goes to the locality and we would agree that this money would be earmarked for use by the Circuit Court.

We met on May 10th and discussed three options; funding for postage, etc., Clerk's office no longer processes applications as of 6/30/16 or another office certifies as a passport acceptance facility. You asked that I get you my decision as quickly as possible, which I did within hours of our meeting with what I thought was a reasonable request.

Please let me know the board's decision by Friday so that I can make the necessary arrangements.

Thank you and I hope you have a relaxing Memorial Day weekend with your family.

Teresa

Teresa Hash Dobbins, Clerk  
Powhatan County Circuit Court  
3880-C Old Buckingham Road  
Powhatan, Virginia 23139  
(804) 598-5660 Telephone  
(804) 598-5608 Telecopier

-----Forwarded by Teresa Dobbins/CC/VaJud on 05/24/2016 09:06AM -----

To: "Patricia A. Weiler" <pweiler@powhatanva.gov>  
From: Teresa Dobbins/CC/VaJud  
Date: 05/10/2016 11:19AM  
Cc: "Thomas E Lacheny" <tlacheny@powhatanva.us>, "Charla Schubert" <cschubert@powhatanva.gov>, "District 4" <district4@powhatanva.gov>, "Board of Supervisors" <District1@powhatanva.gov>, "District 2" <district2@powhatanva.gov>, "District 3" <district3@powhatanva.gov>, "Board of Supervisors" <District1@powhatanva.gov>, Barbara Hutchison/CC/VaJud@VaJud  
Subject: Funding for Passport Postage

Pat,

First, thank you to you, Charla and Tom for taking the time to meet with Barbara and myself concerning passport postage expenses and how to resolve the issues. I believe this morning's meeting went a long way in helping each of us to understand the needs, duties, time and costs associated with being a passport acceptance facility as well as how your staff determines or projects. It reinforces that communication is key to understanding. My staff has done an outstanding job in serving the public since November of 2014, and we feel with the adequate support of our local government, that it is a valuable service that we wish to continue to offer to our citizens.

As you know we explored three options on how best to proceed and I, with the input of my staff, have chosen what we think will be the best option for the citizens of Powhatan County and of the Commonwealth.

Per our discussion, the Circuit Court Clerk agrees to continue to process passport applications with the following

terms that;

1. A resolution is passed by the BOS granting the County Administrator the authority to authorize funds for postage expenses;
2. The resolution will also include granting the County Administrator the authority to authorize funding for the expense of supplies for processing passport applications;
3. Clerk will continue to annually recertify as a passport acceptance facility and have staff annually recertified;
4. *If*, at each fiscal year end, any excess funds generated by the processing of applications shall be distributed, per the instructions we received from the Department of Judicial Services, as 2/3 to the Compensation Board and 1/3 returned to Powhatan County, which will then be transferred to the Clerk of Circuit Court's operational expense fund via check;
5. A separate line item shall be created in the Clerk's budget to reflect passport postage and passport expenses;
6. Clerk's office shall make monthly reports to the Finance Director of postage expenses for accurate tracking.

I believe that I have accurately captured our discussions and hope that this still meets with your approval and ultimately that of the Board of Supervisors. If I have left anything out that you remember, please let me know so that we can get this issue resolved quickly.

Regards,

Teresa Hash Dobbins, Clerk  
Powhatan County Circuit Court  
3880-C Old Buckingham Road  
Powhatan, Virginia 23139  
(804) 598-5660 Telephone  
(804) 598-5608 Telecopier

**From:** Pat Weiler  
**To:** [Teresa Dobbins \(tdobbins@courts.state.va.us\)](mailto:tdobbins@courts.state.va.us)  
**Cc:** [Thomas E. Lachenev](#); [Charla Schubert](#); [Barbara Hutchison](#); [Darlene Tyler](#); [Rene Holy](#); [Roxanne Lewis](#); [Mcfarland, Laura](#); ["District 1"](#); ["District 2"](#); ["District 3"](#); ["District 4"](#); ["District 5"](#)  
**Subject:** FW: Funding for Passport Postage  
**Date:** Wednesday, June 01, 2016 2:59:00 PM  
**Attachments:** [Email for Comp Board on Excess Fees 5 11 2016.pdf](#)  
[Clerk of Court Passport Figures to BOS for FY17 Budget.xlsx](#)

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Teresa,

I apologize for the delay in responding to your emails.

You are correct, our meeting did help "each of us to understand the needs, duties, time and costs associated with being a passport acceptance facility".

Thank you for taking the time to meet with us.

In addition to the items listed in your email below we also discussed the following:

1. The three options we are exploring:
  - Passport program remain in the Clerk's Office
  - Passport program transfer to another County department/office
  - County not offer a passport program
2. We agreed that whichever option we went with we would all work together for a smooth transition for our citizens.
3. We discussed your FY 2016 and FY 2017 postage budgets. We explained how we projected that you have enough funds in both years for passport postage.
4. We explained the process we used to determine what budget requests to fund and that the Clerk's requests were treated the same as all other department/office requests.
5. You explained that a passport acceptance facility is allowed to collect \$25 from each applicant to offset the cost of processing the application. The Clerk's Office remits these fees to the Commonwealth.
6. We agreed that Charla would research the 2/3, 1/3 split of excess revenues and find out why Powhatan was not receiving the 1/3 from the Commonwealth.
7. You explained to us the process to become a passport acceptance facility and we agreed to research this process. Thank you for your guidance and instruction on this.
8. Most importantly, Charla, Tom and I now clearly understand how much the passport program impacts the workload of your staff, taking away time that could be spent on your mandated duties.

From our research we have found that Powhatan County is not eligible to receive the one-third excess fees. Below is the explanation from the Compensation Board found in the attached email.

"The Circuit Courts Clerks collect fees daily in the 300 series account codes. These fees are deposited

into the State Treasury. Circuit Court Clerk's offices who collect enough fees to exceed one-twelfth of the Compensation Board budget on a monthly or annual basis are considered "excess fee" offices. Offices, such as Powhatan do not collect enough fees to exceed one-twelfth of the Compensation Board Budget are considered "deficit" offices, therefore there are no one-third excess fees available to return to the locality for passports or any of the 300 series accounts."

From the passport information that you provided us (attached), we have estimated that the Clerk's Office remitted to the Commonwealth \$11,400 in FY 2015 and \$10,975 for the first 10 months of FY 2016. This is the \$25 fee the passport acceptance facility is allowed to collect from each applicant to offset the cost of processing the application.

With the passport program in the Clerk's Office, Powhatan taxpayers pay for the postage/supplies and the Commonwealth is receiving \$11-12,000 per year.

If the passport program was in another department, the County would retain the \$12,000 to offset the postage, supplies and salary costs to process passports and Powhatan taxpayers would not have to bear this cost.

In the interest of the Powhatan taxpayers, I recommend that the passport program be moved to the County Administration Office. My staff currently performs notary services for our citizens and adding the passport program would not impact our operation significantly. With your instructions, we have researched the process to become a passport acceptance facility.

May we please meet to plan a smooth transition so that our citizens do not have a disruption in this service?

Of course, the County will continue to provide the funding in the Clerk's budget for postage and supplies until we transition the program.

We are available  
Friday June 3 between 9 AM and Noon  
Monday June 6 anytime  
Tuesday June 7 4 PM

Thanks again for meeting and working with us for what is best for our citizens.

Pat

**BY FISCAL YEAR**

	<b>Name of Facility</b>	<b>Acceptance Facility Number</b>	<b>Number of Aps Accepted</b>	<b>Clerk's Postage Used for Passports</b>	<b>\$25.00 Fee Remitted to State</b>
<b>FY 2016</b>					
<b>2015</b>					
<b>July</b>	Powhatan Circuit Court	808048	40	\$ 72.71	\$ 1,000.00
<b>August</b>	Powhatan Circuit Court	808048	36	\$ 78.42	\$ 900.00
<b>September</b>	Powhatan Circuit Court	808048	22	\$ 31.46	\$ 550.00
<b>October</b>	Powhatan Circuit Court	808048	27	\$ 40.18	\$ 675.00
<b>November</b>	Powhatan Circuit Court	808048	20	\$ 47.04	\$ 500.00
<b>December</b>	Powhatan Circuit Court	808048	32	\$ 98.14	\$ 800.00
<b>2016</b>					
<b>January</b>	Powhatan Circuit Court	808048	54	\$ 73.84	\$ 1,350.00
<b>February</b>	Powhatan Circuit Court	808048	50	\$ 84.29	\$ 1,250.00
<b>March</b>	Powhatan Circuit Court	808048	89	\$ 147.00	\$ 2,225.00
<b>April</b>	Powhatan Circuit Court	808048	69	\$ 94.09	\$ 1,725.00
<b>May</b>	Powhatan Circuit Court	808048			
<b>June</b>	Powhatan Circuit Court	808048			
<b>Total FY 2016</b>				<b>\$ 767.17</b>	<b>\$ 10,975.00</b>

**FY 2015**

<b>2014</b>					
<b>November</b>	Powhatan Circuit Court	808048	25	\$ 105.75	\$ 625.00
<b>December</b>	Powhatan Circuit Court	808048	29	122.56	\$ 725.00
<b>2015</b>					
<b>January</b>	Powhatan Circuit Court	808048	75	127.25	\$ 1,875.00
<b>February</b>	Powhatan Circuit Court	808048	74	118.05	\$ 1,850.00
<b>March</b>	Powhatan Circuit Court	808048	76	132.4	\$ 1,900.00
<b>April</b>	Powhatan Circuit Court	808048	58	90.91	\$ 1,450.00
<b>May</b>	Powhatan Circuit Court	808048	57	110.88	\$ 1,425.00
<b>June</b>	Powhatan Circuit Court	808048	62	100.15	\$ 1,550.00
<b>Total FY 2015</b>				<b>\$ 907.95</b>	<b>\$ 11,400.00</b>

Total Since Nov 2014

\$ 1,675.12

**From:** [Teresa Dobbins](#)  
**To:** [Pat Weiler](#)  
**Cc:** [Angie Cabell](#); [Barbara Hutchison](#); [Bill Melton](#); [Charla Schubert](#); [Carson Tucker](#); [Darlene Tyler](#); [David Williams](#); [Laura Mcfarland](#); [Larry Nordvig](#); [Rene Holy](#); [SSalerno@courts.state.va.us](mailto:SSalerno@courts.state.va.us); [Thomas E. Lacheny](#)  
**Subject:** Re: FW: Funding for Passport Postage  
**Date:** Wednesday, June 01, 2016 4:30:53 PM

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Pat,

Barbara and I will be happy to meet with you on Tuesday, June 7th at 4:00 p.m. at our office to discuss the transition and how best to handle this given the current state of our status as County employees and sanctions.

We too offer free notary services to all citizens which has never impacted our office in a hundredth of the way passports have.

We look forward to seeing you at 4:00 p.m. on the 7th. I hope that we can start promptly at 4:00 as our office closes at 5:00 p.m.

Teresa Hash Dobbins, Clerk  
Powhatan County Circuit Court  
3880-C Old Buckingham Road  
Powhatan, Virginia 23139  
(804) 598-5660 Telephone  
(804) 598-5608 Telecopier

**From:** Pat Weiler  
**To:** [Teresa Dobbins \(tdobbins@courts.state.va.us\)](mailto:tdobbins@courts.state.va.us)  
**Cc:** [Thomas E. Lacheny](#); [Charla Schubert](#); [Barbara Hutchison](#); [Darlene Tyler](#); [Rene Holy](#); [Roxanne Lewis](#); [Mcfarland, Laura](#); ["District 1"](#); ["District 2"](#); ["District 3"](#); ["District 4"](#); ["District 5"](#)  
**Subject:** FW: Funding for Passport Postage  
**Date:** Thursday, June 02, 2016 12:25:05 PM

---

Teresa,

When I walked in the office this morning at about 8:40 AM, Kerri was reading the Powhatan County Employee Newsletter and informed me that there was a notice

**"Circuit Court Clerk's Office: The Office will no longer be processing passports effective July 1, 2016."**

When asked, Melissa told me that you made the request on May 27 to put this in the newsletter.

At 9:45 AM, when I got out of my meeting with the auditor, Randy and Brigid told me that Circuit County Clerk's web page on the County's web site was changed on May 27 to add

**"EFFECTIVE JULY 1, 2016** This office will ***NOT*** be processing passport applications. We apologize for the inconvenience but the County Board of Supervisors has refused to fund this program and office.

**Please contact your Supervisor or the County Administrator to voice your complaints at the numbers listed below.** "

Yesterday, June 1, I sent you an email requesting a smooth transition and you agreed to meet. Today I find out that you have already made the decision on a transition date, July 1, which will not allow for a smooth transition. During our meeting on May 10, you explained that it would take a department 6-9 months to become a passport acceptance facility. A smooth transition for our citizens would require a transition date after the other department became a passport acceptance facility. I am so sorry for our citizens that because of your decision of July 1, there will be a lapse in passport services for our citizens.

