

1. City Council Agenda November 13, 2023

Documents:

CITY COUNCIL REGULAR SESSION AGENDA 11-13-23.PDF
CITY COUNCIL REGULAR SESSION MINUTES 10-23-23.PDF
ORDINANCE RE-ALLOCATING FUNDS-FIRE DEPT.PDF
ORDINANCE MAKING ADDITIONAL APPROPRIATIONS-VARIOUS DEPT.PDF
ORDINANCE MAKING ADDITIONAL APPROPRIATIONS-FIRE GRANTS.PDF
RESOLUTION MAKING APPOINTMENTS TO CCCJB.PDF

**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
MONDAY, NOVEMBER 13, 2023, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE – Vice Mayor Freeman

C. AUDIENCE FOR VISITORS

D. APPROVAL OF THE MINUTES

Regular Session October 23, 2023

E. NEW BUSINESS

- 1. Ordinance Re-Allocating Funds from Risk Management to Fire Department for FY24 in General Fund**
- 2. Ordinance Making Additional Appropriations for Fiscal Year 2024 for General Fund and Carryover Funds for Various Departments**
- 3. Ordinance Making Additional Appropriations for Fiscal Year 2024 in General Fund – Assistance to Firefighters Grant and Port Security Grant Program**
- 4. Resolution Making Appointments to the Colonial Community Criminal Justice Board (CCCJB)**

F. COMMENTS OF THE CITY MANAGER

G. COUNCIL DIRECTIVES

H. ADJOURNMENT

MINUTES OF THE CITY COUNCIL MEETING
October 23, 2023 7:00 P.M.
REGULAR SESSION

PRESENT: The Honorable Gordon C. Helsel, Jr., Mayor
The Honorable Carey L. Freeman, Vice Mayor
The Honorable David A. Hux
The Honorable Keith A. Feigh
The Honorable Debra D. Bunting
The Honorable Anjie L. Emmett
The Honorable Charles M. Southall III

Randy Wheeler, City Manager
Christina Snapp, Deputy City Clerk
D. Wayne Moore, City Attorney

ABSENT: None

MEETING CALLED TO ORDER:

Mayor Helsel called the meeting to order at approximately 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Councilman Hux rendered the invocation and led the audience in the Pledge of Allegiance.

AUDIENCE FOR VISITORS:

Mayor Helsel stated that he had recently learned what Pickleball was and how the interest in the sport was growing and he had received numerous emails and calls in reference to having dedicated Pickleball courts in the City. He stated that he, Randy Wheeler and Dave Callis visited the courts in York County recently to get an idea of what it would look like and what would be required to have dedicated courts in the City and he has also asked Councilman Feigh to do some research as well. He explained to the visitors in the audience that this issue is currently being researched and discussed.

Steven DeWitt of 114 Villa Drive and Jan Donaldson of 4 Sir Ralph Lane spoke in support of dedicated Pickleball courts.

APPROVAL OF THE MINUTES:

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt the minutes of the Regular Session held September 25, 2023 as submitted. Recorded vote on the motion:

YES: Councilmembers Feigh, Bunting, Emmett, Southall, Hux, Vice Mayor Freeman and Mayor Helsel

NO: None

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt a Resolution Authorizing the City Manager to Enter into a Contract with Continental Pools LLC for Municipal Pool Plaster Coat and Repairs. Recorded vote on the motion:

YES: Councilmembers Hux, Southall, Emmett, Bunting, Feigh, Vice Mayor Freeman and Mayor Helsel

NO: None

3. Ordinance for Fiscal Year 2024 for General Fund – Virginia State Police, Help Eliminate Auto Theft (HEAT) Grant (Police Department)

Police Chief, Stephen Keatts, stated that the Police Department applied for and was awarded a grant from the Virginia State Police (VSP) Help Eliminate Auto Theft (HEAT) program in the amount of \$10,950 to offset the cost of acquiring the Flock Safety camera system.

