

9. MISCELLANEOUS**A. ANNUAL REPORT - BLACKWATER REGIONAL LIBRARY**

Attached for your reference, please find a copy of the latest annual report for the Blackwater Regional Library.

B. NOTICE OF 4-H POSITION VACANCY

Attached for your reference please find correspondence I received earlier this week from Neil Clark relative to the recent resignation of Terry Patterson as 4-H Coordinator for Southampton and Isle of Wight Counties. He seeks your approval to refill the position.

MOTION REQUIRED: A motion is required to authorize VCE to advertise for the vacant position.

C. NOTICES

Attached for your reference please find copies of various notices.

D. INCOMING CORRESPONDENCE

Please find various items of incoming correspondence attached.

E. OUTGOING CORRESPONDENCE

Please find various items of outgoing correspondence attached.

F. ARTICLES OF INTEREST

Please find copies of various newspaper articles attached for your reference.

SOUTHAMPTON COUNTY

26022 Administration Center Drive
P. O. Box 400
Courtland, Virginia 23837



757-653-3015
Fax: 757-653-0227

September 25, 2012

E-2/C-2 FCLP Operations EA Project Manager
Naval Facilities Engineering Command, Atlantic
Attn: Code EV21VC
6506 Hampton Boulevard, Building A
Norfolk, VA 23508

Dear Sir or Madam:

In regular session on September 24, 2012, I was directed by motion and unanimous voice vote of the Board of Supervisors of Southampton County, Virginia to express and relay its concerns related to E-2/C-2 Field Carrier Landing Practice Operations at the Emporia-Greensville Regional Airport in Greensville County, Virginia.

The Board is specifically concerned about the environmental consequences of the proposed use of the facility, including safety, air quality, noise, the impact on future land use, and the disproportionately high and adverse human health and environmental effects for a minority and low income population residing in western Southampton County.

I was further directed by the Board to share these concerns with the Emporia City Council, the Greensville County Board of Supervisors and the Emporia-Greensville Regional Airport Commission and ask that they consider the adverse impacts that use of the facility for Field Carrier Landing Practice Operations will have on residents of western Southampton County.

Sincerely,



Michael W. Johnson
County Administrator

Cc: Charles Grigg, EGRAC
Samuel Adams, Mayor, City of Emporia
Peggy Wiley, Chairman, Greensville County BOS

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October 3, 2012

Mr. C. Justin Overby, Chief
Branchville Volunteer Fire Department
P. O. Box 111
Branchville, VA 23828-0111

RE: Capital Improvement Funding

Dear Chief Overby:

Enclosed herewith please find remittance in the sum of fourteen thousand dollars (\$14,000.00) which represents your department's allocable share of capital funding set aside by the Board of Supervisors for fiscal year 2013.

Your request was received on September 12, 2012 and subsequently approved by the Board of Supervisors in regular session on September 24, 2012. On behalf of the Board of Supervisors, please accept my sincere appreciation for the time and effort your volunteers contribute. I trust that Engine 22 continues to serve you well.

With kind personal regards, I remain

Very truly yours,

A handwritten signature in black ink, appearing to read 'Michael W. Johnson', written over a horizontal line.

Michael W. Johnson
County Administrator

SOUTHAMPTON COUNTY

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P. O. Box 400
Courtland, Virginia 23837



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Fax: 757-653-0227

October 3, 2012

Mr. Jon M. Mendenhall
Deputy County Administrator
P.O. Box 400
Courtland, VA 23837

Dear Mr. Mendenhall:

In regular session on September 24, 2012, by unanimous voice vote, the Board of Supervisors amended its Personnel Classification Plan by adding the new position of Deputy County Administrator (Grade 37). The position is very similar to that of your current position, Assistant County Administrator, with a number of notable exceptions:

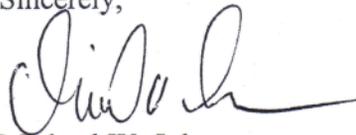
1. The position requires Southampton County residency;
2. The position includes supervisory responsibility for all county departments; and
3. The position assumes the responsibilities of the County Administrator in his/her absence.

A copy of the complete job description is attached for your reference. I am pleased to inform you that you are appointed to this position, effective September 25, 2012.

In addition, the Board specifically asked that I extend to you its grateful appreciation for your past service and your willingness to accept the additional responsibilities imposed by your new position.

With kind personal regards, I remain

Sincerely,



Michael W. Johnson
County Administrator

enclosure

DEPUTY COUNTY ADMINISTRATOR

FLSA Status: *Exempt*

General Definition of Work:

This is an executive level position that performs highly responsible and complex managerial functions. The incumbent acts in place of the County Administrator as needed and is responsible for all county departments.

Essential Functions/Typical Tasks:

Advising and supervising assigned department heads in their daily operations; assisting County Administrator in researching, preparing and organizing data; coordinating various projects; compiling data; maintaining records and files; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- The Deputy County Administrator reports to the County Administrator and supervises all county departments.
- Makes recommendations to the County Administrator in the development of administrative and operational policy.
- Acts as County Administrator in his/her absence.
- Keeps the County Administrator informed and abreast of current and projected developments in the conduct of County government, particularly as related to assigned areas of responsibility.
- Plans, organizes and prepares reports and makes formal recommendations on major issues for the County Administrator and the Board of Supervisors.
- Advises and consults with department heads relating to administrative and operational activities.
- Participates in budget conferences and reviews requests for appropriations and expenditures.
- Provides coordination and direction for the Department Heads and staff, including direct supervision of all departments.
- Directs, develops, coordinates, and manages County projects.
- Initiates measures to improve the administrative and operational efficiency of the County.
- Represents the County on local and regional policy making boards.
- Meets with citizens, represents the Board and County at official functions and responds to citizen inquiries.

Knowledge, Skills and Abilities:

Knowledge of modern managerial techniques, principals and practices. Considerable knowledge of local government operations and administration. Some technical knowledge of assigned areas is desirable. Ability to lead and deal effectively with people in a wide variety of situations. Ability to propose and meet practical goals. Ability to speak effectively and to present ideas effectively both orally and in writing.

Education and Experience:

Requires any combination of education and experience equivalent to a Master's Degree and five years of local government experience at the level of Department Head or above.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Southampton County residency required.

Work beyond normal work schedule.

Work in conjunction with Emergency Operations Plan with specific duties for emergency conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.