I am so disappointed about your May 27 announcement because I felt that we were communicating very well on this issue. I understand that I was not timely in responding and, as I stated in my June 1<sup>st</sup> email, I apologize for this. With my time commitments for "time certain" deadlines and time for researching the issues brought up at the May 10th meeting, I responded as timely as possible.

I am also very disappointed in the false statement that was posted by Roxanna on May 27 to Circuit Court Clerk web page on the County web site ***"the County Board of Supervisors has refused to fund this program and office"***.

As I explained in my May 2<sup>nd</sup> email and in our May 10<sup>th</sup> meeting, the FY 2016 and FY 2017 Circuit Court Clerk's Budgets contain sufficient funding for the postage / supplies of the

passport program. We all left the May 10 meeting with the understanding that there are sufficient funds in the budget. Tom suggested that “just in case” it was needed at the end of the year, we would ask the BOS to authorized me to transfer budget from contingency.

At my direction, IT staff has removed the false statement from the Circuit Court Clerk web page. The web site is owned by the County and we do not allow false information to be posted on our site. I have allowed departments the “permission” to update their own web pages. At my direction, only IT staff will have the permission to update the Circuit Count Clerk web page.

As stated in my June 1<sup>st</sup> email, in the interest of the Powhatan taxpayers, I recommend that the passport program be moved to the County Administration Office. If the passport program is not in the Circuit Court Clerk’s Office, the County would retain the \$12,000 in fees to offset the postage, supplies and salary costs to process passports and Powhatan taxpayers would not have to bear this cost.

Because of the July 1 effective date, there is no need to meet on June 7 to discuss a smooth transition.

If you are willing to change the effective date, we would very much like to meet with you on June 7 to discuss a smooth transition for our citizens.

Thanks  
Pat

**From:** [Teresa Dobbins](#)  
**To:** [Pat Weiler](#)  
**Cc:** [Teresa Dobbins](#); [Thomas E. Lacheny](#); [Charla Schubert](#); [Barbara Hutchison](#); [Darlene Tyler](#); [Rene Holy](#); [Roxanne Lewis](#); [Mcfarland, Laura](#); [David Williams](#); [Larry Nordvig](#); [Angie Cabell](#); [Bill Melton](#); [Carson Tucker](#)  
**Subject:** Re: FW: FW: Funding for Passport Postage  
**Date:** Thursday, June 02, 2016 12:49:58 PM

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Pat,

As I stated in my email prior to your email of yesterday, the deadline for your response was last Friday. That was my SECOND email to you requesting a response to passports.

The notice of discontinuation will remain in effect until I determine what is best for my office, my staff and my constituents.

I completely understand your disappointment as I, and my staff have been dealing with this very emotion for the past two years.

I look forward to our timely meeting in June 7th at 4:00 pm

Sincerely,

Teresa Hash Dobbins, Clerk

---

**From:** Teresa Dobbins  
**Sent:** Friday, May 27, 2016 10:11 AM  
**To:** Melissa Gradwell <mgradwell@powhatanva.gov>  
**Cc:** Barbara Hutchison <bhutchison@courts.state.va.us>  
**Subject:** Re: June Newsletter

Would it be beneficial to put in the newsletter that effective July 1, 2016, the Circuit Court will no longer be processing passports due to budget restrictions and a lack of cooperation with local government?

Let me know, I can certainly "fluff" it up to help make them look less arrogant and dictatorial.

Teresa Hash Dobbins, Clerk  
Powhatan County Circuit Court  
3880-C Old Buckingham Road  
Powhatan, Virginia 23139  
(804) 598-5660 Telephone  
(804) 598-5608 Telecopier

-----"Melissa Gradwell" <mgradwell@powhatanva.gov> wrote: -----

To: Adam Sadler <awsadler@powhatansheriff.net>, Bonni Johnston <bjohnston@powhatanva.gov>, Brad Nunnally <bwnunnally@powhatansheriff.net>, Brigid Paciello <bpaciello@powhatanva.gov>, Cathy Howland <chowland@vt.edu>, Cathy Pemberton <catherine.pemberton@dss.virginia.gov>, Charla Schubert <cschubert@powhatanva.gov>, Ed Howland <ehowland@powhatanva.gov>, Faye Barton <fbarton@powhatanva.gov>, Jamie Timberlake <jtimberlake@powhatanva.gov>, "Jeffery S. Searfoss" <jssearfoss@powhatansheriff.net>, Johnny Melis <jmelis@powhatanva.gov>, Karen Alexander <kalexander@powhatanva.gov>, "Linda Jones" <ljones@powhatanva.gov>, March Altman <maltman@powhatanva.gov>, "Mark Piper" <mpiper@powhatanva.gov>, Mary Anne Woodel <mwoodel@powhatanva.gov>, Peggy Martin <pmartin@powhatanva.gov>, Ralph Shelton <rshelton@powhatanva.gov>, Ramona Carter <rcarter@powhatanva.gov>, "Randy Buzzard" <rbuzzard@powhatanva.gov>, Richard Cox <rcox@powhatanva.gov>, "Steven Singer" <ssinger@powhatanva.gov>, Teresa Dobbins <tdobbins@courts.state.va.us>, "Thomas E. Lacheney" <tlacheney@powhatanva.us>, "Lisa T. Fleming" <ltfleming@powhatansheriff.net>, Allison Walters <allisw2@exchange.vt.edu>, Sharon Bartley <Sharon.Bartley@dss.virginia.gov>, Nancy Batterson <nbatterson@powhatanva.gov>, Rita Tracey <rtracey@powhatanva.gov>, "Marianne Hill" <mhill@powhatanva.gov>, Becky Nunnally <bnunnally@powhatanva.gov>, "Kerri Delaney" <kdelaney@powhatanva.gov>, Shirley Goins <sgoins@powhatanva.gov>, Trish Sturrock <tsturrock@powhatanva.gov>, Darrell Elder <delder@powhatanva.gov>, Penny Reams <preams@powhatanva.gov>, Linda Wall <lwall@powhatanva.gov>  
From: "Melissa Gradwell" <mgradwell@powhatanva.gov>  
Date: 05/25/2016 01:43PM  
Subject: June Newsletter

Please send me anything you have for the June employee newsletter! Please recognize the hard work your employees are putting in by sending pictures, notifications, updates, etc.

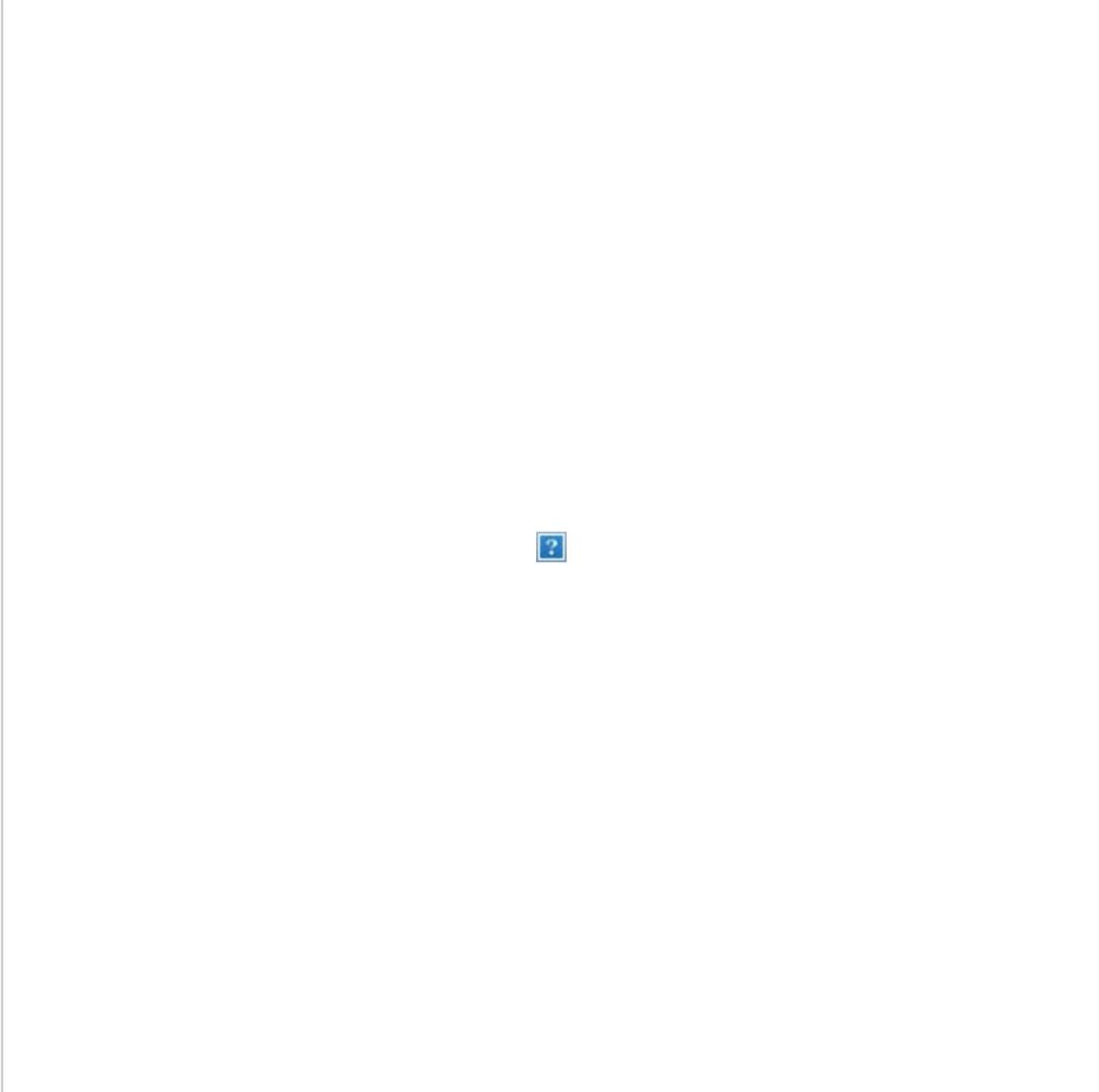
Thanks!

Melissa L. Gradwell, SHRM-CP, FPC  
Powhatan County  
Department of Human Resources/Finance  
Human Resources and Accounting Analyst  
804-598-5755

Please consider the environment before printing this e-mail.

**From:** [County of Powhatan](#) on behalf of [Melissa Gradwell](#)  
**To:** [Pat Weiler](#)  
**Subject:** Powhatan County June 2016 Employee Newsletter!  
**Date:** Wednesday, June 01, 2016 5:09:56 PM

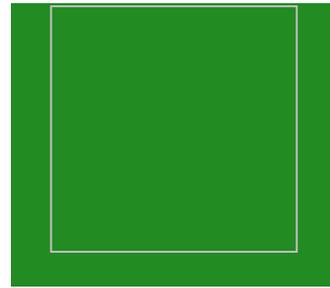
[View this email in your browser](#)



**The Powhatan, VA**



Department of  
Social Services  
proudly and  
happily supports  
Red Nose Day!  
Click [HERE](#) for  
more information!



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### **Departmental News:**

**Circuit Court Clerk's Office: The Office will no longer be processing passports effective July 1, 2016.**

**Treasurer:** Personal Property and Real Estate Taxes are due June 6th.

**Extension:** At a recent Virginia Cooperative Extension conference, Rachel Grosse was recognized with the Epsilon Sigma Phi's Early Career Service Award. Rachel recently completed her fourth year as the full-time agriculture and natural resources extension agent for Powhatan county. Congratulations Rachel!

**Social Services:** Cathy Pemberton was re-elected President of the Virginia League of Social Services Executives, an organization of directors and assistant directors of social services of all 120 departments of social services across the state. This is her second term. The League works to advocate for the needy and vulnerable in the Commonwealth.

**Building Inspections:** I would like to congratulate David Dunivan for achieving the status of Combination Residential Inspector through the State Board of Housing and Community Development. David demonstrated professional competence through training and computer examinations required by the Virginia Certifications Standards for Local Officials and Technical Assistants in becoming certified as a Building Inspector for One and Two Family Dwellings, an Electrical Inspector, a Mechanical Inspector and a Plumbing Inspector, *all in only 5 months.* David is a valuable addition to the Building Inspection Department

# Circuit Court



Meet your Clerk, Teresa Hash Dobbins.

**Court Schedule  
for Holiday**

**Jury Trial  
Updates**

**Inclement Weather  
Closings**

Holiday Closings:

May 30, 2016 (Memorial Day) - CLOSED ALL DAY

Upcoming Jury Trials:

02/10/2016

02/11/2016

02/24/2016

03/09/2016

04/18-21/2016

05/31-06/02/2016

**INCLEMENT WEATHER CLOSING POLICY**

Inclement weather closings will be televised on local channels 6, 8 and 12, as well as on this website. If you are scheduled to be in court on a day when there is a weather event, please watch the local news, if calling and no answer, please assume that the Circuit Court is closed.