Vice Mayor Freeman moved, seconded by Councilwoman Emmett, to adopt an Ordinance for Fiscal Year 2024 for General Fund – Virginia State Police, Help Eliminate Auto Theft (HEAT) Grant (Police Department). Recorded vote on the motion:

YES: Councilmembers Southall, Hux, Bunting, Feigh, Emmett, Vice Mayor Freeman and Mayor Helsel

NO: None

4. Ordinance for Fiscal Year 2024 for General Fund – Bureau of Justice Assistance Patrick Leahy Bullet Proof Vest Partnership Grant Funding (Police Department)

Police Chief, Stephen Keatts, stated that the Police Department applied for and was awarded a grant from the Patrick Leahy Bulletproof Vest Partnership (BVP) Program, administered by the Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) in the amount of \$8,875.44 to offset the cost of providing all sworn officers with National Institute of Justice Certified Ballistic Vests.

Vice Mayor Freeman moved, seconded by Councilwoman Bunting, to adopt an Ordinance for Fiscal Year 2024 for General Fund – Bureau of Justice Assistance Patrick Leahy Bullet Proof Vest Partnership Grant Funding (Police Department). Recorded vote on the motion:

YES: Councilmembers Bunting, Feigh, Southall, Hux, Emmett, Vice Mayor Freeman and Mayor Helsel

NO: None

5. Resolution Updating the 2023 Emergency Operations Plan for the City of Poquoson

Deputy Fire Chief, Brandon Burton, presented a resolution to adopt the 2023 Updated Emergency Operations Plan which Code of Virginia Section 44-146-19 (E) states must undergo a comprehensive review and revision and be adopted by the locality's governing body every four years. There is one addition to the current plan to include the General Pandemic Annex which is similar to the Influenza Pandemic.

Vice Mayor Freeman moved, seconded by Councilwoman Emmett, to adopt a Resolution Updating the 2023 Emergency Operations Plan for the City of Poquoson. Recorded vote on the motion:

YES: Councilmembers Emmett, Southall, Feigh, Hux, Bunting, Vice Mayor Freeman and Mayor Helsel

NO: None

6. Resolution Making an Appointment to the Board of Zoning Appeals

Vice Mayor Freeman moved, seconded by Councilman Feigh, to adopt a Resolution Making an Appointment to the Board of Zoning Appeals with the name Micah Miller inserted with a term expiring August 31, 2025. Recorded vote on the motion:

YES: Councilmembers Southall, Hux, Bunting, Feigh, Emmett, Vice Mayor Freeman and Mayor Helsel

NO: None

7. Resolution Canceling the Second Meeting of the Months of November and December 2023

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt a Resolution Canceling the Second Meeting of the Months of November and December 2023. Recorded vote on the motion:

YES: Councilmembers Bunting, Feigh, Southall, Hux, Emmett, Vice Mayor Freeman and Mayor Helsel

NO: None

CLOSED SESSION:

1. Closed Session Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950), as amended, to discuss and to consult with legal counsel pertaining to specific legal matters requiring legal advice by counsel

Vice Mayor Freeman moved, seconded by Councilman Hux, to go into Closed Session pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950), as amended, to discuss and to consult with legal counsel pertaining to specific legal matters requiring legal advice by counsel. Recorded vote on the motion:

YES: Councilmembers Emmett, Hux, Feigh, Southall, Bunting, Vice Mayor Freeman and Mayor Helsel

NO: None

RECONVENEMENT:

Upon reconvening from Closed Session, Vice Mayor Freeman moved, seconded by Councilman Feigh, to adopt a resolution certifying that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed during the Closed Session. Recorded vote on the motion:

YES: Councilmembers Southall, Hux, Bunting, Feigh, Emmett, Vice Mayor Freeman and Mayor Helsel

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, thanked staff and volunteers for their hard work and making the Poquoson Seafood Festival such a success and stated the Ferris Wheel was a nice addition. Mr. Wheeler also stated that he started playing Pickleball regularly in York County and stated that having learned what he has, that the research being done is good jump start to this project.

COUNCIL DIRECTIVES:

Councilman Southall seconded Mr. Wheeler's comments and thanked the citizens who came out to speak and the citizens at home for supporting their City government. Mr. Southall stated that he and several other Poquoson staff attended the NASA open house on October 21, 2023 and he was very impressed with the presentations.

Councilwoman Emmett thanked the staff and all the volunteers of the Seafood Festival and stated it was wonderful and that while she was at the NASA open house she received positive comments from others as well. Mrs. Emmett also thanked Chief Keatts and staff for their efforts with applying for grants. She is also very excited to try Pickleball. She also welcomed the new Deputy Fire Chief.