Information regarding court cases can be accessed through the Supreme Court of Virginia website. Please visit the Case Status and Information Section under the Circuit Court Section.

**ATTENTION**

**EFFECTIVE JULY 1, 2016**

This office will **NOT** be processing passport applications. We apologize for the inconvenience but the County Board of Supervisors has refused to fund this program and office.

**Please contact your Supervisor or the County Administrator to voice your complaints at the numbers listed below.**

District 1 – David Williams 804-598-5187

District 4 – William Melton 804-598-6252

District 2 – Larry Nordvig 804-403-3503

District 5 – Carson Tucker 804-598-2213

District 3 – Angela Cabell 804-598-9696

County Administrator Pat Weiler 598-5612

The office of the Clerk of the Circuit Court dates from 1700s. From those early days until the present, the Clerk’s duties have changed significantly, but the office remains vitally important to the residents of Powhatan County.

**County of Powhatan  
Amendments to the FY 2017 Budget**

**Total Adopted Budget - All Funds = 104,924,788**  
**1% of Total Adopted Budget - All Funds = 1,049,248**

<b>Res Number</b>	<b>Purpose</b>	<b>Date Adopted</b>	<b>Amount</b>	<b>% of Budget</b>	<b>Public Hearing</b>	<b>Funding Source</b>
R-2016-41	CIP		620,000	0.591%	NO	Capital Maintenance Reserve & Grant
R-2016-42	Other Capital Improvement Program		2,144,000	2.043%	YES	Capital Maintenance Reserve, lease proceeds
R-2016-43	Transferring from Clerk of Circuit Court to Passport for Postage		-	N/A	N/A	Budget transfer

**Total Amendments = 2,764,000 2.634%**

**Total Amended Budget - All Funds = 107,688,788**

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# Powhatan County Board of Supervisors Agenda Item

Meeting Date: June 27, 2016

---

Agenda Item Title: Presentation of Powhatan Fire and Rescue Department 2016 Scholarships

Motion: N/A

Dates Previously  
Considered by Board: N/A

Summary of Item: The Powhatan County Fire and Rescue Department (PCFRD) believes in the lifelong pursuit of educational advancement. The Department understands that the dedication required of our members in the execution of our duties as public servants, EMS providers and firefighters often leaves us and our families little time or money for higher education. In order to help our Department family as well as "our extended families" (the immediate family members of our members), the Fire & Rescue Department has establishing a scholarship awards program.

The Department is proud to announce the following 2016 Scholarship recipients:

(Recipient names will be available the night of Board Meeting.)

Staff:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Commission/Board:   N/A   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

County Administrator:   JMA   Approve      \_\_\_ Disapprove      \_\_\_ See Comments

Comments: This is an annual program to assist volunteer members and their family members, in seeking higher education opportunities.

Budget/Fiscal Impact: Use of previously appropriated funds for Fire and Rescue Training. \$2250

Attachments:

Staff/Contact: Steven A. Singer, Fire and Rescue Chief, 804-598-5646  
[ssinger@powhatanva.gov](mailto:ssinger@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

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# Powhatan County Board of Supervisors Agenda Item

Meeting Date: June 27, 2016

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Agenda Item Title: Resolution R-2016-42 amending the Fiscal Year 2017 Powhatan County Operating Budget by Budgeting and Appropriating \$2,144,000 for the Other Capital Improvement Program

Motion: Motion to approve Resolution R-2016-42 as presented

Dates Previously Considered by Board: January 20, 2016, February 1, 3, 10, 17, 22, 2016 and March 9, 2016 - Workshops  
February 22, 2016 and April 18, 2016 – Public Hearings  
May 2, 2016 - Adoption of CIP

Summary of Item: The Board of Supervisors (BOS) held seven (7) workshops to discuss and consider staff's and the School Board's (SB) recommendations on the Fiscal Year 2017 Five-Year Capital Improvement Plan and Other Capital Program (CIP).

The Powhatan County Planning Commission reviewed the CIP at its workshop on February 2, 2016 and deemed the CIP to be in compliance with the Comprehensive Plan.

The BOS and SB agreed upon fiscally restraining the proposed CIP on February 17, 2016 and staff presented the fiscally restrained CIP to the BOS and SB on March 9, 2016. The BOS held public hearings on the CIP on February 22, 2016 and April 18, 2016.

The BOS adopted the CIP on May 2, 2016 with Resolution R-2016-27.

Notice of the public hearing to amend the FY 2017 Budget by Budgeting and Appropriating \$2,144,000 for the Other Capital Improvement Program was advertised the Powhatan Today on June 15, 2016.

Resolution R-2016-42 budgets and appropriated these funds.

Staff:  Approve  Disapprove  See Comments

Commission/Board:  Approve  Disapprove  See Comments

County Administrator:   Approve  Disapprove  See Comments

Comments: None

Budget/Fiscal Impact: \$718,000 from capital maintenance reserve, \$225,000 from Fire and Rescue Fund, \$1,201,000 capital lease proceeds

Attachments: R-2016-27, Legal ads and Resolutions Tracking Spreadsheet

Staff/Contact: Charla W. Schubert, Director of Finance, 598-5780; [cschubert@powhatanva.gov](mailto:cschubert@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**RESOLUTION**  
**AMENDING THE FISCAL YEAR 2017 POWHATAN COUNTY OPERATING BUDGET**  
**BY BUDGETING AND APPROPRIATING \$2,144,000 FOR THE OTHER CAPITAL**  
**IMPROVEMENT PROGRAM**

**WHEREAS**, on May 2 2016, the Powhatan County Board of Supervisors adopted Resolution R-2016-23, which adopted the Fiscal Year 2017 Powhatan Operating Budget in the amount of \$104,924,788; and

**WHEREAS**, the Code of Virginia Section [15.2-2507](#) states that any locality may amend its budget and must first hold a public hearing which is advertised once in the newspaper if any such amendment exceeds one percent of the total expenditures of the currently adopted budget; and

**WHEREAS**, the amendment of the budget in this resolution in the amount of \$2,144,000 (2.043%) does exceed one percent of the adopted budget and a synopsis was published in the Powhatan Today on June 15, 2016; and

**WHEREAS**, a public hearing was held on Monday, June 27, 2016 pursuant to the provisions of Section 15.2-2507 of the Code of Virginia; and

**NOW, THEREFORE, BE IT RESOLVED** that the FY 2017 Powhatan County Operating Budget is hereby amended and the funds appropriated as shown:

**CAPITAL PROJECTS FUND**

**REVENUES**

Transfer from General Fund - Capital Maintenance		
Reserve	3-301-095101-0100	\$ 638,000.00
Transfer from Fire and Rescue Fund	3-301-095101-0120	225,000.00
Lease Proceeds - Bus	3-301-041040-0005	850,000.00
Lease Proceeds - Engine 3	3-301-041040-0004	351,000.00

**EXPENDITURES**

School Buses	4-301-012600-8301	\$ 850,000.00
Engine 3	4-301-012400-8301	575,000.00
Ambulance - Unit 111	4-301-012500-8303	225,000.00
PC Replacement	4-301-012510-8304	41,000.00
Sheriff Vehicles	4-301-012500-8301	140,000.00
Other County vehicles	4-301-012500-8302	45,000.00
Parks and Recreation Improvements	4-301-071120-0001	8,000.00
Facilities Improvements	4-301-014500-0001	180,000.00
Total Projects		<u>\$ 2,064,000.00</u>

**WATER AND SEWER CAPITAL PROJECTS FUND**

**REVENUES**

Transfer from General Fund - Capital Maintenance Reserve	3-502-041050-0100	\$	80,000.00
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**EXPENDITURES**

Utility SCADA System	4-502-043400-xxxx	\$	80,000.00
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Total Expenditures in Resolution			\$ 2,144,000.00
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**GENERAL FUND**

**REVENUES**

Use of Fund Balance - Capital Maintenance Reserve	3-100-039999-0001	\$	718,000.00
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**TRANSFERS**

Transfer to Capital Projects Fund	4-100-093100-0301	\$	638,000.00
Transfer to Water and Sewer Capital Projects Fund	4-100-093100-0502		80,000.00

**FIRE AND RESCUE FUND**

**REVENUES**

Use of Fund Balance - Fees for Transport Service	3-120-039999-0001	\$	225,000.00
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**TRANSFERS**

Transfer to Capital Projects Fund	4-120-093100-0301	\$	225,000.00
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**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JUNE 27, 2016.**

---

**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

---

**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

*Recorded Vote:*

*David T. Williams*     —  
*Larry J. Nordvig*     —  
*Angie Y. Cabell*     —

*William E. Melton*     —  
*Carson L. Tucker*     —

**POWHATAN COUNTY RESOLUTION R-2016-27**

**ADOPTING THE COUNTY OF POWHATAN FISCAL YEAR 2017 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND OTHER CAPITAL PROGRAM (CIP)**

**WHEREAS**, the Powhatan County Board of Supervisors has established a Capital Improvement Plan and Other Capital Program (CIP) to plan and strategize for the acquisition, construction, rehabilitation and replacement of public facilities to serve the County's citizens; and

**WHEREAS**, the Powhatan County Planning Commission reviewed the CIP at its workshop on February 2, 2016, deemed the CIP to be in compliance with the Comprehensive Plan; and

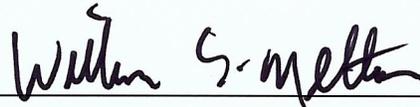
**WHEREAS**, the Powhatan County Board of Supervisors held workshops on the CIP on January 20, 2016, February 1, 3, 10, 17, 22, 2016, and March 9, 2016; and

**WHEREAS**, the Powhatan County Board of Supervisors and the School Board agreed upon fiscally restraining the proposed CIP on February 17, 2016, and staff presented the fiscally restrained CIP to the Board of Supervisors on March 9, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the County of Powhatan Fiscal Year 2017 Five-Year Capital Improvement Plan and Other Capital Program is hereby approved; and

**BE IT FURTHER RESOLVED** that the CIP is a plan and, as such, is not to be construed as the Board of Supervisors approval of any project nor the budget and appropriation of funds for any project.

**ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON MAY 2, 2016.**



\_\_\_\_\_  
William E. Melton, Chairman  
Powhatan County Board of Supervisors

**ATTEST:**



\_\_\_\_\_  
Patricia A. Weiler, Clerk  
Powhatan County Board of Supervisors

*Recorded Vote:*

David T. Williams     Nay  
Larry J. Nordvig     Nay  
Angela Y. Cabell     Aye  
William E. Melton     Aye  
Carson L. Tucker     Aye

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### Announcements

**LOST**

Lost: Male, neutered Walker Hound, Tri-Color with orange collar. Missing since June 8th at 5pm at Cape Way & Turner's Way Rd. Call 804-939-3322 or 804-598-2559.

**YARD & ESTATE SALES**

Large Family Yard Sale - Sat. & Sun, June 18th & 19th, 8am - 3pm both days. 2813 Rocky Oak Road, 23139, Clothing, Kitchen Items, Household Items, Furniture & Miscellaneous. Great Prices!

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### JOURNALISM & PUBLISHING

**District Manager-State (Goochland/Louisa)**

We are Richmond Times-Dispatch, a BH Media company. Our publications and websites - the Richmond Times-Dispatch, Richmond.com and Richmond Suburban News - serve central Virginia as the leading real-time sources of daily news, print and digital advertising, commentary and community conversations, with unparalleled audience reach.

District Manager-State is responsible for home delivery and single copy distribution in a geographic territory through management of an independent Contract carrier force. The DM will achieve goals in circulation, sales, service and other measurable categories in assigned district.

Looking for a career that excites you, but working behind a desk doesn't? Well, leave your suit at home! This leadership role lets you experience the perks of sales without the monotony of a 9-5.

You will enjoy a base salary + bonus for meeting goals, and the opportunity to motivate an exceptional team to get the morning news to homes across the metro area. If you welcome variety and excel at customer service and problem solving, consider joining our team.

You will be responsible for achieving consistent, proper, on-time delivery to subscribers; recruiting, training, and motivating independent contracted carriers; attaining collection goals; collecting payments from carriers, and collecting all open routes; handling customer service requests and complaints to achieve customer satisfaction; increasing circulation by achieving sales goals; developing an effective sales force; sampling, personal telephone sales, and contacting customers cancelling their subscriptions; and assisting in the overall operation of the distribution center. This position works from 12:00 midnight until the tasks are completed and rotating weekends.

**REQUIREMENTS:**  
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Our compensation package includes:  
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**PRE-EMPLOYMENT REQUIREMENTS:** (Must successfully pass)  
• Criminal Background Check  
• Drug Screen

Submit an online application to job # 870-00122016-84866/L at: https://bhmedia.silkroad.com/epostings

**EOE M/F/D/V**  
Richard News-Dispatch

### GENERAL

**Goochland Social Services 2016 VACANCY ANNOUNCEMENT**

**Human Services Assistant II (Goochland)**

Position number: 00010  
\$22,427 (higher salary may be offered based on experience/qualifications)

Full time - salaried position  
Application dates: June 16-June 17, 2016

To apply, log onto https://jobs.agency.s.virginia.gov/applicants/ep/shared/s/apply/00010.cfm  
Applications must be completed online.  
Faxed, emailed, or mailed applications will not be accepted. EEO/AA

**IT/COMPUTER PROGRAMMING**  
Growing process automation company seeks dependable and organized IT Professional. Opportunities for advancement.

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Inquire for details & submit resumes to muddycreekbaptist@gmail.com

**HEALTHCARE**

**AMELIA NURSING & REHABILITATION CENTER IS NOW HIRING LICENSED CNA'S FULL & PART TIME FOR THE TANKPINE SHED. APPLY IN PERSON AT 8830 VIRGINIA STREET, AMELIA, 23002. NO PHONE CALLS PLEASE. E.O.E.**

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**Apartment Referral Services Policy**

Apartment referral service companies sell lists of available apartments for rent in your area. Please read contracts thoroughly to ensure that you understand and agree to all the terms and the cancellation policy of the contract.

**CABIN RENTALS**

Log Cabin on 3 acres - 2 bedroom, 2 baths in Cumberland, Convent to Powhatan, Middleham & Farmville. Available now, \$700 per month plus deposit. Call 804-375-3111.

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### Recruitment

**GENERAL**

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**COMMUNITY DEVELOPMENT SPECIALIST - Part-time with Goochland Powhatan Community Services.** Provide support for GPS initiatives and Rural Substance Abuse Awareness Coalition. Work collaboratively with community partners to coordinate substance abuse and outside prevention efforts. Please see www.gpcsb.org for complete description & application. Salary: \$26,286-\$27,482. Deadline 6/24/16. EOE

### Advertisement

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**ADVERTISE**

Call 598-4305 to find out about upcoming opportunities to advertise with your community newspaper in print and online!

### Advertisement

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Call 598-4305 to find out about upcoming opportunities to advertise with your community newspaper in print and online!

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**ADVERTISE**

Call 598-4305 to find out about upcoming opportunities to advertise with your community newspaper in print and online!

### LEGAL NOTICES

**POWHATAN COUNTY BOARD OF EQUALIZATION NOTICE OF PUBLIC HEARING**

The Powhatan County Board of Equalization will hold public hearings pursuant to Section 58.1-3378 of the Code of Virginia-1950, as amended, for the purpose of equalizing real estate assessments and for hearing complaints of alleged irregularities due to lack of uniformity or errors in acreage. Upon hearing such complaints, either oral or written, the Board will give consideration AND INCREASE, DECREASE, OR AFFIRM such real estate assessments. Before a change is granted, the taxpayer, or his agent, must overcome a clear presumption in favor of the assessment. The taxpayer or agent must provide substantial evidence that the property is not uniform with other similar properties or prove that the property is assessed in excess of its fair market value.

The Board of Equalization public hearing will be held on June 30 from 5:00 PM – 8:00 PM at the Powhatan County Administration Building Large Conference Room, 3834 Old Buckingham Road, Powhatan, VA 23139.

Appeals to the Board of Equalization must have been submitted by **March 31, 2016.**

### LEGAL DISPLAY ADS

**PUBLIC HEARING NOTICE**  
COUNTY OF POWHATAN  
INTENT TO AMEND THE FISCAL YEAR 2017 ADOPTED BUDGET

There will be a public hearing on the proposed amendments and appropriations to the Fiscal Year 2017 adopted budget at 7:00 pm on June 27, 2016 in the Village Building Auditorium. On May 2, 2016 the Powhatan County Board of Supervisors adopted the Fiscal Year 2017 Powhatan Operating Budget in the amount of \$104,924,788. The Code of Virginia Section 15.2-2507 states that any locality may amend its budget and must hold a public hearing if any such budget amendment exceeds one percent of the total expenditures of the currently adopted budget. Resolution R-2016-42 amends the FY2017 adopted budget in the amount of \$2,144,000 for the Other Capital Improvement Program, which is 2.043% of the original budget. The FY2017 Capital Improvement Plan is also available for review in the County Administrator's Office or on the County's website at www.powhatanva.gov. All public meetings are accessible to persons with handicap conditions. Any person requiring auxiliary aids, including signers in connection with the hearing should notify the Clerk of the Board at least five (5) days prior to the time of the meeting. The following is a list of projects that will be funded:

Other Capital Improvement Program:	
School Buses	\$ 850,000
Engine 3	575,000
Ambulance - Unit 111	225,000
PC Replacement	41,000
Sheriff Vehicles	140,000
Other County Vehicles	45,000
Parks and Recreation Improvements	8,000
Facilities Improvements	180,000
Utility SCADA System	80,000
Total Projects	<u>\$ 2,144,000</u>

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## AFFIDAVIT OF PUBLICATION

Name & Title: CYNTHIA KAY GRANT / LEGAL AD REP

Name of Newspaper POWHATAN TODAY

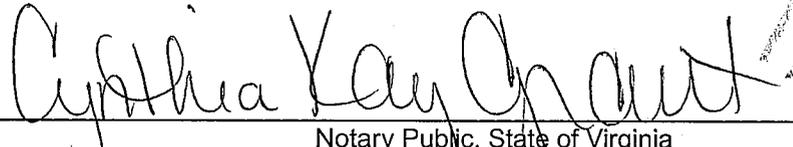
This is to certify that the attached ad PUBLIC HEARING NOTICE / AMEND THE FISCAL YEAR  
2017 ADOPTED BUDGET on the following date(s) JUNE 15<sup>TH</sup>, 2016.

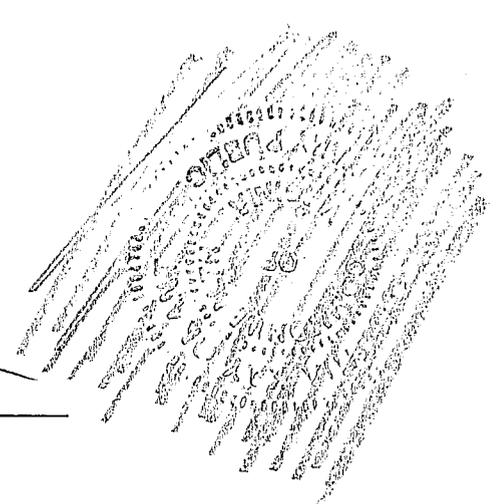
The cost of this ad is \$204.75 Net.

I certify that the attached ad for the POWHATAN COUNTY

Sworn to and before me this JUNE 20<sup>TH</sup>, 2016

Signed:

  
\_\_\_\_\_  
Notary Public, State of Virginia  
My commission expires: April 30, 2017  
Commission #312154



**County of Powhatan**  
**Amendments to the FY 2017 Budget**

**Total Adopted Budget - All Funds = 104,924,788**  
**1% of Total Adopted Budget - All Funds = 1,049,248**

<b>Res Number</b>	<b>Purpose</b>	<b>Date Adopted</b>	<b>Amount</b>	<b>% of Budget</b>	<b>Public Hearing</b>	<b>Funding Source</b>
R-2016-41	CIP		620,000	0.591%	NO	Capital Maintenance Reserve & Grant
R-2016-42	Other Capital Improvement Program		2,144,000	2.043%	YES	Capital Maintenance Reserve, lease proceeds
R-2016-43	Transferring from Clerk of Circuit Court to Passport for Postage		-	N/A	N/A	Budget transfer

**Total Amendments = 2,764,000 2.634%**

**Total Amended Budget - All Funds = 107,688,788**

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# Powhatan County Board of Supervisors Agenda Item

Meeting Date: June 27, 2016

---

Agenda Item Title: Ordinance O-2016-22 Amending the proffered conditions approved by the Board of Supervisors for Case #06-03-REZC to amend proffered condition #3 reducing the cash proffer amount

Motion: Move to (approve/deny/defer) Ordinance O-2016-22 based on public necessity, convenience, general welfare and good zoning practice

Dates Previously  
Considered by Board: N/A

Summary of Item: The applicant, Lesley D. Andrews and Fine Creek Building Co., Inc., requests the amendment of proffered condition #3 of the proffer statement for Oakland Estates Subdivision (Case #06-03-REZC) to reduce the cash proffer amount from \$7,236 to \$1,880. The subject property is approximately 51± acres located south side of Old Buckingham Road approximately 1.2 miles west of Giles Bridge Road. The property was rezoned from A-1 to Rural Residential-5 (R-5) with proffered conditions in 2006. The 2010 Long-Range Comprehensive Plan designates the subject properties as Rural Preservation.

At the June 7, 2016 Planning Commission meeting, the Commission conducted a public hearing to consider the request and receive public comment. The Commission voted 4-1 to recommend denial of the request to amend proffered condition #3 to the Board of Supervisors.

A public hearing has been scheduled for June 27, 2016.

Staff:   N/A   Approve                 Disapprove                 See Comments

Planning Commission/Board:      Approve              X   Disapprove                 See Comments  
**6/7/2016 (4-1)**

County Administrator:   N/A   Approve                 Disapprove                 See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Staff Report, Legal Ads

Staff/Contact: March Altman, Deputy County Administrator – Community Development, 804-598-5605 [maltman@powhatanva.gov](mailto:maltman@powhatanva.gov)

*If Board members have questions, please call the staff / contact prior to the meeting.*

**ORDINANCE O-2016-22**

**An Ordinance amending the proffered conditions originally approved by the Board of Supervisors for Case #06-03-REZC by reducing the amount of the cash proffer contained in proffered condition #3 and amending the zoning district map accordingly.**

**WHEREAS**, the applicant, Lesley D. Andrews and Fine Creek Building Co., Inc., has submitted a request to the Powhatan County Board of Supervisors to amend the proffered conditions approved as part of rezoning case #06-03-REZC, which rezoned 51<sup>±</sup> acres on the south side of Old Buckingham Road approximately 1.2 miles west of Giles Bridge Road, from Agricultural-1 (A-1) District to Rural Residential-5 (R-5) District with proffered conditions to create the Oakland Estates Subdivision; and

**WHEREAS**, the applicant has requested the amendment of proffered condition #3 of case #06-03-REZC for the parcels identified as tax parcels #037-B-2-4, #037-B-2-5, #037-B-2-6, #037-B-2-7, and #037-B-2-10; and

**WHEREAS**, §15.2-1427 and §15.2-1433 of the *Code of Virginia*, 1950, as may be amended from time to time, enable a local governing body to adopt, amend and codify ordinances or portions thereof, and

**WHEREAS**, §15.2-2280, §15.2-2285 and §15.2-2286 of the *Code of Virginia*, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

**WHEREAS**, the Planning Commission advertised and held a public hearing on the proposed rezoning, on June 7, 2016 and all of those who spoke on this topic were heard; and

**WHEREAS**, the applicant has submitted an amended statement of proffer in conjunction with the rezoning request (Case #16-02-REZC); and

**WHEREAS**, the Planning Commission voted to recommend denial of the request to amend the proffered conditions; and

**WHEREAS**, public necessity, convenience, general welfare, and/or good zoning practice support approval of this amended proffer amendment;

**WHEREAS**, the Powhatan County Board of Supervisors caused to be published a notice of public hearing on this matter in the Powhatan Today on June 15<sup>th</sup> and 22<sup>nd</sup>, 2016; and

**WHEREAS**, the full text of this amendment was available for public inspection in the Powhatan County Administrator's Office, County Administration Building, 3834 Old Buckingham Road, Powhatan, Virginia 23139; and

**WHEREAS**, on June 27, 2016, the Powhatan County Board of Supervisors held a public hearing on this matter and all of those who spoke on this topic were heard.

**NOW, THEREFORE, BE IT ORDAINED**, that the proffer statement that was approved by the Board of Supervisors on May 8, 2006 for Case #06-03-REZC, is hereby amended, by reducing the cash proffer from \$7,236.00 to \$1,880.00 contained in proffer #3, as submitted for Case #16-02-REZC, and shall read as follows:

- 3. “The applicant or assignee shall pay \$1,880.00 per lot for infrastructure improvements within the County of Powhatan prior to the issuance of Certificate of Occupancy.”