Councilwoman Bunting echoed the praise and thanks for the staff, volunteers, sponsors, vendors, community members and everyone who helped with the Seafood Festival, it takes a lot of people to make it work. Mrs. Bunting expressed her excitement for Pickleball opportunities. She also reminded everyone about the upcoming election on November 7, 2023 and early voting which is currently ongoing.

Councilman Feigh thanked all of the Police Officers and Deputies from not only Poquoson but York County and Newport News who were present at the Seafood Festival. Mr. Feigh stated that he and Mr. Wheeler met with members of the Peninsula Food Bank to have a discussion on how to get more support and are looking at changing the date that it is held in Poquoson which is currently the 4th Tuesday of the month. He also stated that this month's Food Bank will take place on Tuesday, October 24, 2023 at 8:30 a.m. if anyone would like to volunteer and it is being hosted by the Poquoson Women's Club and the Poquoson Garden Club. Mr. Feigh stated that he has thoroughly researched Pickleball and met with the Parks and Recreation Advisory Board and hopes to get together soon to make a plan.

Vice Mayor Freeman seconded the prior comments and stated that the City staff and volunteers did a great job on the Seafood Festival. Mr. Freeman stated he attended a Virginia Municipal League meeting recently and after listening to what other localities have to deal with he feels lucky to live in Poquoson where he doesn't have to deal with a lot of what they have to deal with thanks to the City having good people.

Mayor Helsel stated that the City staff knocks it out of the park every day and thanked everyone for that.

City Attorney, Wayne Moore, stated that he attended the International Pickleball Competition in Naples, Florida where the City has about 70 Pickleball courts in a huge complex with about 15,000 participants and it shows how the sport has become a really big deal.

ADJOURNMENT:

There being no further business, Vice Mayor Freeman moved, seconded by Councilman Southall to adjourn the meeting. Recorded vote on the motion:

YES: Councilmembers Bunting, Feigh, Southall, Hux, Emmett, Vice Mayor Freeman and Mayor Helsel

NO: None

The meeting was adjourned at approximately 8:04 p.m.



City of Poquoson Fire/Rescue

830 Poquoson Avenue, Poquoson, Virginia 23662
(757) 868-3510 Fax (757) 868-3514

November 13, 2023

To: City Council

Through: Randy Wheeler, City Manager

From: Michael D. Bryant, Fire Chief

Subject: Ordinance Re-Allocating Funds from Risk Management to Fire Department For Fiscal Year 2024 In General Fund

City Council authorized the application of the Staffing for Adequate Fire and Emergency Rescue (SAFER) Grant offered by FEMA through Resolution #5238 at their February 27, 2023 meeting. The City received word in mid-October 2023 that we were not a selected recipient for the FEMA SAFER grant which would have allowed for the Fire Department to increase staff by six personnel and bring staffing to twelve per shift.

As you are aware, the personnel are responsible for staffing two (2) fire engines, two (2) ambulances, one (1) ladder truck and the Battalion Chiefs' vehicle, not to mention any specialty equipment on an as needed basis. According to National Fire Protection Associations' (NFPA), because more than 50% of our crews responding are career staff, we are to follow the NFPA 1710 (Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments). NFPA 1710 establishes a standard for staffing and response times based on low, medium, or high hazards. An example of a low hazard would be for 2000 ft two story residence, the goal is sixteen personnel (seventeen if an aerial is used) on the scene within eight minutes of the initial alarm 90% of the time.

In the FY24 budget, City Council appropriated funding in Risk Management to allow for the City Manager to work with the Public Safety to identify the personnel needs as it relates to the growth attributed to the Legacy Development. Since the SAFER grant was not awarded to the City, we have presented for consideration an ordinance re-allocating funds from Risk Management to Fire Department to hire three additional personnel.

As our community continues to grow, it is imperative that we maintain an efficient and effective emergency response capability to ensure the safety of our residents. With the increasing demand of our services, expanding our personnel is the best course of action. The additional personnel if approved would bring staffing from ten to eleven per shift with a minimum of nine working daily.

At this time, we are requesting the transfer of \$150,561 from Risk Management to Fire Department. This appropriation will provide the funding in FY 24 that will be needed to fund the salaries and benefits for three full-time firefighters to be hired after the new year.