**APPROVED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON JUNE 27, 2016.**

---

**William E. Melton, Chairman**  
**Powhatan County Board of Supervisors**

**ATTEST:**

---

**Patricia A. Weiler, Clerk**  
**Powhatan County Board of Supervisors**

***Recorded Vote:***

- David T. Williams*** \_\_\_\_\_
- Larry J. Nordvig*** \_\_\_\_\_
- Angela Y. Cabell*** \_\_\_\_\_
- William E. Melton*** \_\_\_\_\_
- Carson L. Tucker*** \_\_\_\_\_



**16-02-REZC – Andrews &  
Fine Creek Building Co., Inc.  
Oakland Estates**

Staff Report prepared for the Planning Commission

*Revised June 13, 2016*

*This report is prepared by the County of Powhatan Department of Community Development Staff to provide information to the Planning Commission and Board of Supervisors to assist in making an informed decision on this matter.*

**I. PUBLIC HEARINGS:**

Planning Commission	June 7, 2016	Recommended Denial
Board of Supervisors	June 27, 2016	Public Hearing

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Proposed Zoning:	Request to reduce cash proffer								
Existing Zoning:	RR-5, Rural Residential-5 (06-03-REZC)								
Parcel Size:	50.8 <sup>±</sup> Acres (total)								
Parcel ID#	37B-2-4, 5, 6, 7, & 10								
Owner(s):	Lesley D. Andrews and Fine Creek Building Co., Inc. (Reeves J. Hankins)								
Location of Property:	South side of Old Buckingham Road approximately 1.2 miles west of Giles Bridge Road								
Electoral District:	#4 Powhatan Courthouse/Mt. Zion								
Land Use Plan Recommendation:	Rural Preservation								
Zoning of Surrounding Property:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">North:</td> <td>A-10, Agricultural-10</td> </tr> <tr> <td>South:</td> <td>A-10, Agricultural-10</td> </tr> <tr> <td>East:</td> <td>A-10, Agricultural-10</td> </tr> <tr> <td>West:</td> <td>A-10, Agricultural-10</td> </tr> </table>	North:	A-10, Agricultural-10	South:	A-10, Agricultural-10	East:	A-10, Agricultural-10	West:	A-10, Agricultural-10
North:	A-10, Agricultural-10								
South:	A-10, Agricultural-10								
East:	A-10, Agricultural-10								
West:	A-10, Agricultural-10								

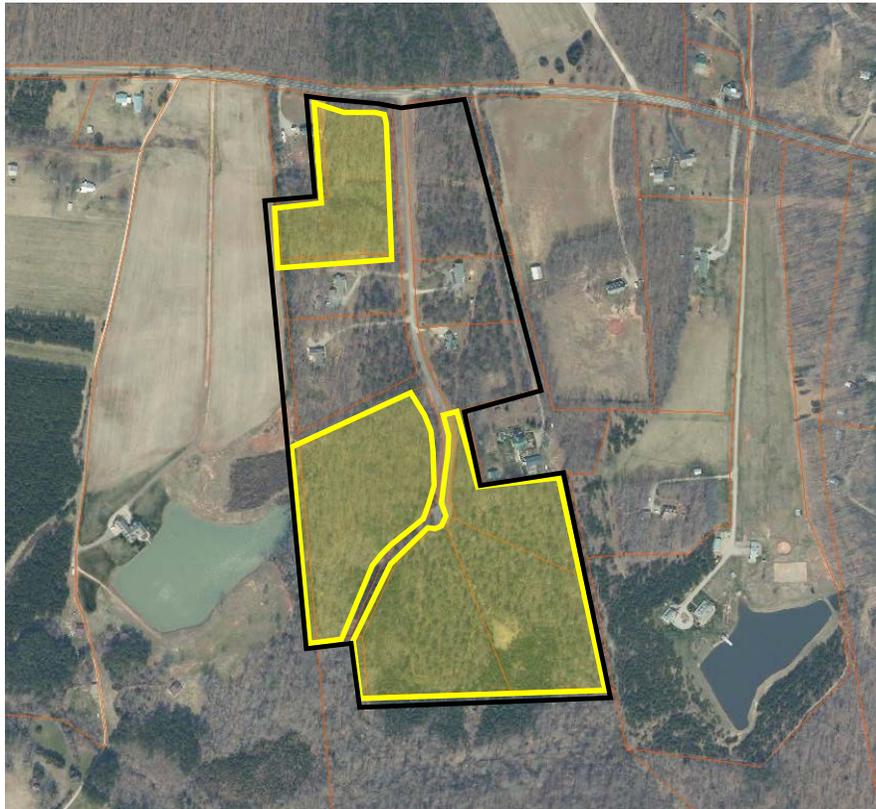
**III. EXECUTIVE SUMMARY:**

The applicant, Lesley D. Andrews and Fine Creek Building Co., Inc. (Reeves J. Hankins), requests the amendment of the proffer statement for Oakland Estates Subdivision (Case #06-03-REZC), specifically proffered condition #3, to reduce the cash proffer amount from \$7,236 to \$1,880, and amend the zoning district map. The total acreage of the Oakland Estates Subdivision is approximately 50.8 acres. Of that total acreage, the subject properties included in the request total approximately 29.6 acres. Oakland Estates is located on the south side of Old Buckingham Road approximately 1.2 miles west of Giles Bridge Road. The property was rezoned from A-1 to Rural Residential-5 (R-5) by the Board of Supervisors on May 8, 2006. The 2010 Long-Range Comprehensive Plan designates the subject properties as Rural Preservation.

The Planning Commission conducted a public hearing to solicit citizen comments on the request at their June 7, 2016 meeting. Two (2) citizens spoke during the public hearing against the request. After closing the public hearing, the Planning Commission discussed the request. The Commission voted 4-1 (Mr. Walker voting “nay”) to recommend denial of the request to the Board of Supervisors citing infrastructure needs, the County’s ability to pay for those needs, and a general lack of support for reducing the cash proffer amount in light of future infrastructure requirements of the County.

**IV. SUBJECT PROPERTY:**

The subject property consists of 50.8<sup>±</sup> acres located on the south side of Old Buckingham Road approximately 1.2 miles east of Giles Bridge Road. The property was subdivided into 10 lots. Six of the ten lots have been built on. The applicant has included 5 platted lots (Lots 4, 5, 6, 7 and 10) in this request, which total approximately 29.6 acres. The property is currently zoned Rural Residential (RR-5). The overall lot layout for Oakland Estates is outlined in black below, and the lots in question are highlighted in yellow.



**V. LAND USE ANALYSIS:**

The applicant requested a rezoning of the subject property to from A-1 to RR-5, Rural Residential-5, with proffered conditions in order to create a 10 lot subdivision. The subdivision has its sole access entrance at the intersection of Oakland Estates Drive and Old Buckingham Road. Oakland Estates Drive has not been accepted into the VDOT Secondary Road System.

The applicant has requested the amendment of Proffered Condition #3 (06-03-REZC), below:

3. “The applicant agrees that a cash proffer will be assessed each of the 10 lots in the amount of \$7,236 per lot, if paid prior to July 1, 2006. After July 1, 2006, the cash proffer will be the amount approved by the Board of Supervisors, not to exceed \$7,236 per lot, adjusted upward by any increase in the Consumer Price Index. The cash proffer will be due and payable at the time of application for a building permit.”

The applicant has proposed a revised Proffered Condition #3 that reads as follows:

3. “The applicant or assignee shall pay \$1,880.00 per lot for infrastructure improvements within the County of Powhatan prior to the issuance of Certificate of Occupancy.”

The revised language is consistent with the Board of Supervisors Cash Proffer Guidelines adopted September 21, 2015.

**VI. COMPREHENSIVE PLAN ANALYSIS:**

The 2010 Long-Range Comprehensive Plan designates the subject properties as Rural Preservation on the Countywide Land Use Plan Map. The Oakland Estates Subdivision does not comply with the Rural Preservation requirements of the 2010 Comprehensive Land Use Plan, which recommends a 10-acre lot minimum for parcels in the Rural Preservation Area. The subject properties range in size from 3 to 8 acres. The request to amend the proffer statement as related to the cash proffer amount for the development does not conflict with the Plan.

**VII. PROFFERED CONDITION(S):**

With approval of this request, Proffered Condition #3 of Case #06-03-REZC shall be amended, as follows (see attached). All other conditions of Case #06-03-REZC shall remain in full force and effect.

3. “The applicant or assignee shall pay \$1,880.00 per lot for infrastructure improvements within the County of Powhatan prior to the issuance of Certificate of Occupancy.”

**VIII. PLANNING COMMISSION RECOMMENDATION:**

In accordance with Article 37, of the Powhatan Zoning Ordinance, and in accordance with public necessity, convenience, general welfare and good zoning practice, the Planning Commission recommends *denial* of the request submitted by Lesley D. Andrews and Fine Creek Building Co., Inc. (Reeves J. Hankins) to amend the proffer statement for Oakland Estates Subdivision (Case #06-03-REZC) revising Proffered Condition #3 reducing the case proffer amount from \$7,236.00 to \$1,880.00, and to amend the County’s Zoning District Map.

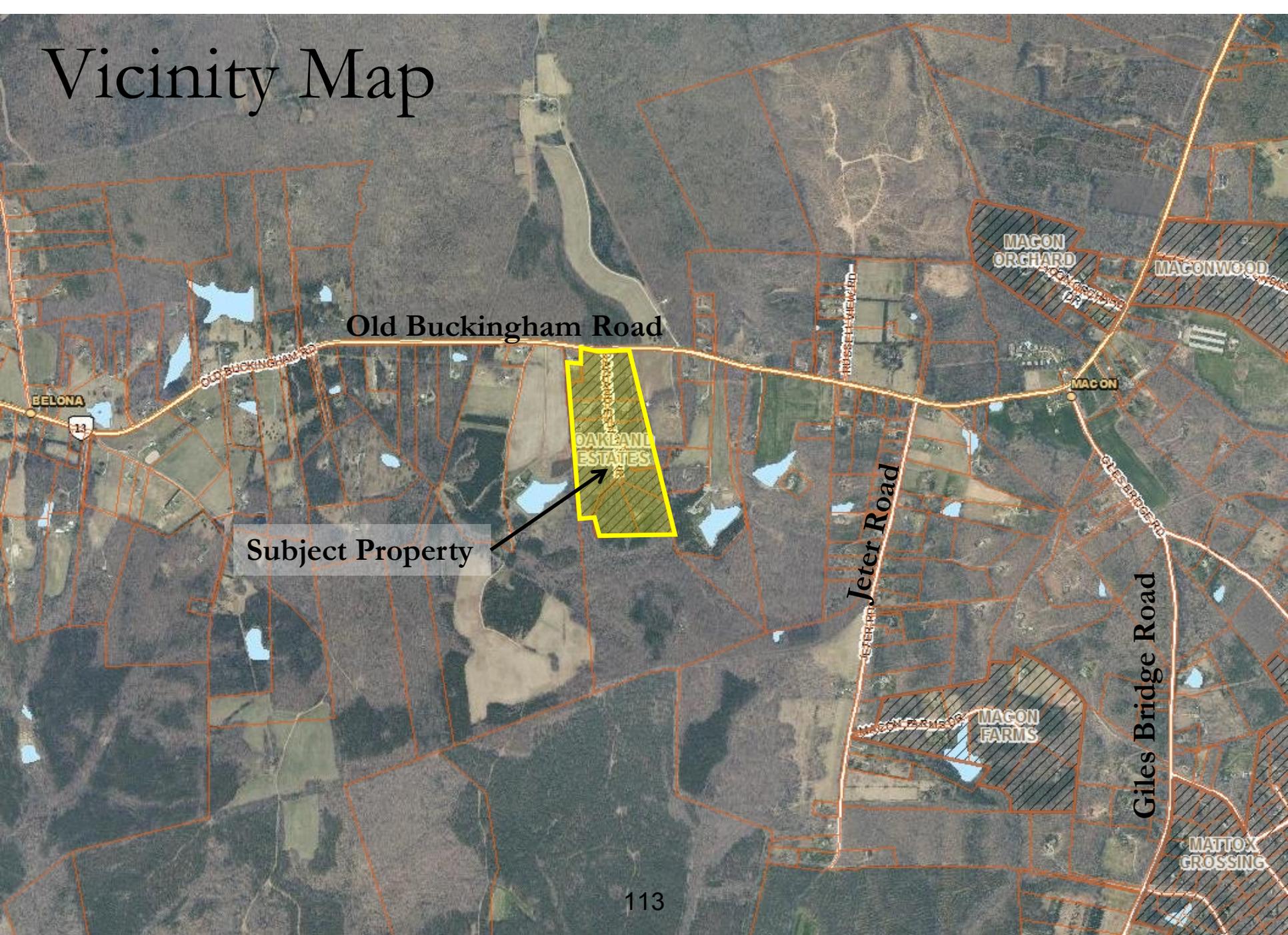
**IX. PROPOSED RESOLUTION:**

In accordance with Article 37, of the Powhatan Zoning Ordinance, and in accordance with public necessity, convenience, general welfare and good zoning practice, the Board of Supervisors (*approves / denies / defers*) of the request submitted by Lesley D. Andrews and Fine Creek Building Co., Inc. (Reeves J. Hankins) to amend the proffer statement for Oakland Estates Subdivision (Case #06-03-REZC) revising Proffered Condition #3 reducing the case proffer amount from \$7,236.00 to \$1,880.00, and to amend the County’s Zoning District Map.

Attachment(s):

1. Vicinity Map
2. Tax Parcel Map
3. Zoning Map
4. Future Land Use Map
5. Application for Rezoning
6. Proffer Statement (Case #06-03-REZC)
7. Adjacent Property Owners

# Vicinity Map



Old Buckingham Road

Subject Property

OAKLAND ESTATES

MACON ORCHARD

MACON WOOD

MACON

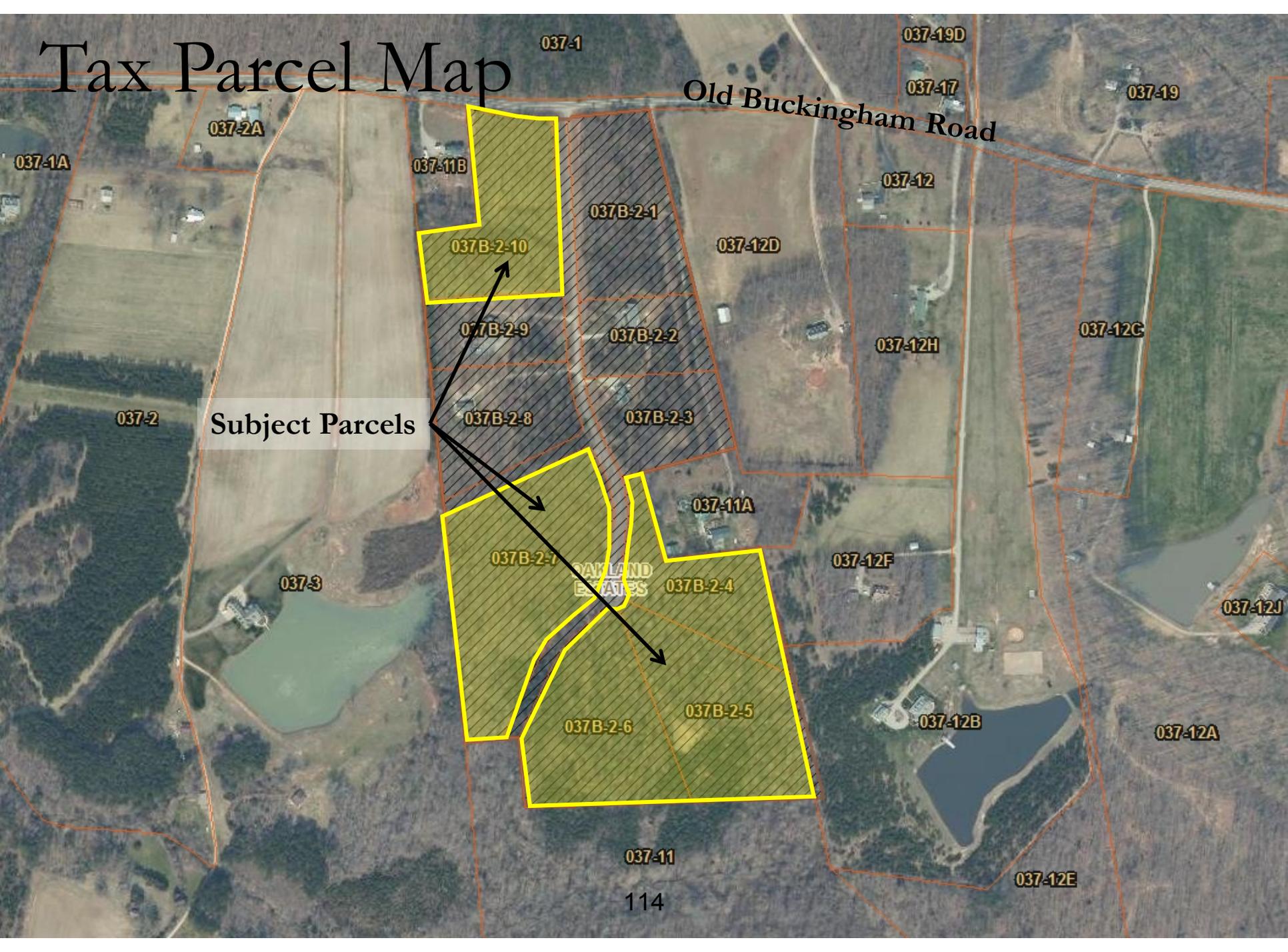
MACON FARMS

MINTON FARMS

Jeter Road

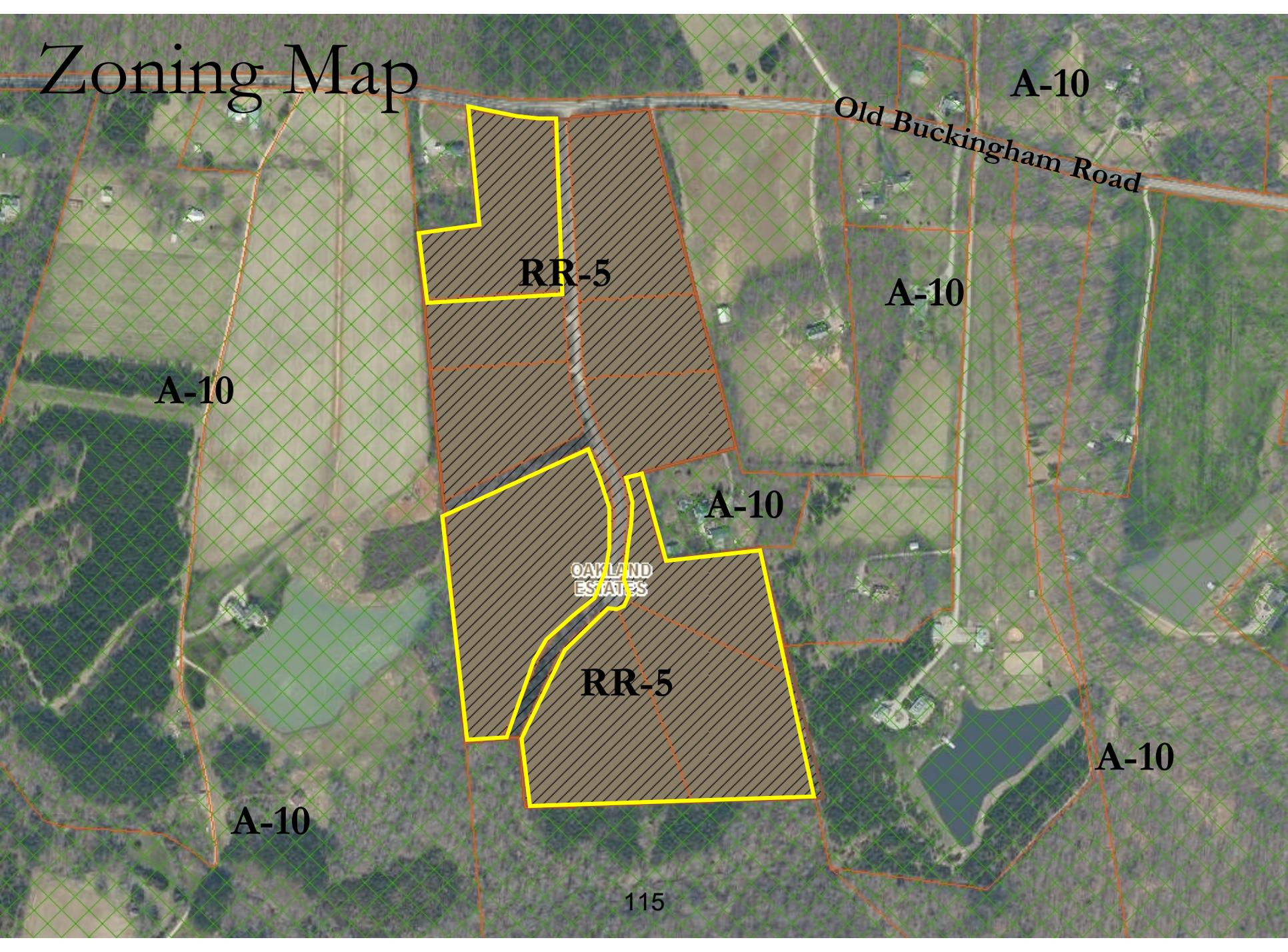
Giles Bridge Road

# Tax Parcel Map



Subject Parcels

# Zoning Map



A-10

RR-5

A-10

A-10

Old Buckingham Road

A-10

OAKLAND  
ESTATES

RR-5

A-10

A-10

# Future Land Use Map

**Rural Preservation**

**Old Buckingham Road**

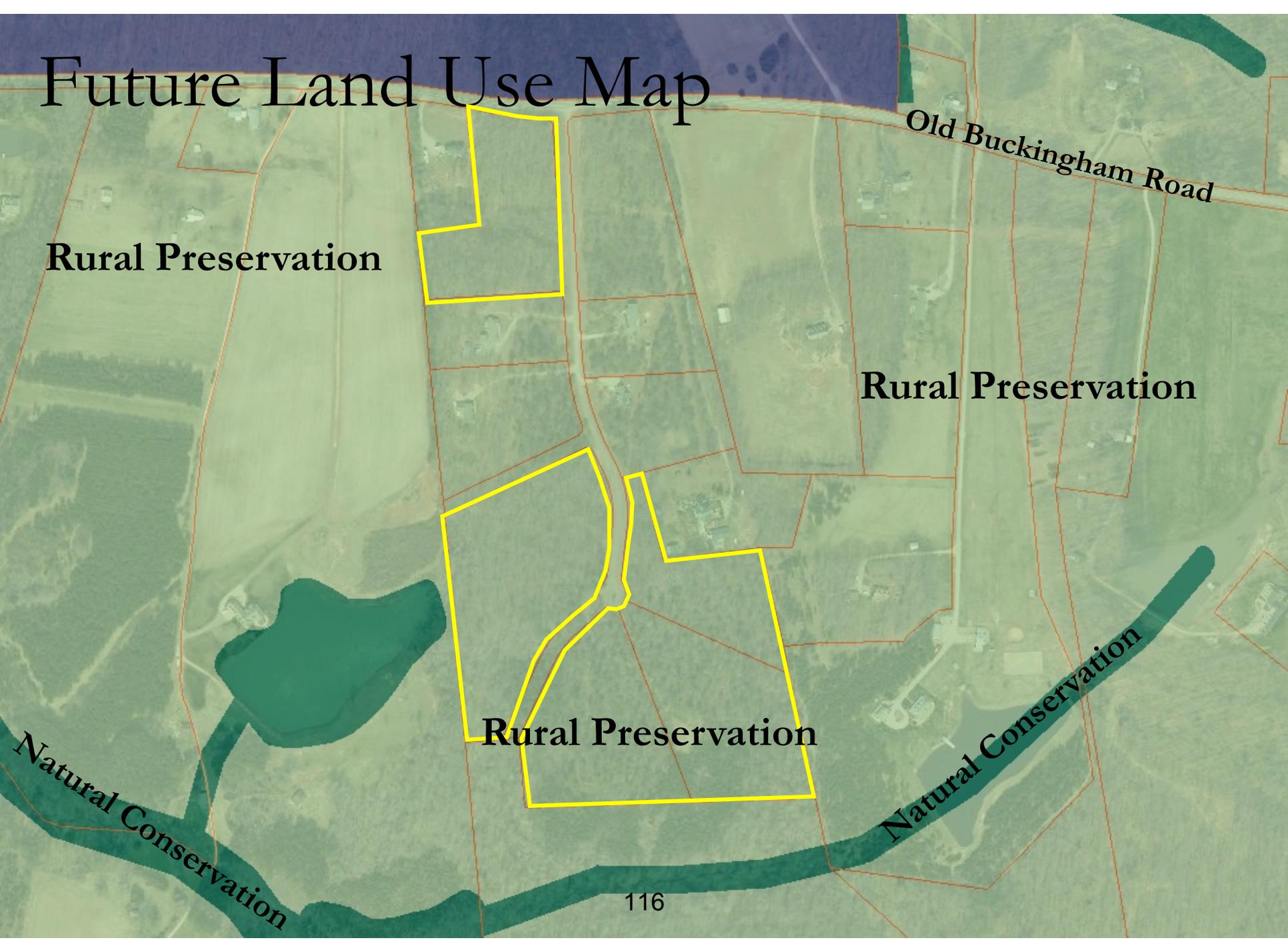
**Rural Preservation**

**Rural Preservation**

**Natural Conservation**

**Natural Conservation**

116



**REZONING APPLICATION**

\*Please Type or Print\*

<i>For office use only</i>	Case # <u>16-02-REZC</u>
Date of Pre-application meeting <u>MARCH 31, 2016</u>	Date Filed <u>4/6/2016</u>

APPLICANT INFORMATION

Owner/Applicant LESLEY D. ANDREWS Telephone 598-7282  
REEVES J. HANKINS Telephone 598-9624  
 Address 4725 OLD BUCKINGHAM ROAD  
2781 THREE BRIDGE ROAD Owner (  ) Lessee ( )  
POWHATAN Va 23139

Contract Purchaser N/A Telephone N/A  
 Address NA

Who Should Correspondence or Questions regarding this Application be directed to:

Name WOODROW COFER Telephone 598-2014  
 Address BOX 8, POWHATAN, Va 23139

PARCEL INFORMATION AND REQUEST

Tax Map 4-5-6-7-10 Section # 37B-2 Magisterial District MACON  
 Location SOUTH SIDE OF ROUTE 13 Area (acres/sq. ft.) in  
 Property 50.8 ± Area (acres/sq. ft.) In Rezoning 50.8 ± (06-03-REZC)  
 Are there any Deed Restrictions? Yes \_\_\_ No  (If yes, attach copy of restrictions)

Current Zoning RR-5 Requested Zoning —  
06-03-REZC

Describe in Detail the Proposed Use of Property:

RESIDENTIAL HOMES IN AN EXISTING SUBDIVISION  
"OAKLAND ESTATES"

**COMPREHENSIVE PLAN + IMPACT**

Property is in Which Area of Policy Map                     -                     Rezoning in Conformance?