AN ORDINANCE RE-ALLOCATING FUNDS FROM RISK MANAGEMENT TO FIRE DEPARTMENT FOR FISCAL YEAR 2024 IN GENERAL FUND

WHEREAS, City Council, in the Fiscal Year 2024 Adopted Budget, appropriated \$150,561 in Risk Management to allow for the City Manager to work with Public Safety to identify the personnel needs as it relates to the growth attributed to the Legacy Development, and

WHEREAS, the City received word mid-October that the Fire Department was not selected for the Staffing for Adequate Fire and Emergency Rescue (SAFER) Grant which would have allowed for the Fire Department to increase personnel by six, and

WHEREAS, it is imperative that the Fire Department maintains an efficient and effective emergency response capability to ensure the safety of our residents, and

WHEREAS, it is the recommendation of the Fire Department as supported by the City Manager to hire three additional fire personnel, and

WHEREAS, the \$150,561 available in Risk Management would fund salary and benefits for the three additional personnel for the remaining six months in Fiscal Year 2024, and

WHEREAS, the three additional personnel positions will assist the Fire Department in incrementally moving towards full compliance with the National Fire Protection Associations' (NFPA) 1710, and

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Poquoson, Virginia:

Section 1: That \$150,561 be transferred from Risk Management to the Fire Department in the General Fund within the Fiscal Year 2024 Budget as follows:

GENERAL FUND

Expenditures:

Fire Department	\$150,561
Risk Management	<u>(150,561)</u>
Total Expenditures:	\$0

Section 2: That three additional personnel positions are authorized effective on or after January 1, 2024.

Section 3: That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

ADOPTED: _____

TESTE: _____
City Clerk



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

November 13, 2023

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Tara Woodruff, Finance Director

SUBJECT: Ordinance Making Additional Appropriations for Fiscal Year 2024 for General Fund and Carryover Funds for Various Departments

Attached is an appropriation for City Council's consideration for Fiscal Year 2024 additional revenues for various departments within the General Fund.

Fiscal Year 2023 Restricted/Leftover Funds

- Community Development had unspent funds for the Peninsula Agency on Aging contribution in the amount of \$7,294, as they had not yet requested their full contribution appropriated for FY 2023. They recently contacted the City requesting this funding; therefore, this Ordinance re-appropriates the unspent funds from the restricted fund balance.

Fiscal Year 2024 Additional Revenue

- The Public Works Department received an additional \$2,943 for the Litter Prevention and Recycling Grant from the Virginia Department of Environmental Quality in FY 2024. The total grant awarded was \$12,513 and the grant will be used for the litter prevention and recycling program. This Ordinance appropriates the additional State funds for the intended purpose.
- The Fire Department received \$23,916 in insurance proceeds from Chesterfield Insurers. In August 2023, the M200 Drone experienced a mechanical issue which caused a catastrophic malfunction. The claim was made for the full replacement cost, less a \$500 deductible. This Ordinance appropriates the insurance recovery and will provide for the purchase of a replacement drone.

Attached you will find an Ordinance appropriating \$34,153 to the General Fund budget for Fiscal Year 2024.

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS
FOR FISCAL YEAR 2024 IN GENERAL FUND**

WHEREAS, Community Development had unspent funds at the end of Fiscal Year 2023 for the Peninsula Agency on Aging contribution in the amount of \$7,294, and

WHEREAS, the Public Works Department received an additional \$2,943 from the Virginia Department of Environmental Quality for the litter prevention and recycling program, and

WHEREAS, the Fire Department received \$23,916 in insurance proceeds from Chesterfield Insurers for the replacement of the M200 Drone that was damaged in August 2023, and

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Poquoson, Virginia:

Section 1: That an additional \$34,153 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2024 Budget as follows:

GENERAL FUND

Revenues:

Restricted Fund Balance	\$7,294
State Revenue	2,943
Miscellaneous Revenue – Insurance Recovery	<u>23,916</u>
	<u>\$34,153</u>

Expenditures:

Community Development	\$7,294
Public Works	2,943
Fire Department	<u>23,916</u>
	<u>\$34,153</u>

Section 2: That the City Manager is hereby authorized to utilize the funds per the requirements of the Grants and local designations.