Property is in Which Area of Land Use Plan Map                     -                     Rezoning in Conformance?

Impacts on Surrounding Uses/Public Facilities to be addressed through Proffers:

Need for Dedication of Right-of-Way according to Thoroughfare Plan           N/A          

Need for Buffer Areas along Property Lines           N/A           # ft. width           N/A          

Need for Tree Retention in Buffers (> 4" Diameter)           N/A           Need for Inter-parcel Access           N/A          

Need for Conservation Easement (Residential)           N/A           Need for Inter-parcel Access           N/A          

Need to Assist County with Cost of Providing Public Facilities           N/A          

Need for a Fire Protection Plan to be prepared and approved by Fire Department           N/A          

Need for Architectural Design Standards to Assure Compatibility of Structures           N/A          

Minimum House Sizes to Assure Compatibility with Surrounding Subdivisions           N/A           Sq. Ft.

Limitations on Uses Which May Impact Adjacent Properties           N/A          

Limitations on Access to Existing Roads to protect their Traffic Carrying Capacity:           N/A          

Turn lane, taper           N/A           , Internal Subd. Rd. (Reverse frontage lots)           N/A           , Shoulders/Ditches

2nd entrance/exit           N/A           , Paired Driveways

**CONCEPTUAL DEVELOPMENT PLAN**

A conceptual development is required for all rezoning applications by Section 25.12 of the Zoning Ordinance and shall at a minimum include:

1. Drawn to an appropriate scale, a plot plan or survey plat showing the dimensions of the property.
2. For the rezoning tract, drawn to an appropriate scale, show the location and dimensions of existing structures, right-of-ways, easements, boundaries, water courses, lakes, cemeteries, historic sites, major electrical and natural gas transmission lines.
3. The location and dimensions of proposed buffer areas, right-of-way dedications, internal roads, access to existing roads, and lot arrangement.
4. In the case of residential development, state the proposed number of dwelling units and average acreage per dwelling.
5. For the rezoning tract, show existing uses adjacent to the property to be zoned.

ADJACENT LAND OWNER LIST

<u>TAX MAP #</u>	<u>NAME</u>	<u>ADDRESS</u>
37-11B	DAVID L. BONDS	4735 OLD BUCKINGHAM ROAD 23139
37-3	JOSH PAIR LLC	4801 OLD BUCKINGHAM ROAD 23139
37B-2-9	CLAUDE PATIERNO JR	1859 OAKLAND ESTATES DR 23139
37B-2-8	GEORGE D. THOMPSON	1853 OAKLAND ESTATES DR 23139
37-11	CLIFTON R NEWCOMB	6496 BLENHEIM ROAD 23139
37-12B	MICHAEL G. O'NEIL JR	4695 OLD BUCKINGHAM ROAD 23139
37-12F	KARL O. WHITEHEAD	4697 OLD BUCKINGHAM ROAD 23139
37-12D	MARSHALL D. BENNETT JR	4711 OLD BUCKINGHAM ROAD 23139
37B-2-3	DOMINIC SEMINARA	1852 OAKLAND ESTATES DR 23139
37B-2-2	THOMAS TONKS III	1858 OAKLAND ESTATES DR 23139
37B-2-1	DAMON M. BRADBURY	1864 OAKLAND ESTATES DR 23139

**STATEMENT FOR VALIDITY OF INFORMATION**

Every applicant shall sign the following document to substantiate the validity of submitted information.

**State of Virginia**  
**County of Powhatan to wit**

I, being duly sworn, depose and say that I am the Lessee/Owner of the property involved in the application. If I am not the Lessee/Owner, I will produce a copy of a contract to purchase the property or I will present written certification contract to purchase the property or I will present written certification from the owner granting me the right to submit this application.

I, declare that I have familiarized myself with the rules and regulation pertaining to preparing and filing this application. I further declare that the foregoing statements and answers provided throughout the various sections of this application are in all respects true and correct to the best of my knowledge and belief.

Signed *Reeves Jefferson Hawkins*

Print Name REEVES JEFFERSON HAWKINS

Subscribed and sworn to before me this 1 day of APRIL, 20 16.

Notary Public *Woodrow K Cofer*



My Commission Expires OCT 31, 2016

**\*\*\*PROFFERS MUST BE SUBMITTED TWO WEEKS PRIOR TO PLANNING\*\*\*  
COMMISSION AND BOARD OF SUPERVISORS MEETINGS.**

**STATEMENT OF PROFFER**

CASE # 16-02-REZC

Pursuant to Section 15.2-2296 of the Code of Virginia and Article 24 of the Powhatan County Zoning Ordinance. I do hereby voluntarily proffer, as the owner of record of the property which is the subject of this rezoning request, the following conditions:

AMEND PROFFERED CONDITION #3 FROM CASE # 06-03-REZC  
TO READ AS FOLLOWS:  
THE APPLICANT OR ASSIGNEE SHALL PAY \$1,880.00  
PER LOT FOR INFRASTRUCTURE IMPROVEMENTS WITHIN THE  
COUNTY OF POWHATAN PRIOR TO THE ISSUANCE OF CERTIFICATE  
OF OCCUPANCY.

I hereby acknowledge that the Rezoning of the Subject Property gives rise to the need for these conditions.

Reeves Jefferson Hankins  
Owner of Record - Signature

APRIL 1, 2016  
Date

Type or print name REEVES JEFFERSON HANKINS

COMMONWEALTH OF VIRGINIA,  
COUNTY OF POWHATAN, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by  
REEVES, whose name is signed to the above, on this 1 day of April 2016.  
JEFFERSON HANKINS

Notary Public Woodrow K. Cofer

My Commission expires: Oct 31, 2016



**OWNERSHIP DISCLOSURE**

Both the Code of Virginia and the County Zoning Ordinance allow the County to request full disclosure of ownership in properties subject to this request. To assist us in obtaining this information, please complete this form in full.

Please list below the names and addresses of all owners or parties in interest of the land subject to this request:

**NOTE: If this request is in the name of a corporation, artificial person, joint venture, trust, or other form of ownership, all officers, directors, and any stock holders owning ten percent or more of such stock must be listed.**

<u>NAME</u>	<u>ADDRESS (Include Zip Code)</u>
REEVES J. HANKINS LOTS 5-6-7-10	2781 THREE BRIDGE ROAD 23139
LESLEY D. ANDREWS LOT 4	4725 OLD BUCKINGHAM ROAD 23139

I, REEVES JEFFERSON HANKINS, do hereby swear and affirm that to the best of my knowledge and belief, the above information is true and that I am the applicant for this request for parcel number(s) 37B of tax map number(s) 37B-2-4, 5, 6, 7, & 10 requesting Rezoning, Conditional Use Permit, and Variance/Appeal. (Please circle one)

If the above information changes at any time while this case is being considered, I will provide the County with an updated list.

[Signature] Signature

STATE OF VIRGINIA  
COUNTY OF POWHATAN, to wit:

This day REEVES JEFFERSON HANKINS personally appeared before me WOODROW COFER, a Notary Public in and for the County and State aforesaid, and swore or affirmed that the matters stated in the foregoing Ownership Disclosure Affidavit are true to the best of his/her knowledge and belief.

Given under my hand this 1 day of APRIL, 2016.

Notary Public Woodrow K Cofer

My commission expires: OCT 31, 2016.



**APPLICANT'S PERMISSION FOR INSPECTION OF PROPERTY**

I, REEVES JEFFERSON HANKINS, hereby grant access to the Planning Director, Zoning Administrator, or assigns thereof, to enter my property during reasonable hours without prior notice to make inspections as deemed necessary for the evaluation of my application for REZONING (Specify type of request rezoning, conditional use permit, private road, variance, etc.).

Reeves Jefferson Hankins  
Applicant's Signature

Date APRIL 1, 2016

Subscribed and sworn to before me this 1 day of APRIL, 2016

Woodrow K Cofer  
Notary Public's Signature

OCT 31, 2016  
Commission Expiration Date



LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

1. That I/We

Name REEVES J. HANKINS Telephone 804-598-9624  
Address 2781 THREE BRIDGE ROAD, POWHATAN Va 23139  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

being all of the owner(s) of the property described as County tax map numbers:

37B-2-5, 37B-2-6, 37B-2-7, 37B-2-10

and authorized to take such action, do hereby make, constitute and appoint:

2. Name WOODROW COFER Telephone 804-598-2014  
Address Box 8, POWHATAN, Va 23139

to act as my/our true and lawful attorney-in-fact for and in my/own name, place and stead with full power and authority I/we would have if acting personally to seek rezoning conditional use, or variance, and to set forth and offer such legally acceptable voluntarily proffered conditions including any additions, amendments, modifications or deletions thereto that in his discretion are deemed reasonable, appropriate and necessary except as follows:

3.

NONE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In witness whereof, I/we have hereto set my/our hand and seal this

1 day of APRIL 2016.

*Kevin Jefferson Shanks Jr.*  
\_\_\_\_\_  
Signature(s)

FINE CREEK BUILDING CO. INC PRESIDENT

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Signature(s)

Witnessed  
by:

*David Armstrong*  
\_\_\_\_\_

Witnessed  
by:

\_\_\_\_\_

NOTE: This document, with original signatures, shall be filed with the application and become a permanent part thereof.

LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

1. That I/We

Name LESLEY D. ANDREWS Telephone 804-598-7282  
Address 4725 OLD BUCKINGHAM ROAD, POWHATAN 23139  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

being all of the owner(s) of the property described as County tax map numbers:

37B-2-4

and authorized to take such action, do hereby make, constitute and appoint:

2. Name WOODROW COFFER Telephone 804-598-2014  
Address BOX 8, POWHATAN VA 23139

to act as my/our true and lawful attorney-in-fact for and in my/own name, place and stead with full power and authority I/we would have if acting personally to seek rezoning conditional use, or variance, and to set forth and offer such legally acceptable voluntarily proffered conditions including any additions, amendments, modifications or deletions thereto that in his discretion are deemed reasonable, appropriate and necessary except as follows:

3. NONE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In witness whereof, I/we have hereto set my/our hand and seal this

1 day of April 20 16.

x July D Andrews  
Signature(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Signature(s)

Witnessed  
by:

Fine Creek Building Co.  
By ~~Dever Anderson~~ president

Witnessed  
by:

\_\_\_\_\_

NOTE: This document, with original signatures, shall be filed with the application and become a permanent part thereof.

**PROFFERS MUST BE SUBMITTED TWO WEEKS PRIOR TO PLANNING COMMISSION AND BOARD OF SUPERVISORS MEETINGS.**

**STATEMENT OF PROFFER**

CASE # 06-03-PEZ

Pursuant to Section 15.2-2296 of the Code of Virginia and Article 24 of the Powhatan County Zoning Ordinance. I do hereby voluntarily proffer, as the owner of record of the property which is the subject of this rezoning request, the following conditions:

- REV. APRIL 24, 2006 WKC*  
*REV. FEBRUARY 24, 2006 WKC*  
*APRIL 27, 2006 WKC*  
*MAY 5, 2002*
- 1) THE CONCEPTUAL PLAN, DATED JANUARY 5, 2006, SHALL SUBSTANTIALLY CONTROL THE LOT LAYOUT AND SIZES.
  - 2) THE MAXIMUM NUMBER OF LOTS TO BE DEVELOPED SHALL NOT EXCEED 10. THE MINIMUM LOT SIZE SHALL BE 2 ACRES.
  - 3) THE APPLICANT AGREES THAT A CASH PROFFER WILL BE ASSESSED EACH OF THE 10 LOTS IN THE AMOUNT OF \$7,236 PER LOT, IF PAID PRIOR TO JULY 1, 2006. AFTER JULY 1, 2006, THE CASH PROFFER WILL BE THE AMOUNT APPROVED BY THE BOARD OF SUPERVISORS, NOT TO EXCEED \$7,236 PER LOT, ADJUSTED UPWARD BY ANY INCREASE IN THE CONSUMER PRICE INDEX. THE CASH PROFFER WILL BE DUE AND PAYABLE AT THE TIME OF APPLICATION FOR A BUILDING PERMIT.
  - 4) THE MINIMUM RESIDENCE SIZE SHALL BE AT LEAST 1600 SQUARE FEET OF HEATED LIVING SPACE (NOT TO INCLUDE GARAGE SPACE) FOR RANCHERS, 1800 SQUARE FEET FOR CAPE AND 2000 SQUARE FEET FOR ALL OTHER STYLE HOMES.
  - 5) THE APPLICANT SHALL DEDICATE 35' FROM CENTERLINE OF ROUTE No 13 TO POWHATAN COUNTY FOR FUTURE ROAD IMPROVEMENTS.

I hereby acknowledge that the Rezoning of the Subject Property gives rise to the need for these conditions.

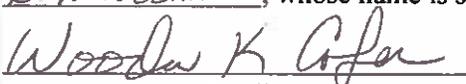
  
Owner of Record - Signature

JANUARY 5, 2006  
Date

CLIFTON R. NEWCOMB  
Type or print name

COMMONWEALTH OF VIRGINIA,  
COUNTY OF POWHATAN, to wit:

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid by CLIFTON R. NEWCOMB, whose name is signed to the above, on this 5 day of JAN 2006.

  
Notary Public

My Commission expires: OCT 31, 2008

Proffers are due in this office by \_\_\_\_\_ Month \_\_\_\_\_ Day to be considered at the next Public meeting.

Continuation of STATEMENT OF PROFFER, Page 2

CASE # 06-03-REZ

Pursuant to Section 15.2-2298 of the Code of Virginia and Article 24 of the Powhatan County Zoning Ordinance, I do hereby voluntarily proffer, as the owner of record of the property which is the subject of this rezoning request, the following conditions:

6) ALL LOTS TO BE SUBDIVIDED AS A RESULT OF THIS REZONING SHALL HAVE ENTRANCES ONLY ON INTERNAL SUBDIVISION STREETS SHOWN ON THE CONCEPTUAL PLAN DATED ~~APRIL 27, 2006~~ MAY 5, 2006 AND NOT ROUTE No 13 OR PRIVATE EASEMENT TO ANDREWS PROPERTY

7) THE APPLICANT SHALL HAVE A FIRE PROTECTION PLAN APPROVED BY THE FIRE DEPARTMENT, IF REQUIRED BY POWHATAN FIRE DEPARTMENT.

8) THE APPLICANT WILL LEAVE THE NATURAL VEGETATIVE BUFFERS ALONG THE PERIMETER AS SHOWN ON THE CONCEPTUAL PLAN DATED ~~APRIL 27, 2006~~ <sup>WORK MAY 5</sup> 2006 WHEREBY NO TREES SHALL BE CUT EXCEPT FOR THE PLACEMENT OF WELLS, SEPTIC FIELDS, ROADS, UTILITY AND DRAINAGE EASEMENTS WHICH MAY CROSS GENERALLY AT RIGHT ANGLES. THE WIDTH OF BUFFER ALONG "ANDREWS" ACCESS EASEMENT WILL BE INCREASE TO INCLUDE THE EASEMENT IN BUFFER.

9) THE APPLICANT SHALL PROVIDE AND RELOCATE THE ROADSIDE DITCH ACCORDING TO VDOT STANDARDS ALONG THE FRONTAGE ON ROUTE No 13 IF APPLICABLE, HOWEVER THE APPLICANT WILL NOT BE RESPONSIBLE FOR THE COST OF MOVING UTILITIES CAUSED BY DITCH RELOCATION.

10) ~~FOR THE PRIVATE ROAD~~ <sup>WKC</sup> ~~(BETWEEN LOTS 7 & 8) AND~~ ~~THE PRIVATE ROAD~~ <sup>WKC</sup> ~~(BETWEEN LOTS 6 & 7), SIGNAGE SHALL~~ BE POSTED AT THE DEVELOPER'S EXPENSE TO ALERT THE PUBLIC OF THE PRESENCE OF A STUB ROAD ~~AND PRIVATE ROAD~~ <sup>WKC</sup>. LANGUAGE TO APPEAR ON THE SIGNS SHALL BE APPROVED BY THE PLANNING DEPARTMENT AND INSTALLATION VERIFIED IN CONJUNCTION WITH THE FINAL SUBDIVISION PLAN APPROVAL PROCESS.

11) ~~MAXIMUM OF 3 LOTS ON PRIVATE ROAD (LOTS 6 & 7)~~ <sup>WKC</sup> COUNTY WILL AGREE TO APPROVE A LICENSE TO MR. C.R. NEWCOMB FOR USE OF THE STUB ROAD (B) AS AN ACCESS TO HIS PROPERTY

**AFFIDAVIT**

**CASE #: 0-2016-22**

**NAME: Lesley D. Andrews and Reeves J. Hankins**

**LETTERS MAILED: June 22, 2016**

**COMMONWEALTH OF VIRGINIA,  
COUNTY OF POWHATAN, to-wit:**

The undersigned affiant, first being duly sworn, states that this affidavit is made pursuant to Va. Code 15.2-2204 to certify that written notice of a pending public hearing on the above case has been sent by first-class mail to the last known address as shown by the current real estates tax assessment books of the owners of each parcel butting and immediately across the street from the affected property.

Nancy Batterson  
Signature

Sworn and subscribed to before me a Notary Public in and for the jurisdiction aforesaid this day 22 of June, 2016.

Bonni G. Johnston  
Notary Public #338982



June 22, 2016

Dear Adjoining Landowner,

The Powhatan County *Board of Supervisors*, on **June 27, 2016 at 7:00 p.m.** in the **Powhatan Village Building Auditorium, 3910 Old Buckingham Road**, will hold a public hearing taking under consideration the following:

**REZONING REQUEST**

**0-2016-22: Lesley D. Andrews and Reeves J. Hankins (16-02-REZC), (Powhatan Courthouse/Ballsville Electoral District)** requests the amendment of the proffer statement for the Oakland Estates Subdivision (Case #06-03-REZC) by reducing the cash proffer to \$1,880.00 per dwelling unit.

As an adjacent property owner, you are being notified of the request. All Planning Commission meetings are open to the public and you are encouraged to attend on the day and time specified above. Copies of the proposed plans, ordinances, or amendments may be reviewed in the Department of Planning and Community Development in the Powhatan County Administration Building between 8:30 AM and 5:00 PM of each business day. Copies of staff reports are available one week prior to the Public Hearing upon request.

If you have any questions or would like more information on the request, please contact the Planning Department at 598-5621.

Sincerely,

Community Development Department Staff

COMMONWEALTH OF VIRGINIA  
COMMISSION OF GAME & INLAND  
FISHERIES  
PO BOX 90778  
HENRICO, VA 23228

BONDS DAVID L & TAMMY L  
4735 OLD BUCKINGHAM ROAD  
POWHATAN, VA 23139

WHITEHEAD KARL O & AMY  
4697 OLD BUCKINGHAM ROAD  
POWHATAN, VA 23139

FINE CREEK BUILDING CO INC  
2781 THREE BRIDGE RD  
POWHATAN, VA 23139

THOMPSON GEORGE D & PAULA F  
1853 OAKLAND ESTATES DR  
POWHATAN, VA 23139

NEWCOMB CLIFTON R  
6496 BLENHEIM RD  
POWHATAN, VA 23139

ONEILL MICHAEL G JR & JENNIFER C  
4695 OLD BUCKINGHAM RD  
POWHATAN, VA 23139

JOSHPAIR LLC  
4801 OLD BUCKINGHAM ROAD  
POWHATAN, VA 23139

TONKS THOMAS III & JEAN M  
1858 OAKLAND ESTATES DRIVE  
POWHATAN, VA 23139

PATIERNO CLAUDE JR &  
TERESA PHIPPS  
1859 OAKLAND ESTATES DRIVE  
POWHATAN, VA 23139

ANDREWS LESLEY D  
4725 OLD BUCKINGHAM RD  
POWHATAN, VA 23139

BENNETT MARSHALL D JR & DIANE W  
4711 OLD BUCKINGHAM ROAD  
POWHATAN, VA 23139

BRADBURY DAMON M  
1864 OAKLAND ESTATES DR  
POWHATAN, VA 23139

SEMINARA DOMINIC  
1852 OAKLAND ESTATES DR  
POWHATAN, VA 23139

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Powhatan Today • Cumberland Today • Henrico TD • Chesterfield TD*

8460 Times Dispatch Blvd.  
Mechanicsville, VA 23116

(804) 746-1235

## AFFIDAVIT OF PUBLICATION

Name & Title: CYNTHIA KAY GRANT / LEGAL AD REP

Name of Newspaper POWHATAN TODAY

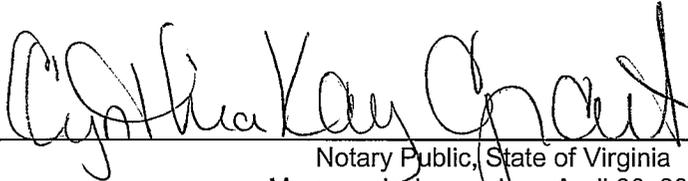
This is to certify that the attached ad NOTICE OF PUBLIC HEARING NOTICE on the following date(s) JUNE 15<sup>TH</sup> & 22<sup>ND</sup>, 2016.

The cost of this ad is \$195.00 Net.

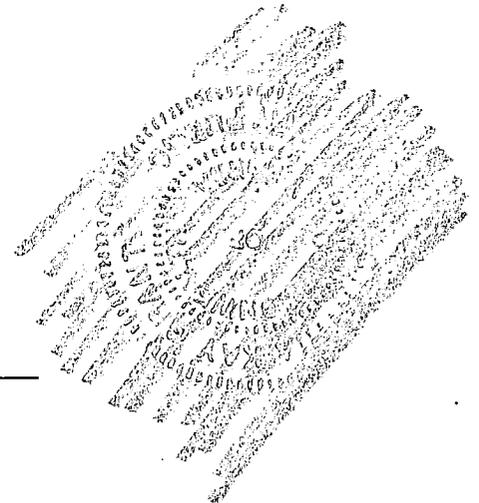
I certify that the attached ad for the COUNTY OF POWHATAN

Sworn to and before me this JUNE 22<sup>ND</sup>, 2016

Signed:

  
\_\_\_\_\_  
Notary Public, State of Virginia

My commission expires: April 30, 2017  
Commission #312154



# LEGALIS

## Legal Notices

### ABC LICENSES

8684 First, Inc. Trading as First Creek Brewing Company, 452 Short St., Lee Road, Powhatan, Virginia 23126.  
 The above establishment is applying to the Virginia Department of Alcoholic Beverage Control (ABC) for a limited brewery license to sell or manufacture alcoholic beverages.

**NOTE:** Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at www.abc.virginia.gov or 800-552-2286.

Virginia Wine Distribution Company, Inc., trading as VWCDC, 963 Rocky Ford Road, Powhatan, VA 23126.  
 The above establishment is applying to the Virginia Department of Alcoholic Beverage Control for a Virginia Wine Wholesale License to sell or manufacture alcoholic beverages.

**NOTE:** Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at www.abc.virginia.gov or 800-552-2286.

### ADVERTISE

### POWHDATAN TODAY

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### LEGAL DISPLAY ADS

#### NOTICE OF PUBLIC HEARING POWHDATAN COUNTY BOARD OF SUPERVISORS

The Board of Supervisors of Powhatan County, pursuant to Section 15.2-2204 of the Code of Virginia, will conduct a public hearing in the Village Building Auditorium, located at 3910 Old Buckingham Road, Powhatan, Virginia, at 7:00 p.m. on Monday, June 27, 2016. The purpose of the public hearing is to receive public comment on the following:

**O-2016-22:** Leslie D. Andrews and Reeves J. Hankins (16-02-REZC), (Powhatan Courthouse/Ballsville Electoral District) requests the amendment of the proffer statement for the Oakland Estates Subdivision (Case #06-03-REZC) by reducing the cash proffer to \$1,880.00 per dwelling unit.

All interested persons are invited to attend and participate in the public hearing. Persons requiring special assistance to attend and participate in these hearings should contact the Powhatan County Administrator's Office at (804)598-5612 at least three days prior to the meeting.

### LEGAL DISPLAY ADS

#### Notice of Destruction of Confidential Special Education Testing Records

Powhatan Public Schools are in the process of purging VGLA and VAAP collections of evidence (student work samples) for students in grades 3-7 for VGLA and 3-11 for VAAP. Additional grade 8 collections of evidence will also be purged if students have met the numeracy and/or literacy graduation requirements with high school assessments. If your child participated in these testing programs you may have the student work samples. Please contact Katie Wojcicki at Katie.wojcicki@powhatan.k12.va.us to arrange pick up. Records not picked up by July 14, 2016 will be destroyed in compliance with General Schedule 21.



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### LEGAL DISPLAY ADS

#### Notice of Destruction of Confidential Student Information

Powhatan County Public Schools are in the process of purging special education records for students who graduated, transferred or withdrew from Powhatan County Public Schools during the 2010-2011 school year. If you or your child meets the above criteria you may have the original record. Please contact the school last attended to arrange to pick up the records. We request advance notice of two business days prior to pick up. Files not picked up by July 14, 2016 will be destroyed.

### LEGAL DISPLAY ADS

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