Section 3: That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

ADOPTED: _____

TESTE: _____
City Clerk



City of Poquoson Fire/Rescue

830 Poquoson Avenue, Poquoson, Virginia 23662
(757) 868-3510 Fax (757) 868-3514

November 13, 2023

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Joseph Breeden, Battalion Chief
Tara Woodruff, Finance Director

SUBJECT: Ordinance Making Additional Appropriations for Fiscal Year 2024 in the General Fund – Assistance to Firefighters Grant and Port Security Grant Program

The Fire Department has been awarded two grants, one from the Federal Emergency Management Agency (FEMA) and one from the Department of Homeland Security.

FY 2022 Assistance to Firefighters Grant (AFG)

The Fire Department received a Fiscal Year 2022 Assistance to Firefighters Grant from the Federal Emergency Management Agency (FEMA) to install vehicle exhaust removal systems at each fire station. When the Fire Chief recommended that we look to upgrade the central ventilation with a Direct Source Capture System, which is much more effective at capturing and removing vehicle exhaust from the stations, we were ecstatic to learn we were awarded the Assistance to Firefighters Grant to support this upgrade. This award will support the department's efforts in cancer prevention. Vehicle exhaust is a widely known carcinogen that firefighters and EMS providers routinely encounter daily. This contact is made through starting trucks for morning checks, backing slowly into stations, and exhaust particulates settling on surfaces in the engine bay portion of the stations.

The grant award is \$172,095, with a required match of 5% or \$8,605. The City has recognized additional interest income this year and is available to use towards the \$8,605 required match. Therefore, this brings the total project to \$180,700.

FY 2023 Port Security Grant Program (PSGP)

The Fire Department been awarded \$24,900, with no required match, through the Fiscal Year 2023 Port Security Grant Program by the Department of Homeland Security for an underwater drone (ROV) to aid in the search and recovery of persons or evaluate critical

infrastructure and sunken vessels. The purchase of equipment will expand the Fire Department marine unit's capabilities of search and rescue. Our marine unit not only supports the citizens of Poquoson, but also our partner agencies throughout the region. This piece of equipment increases the level of safety for responders by allowing us to investigate, view and possibly retrieve items underwater without having to commit people or divers in every situation.

Both grants continue the City's commitment to making Poquoson and its adjacent waterways safer for both first responders and the citizens that we serve.

Attached for consideration is an ordinance authorizing the City Manager to receive and appropriate these grant funds in Fiscal Year 2024.

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS
FOR FISCAL YEAR 2024 IN GENERAL FUND – ASSISTANCE TO FIREFIGHTERS
GRANT AND PORT SECURITY GRANT PROGRAM**

WHEREAS, the Fire Department has received a Fiscal Year 2022 Assistance to Firefighters Grant from FEMA to install vehicle exhaust removal systems at each fire station, and

WHEREAS, the federal grant award is for \$172,095 with a required local match of 5% or \$8,605, for a total project amount of \$180,700, and

WHEREAS, the City has recognized additional interest income that will support the required match of \$8,605, and

WHEREAS, the Fire Department has also received a Fiscal Year 2023 Port Security Grant Program from the Department of Homeland Security for the purchase of an underwater drone (ROV) to aid in the search and recovery of persons or evaluate critical infrastructure and sunken vessels, and

WHEREAS, the federal grant award is \$24,900 with no local match requirement, and

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Poquoson, Virginia:

Section 1: That an additional \$205,600 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2024 Budget as follows:

GENERAL FUND

Revenues:

Federal Revenue	\$196,995
Interest Income	8,605
Total Revenues	<u>\$205,600</u>

Expenditures:

Fire Department	<u>\$205,600</u>
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Section 2: That the City Manager is hereby authorized to utilize the funds per the requirements of the Grants and local designations.

Section 3: That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

ADOPTED: _____

TESTE: _____

City Clerk



CITY OF POQUOSON

Office of the City Manager
J. Randall Wheeler

500 City Hall Avenue, Poquoson, Virginia 23662-1996
(757)868-3000 Fax (757)868-3101

November 13, 2023

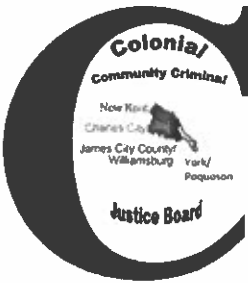
To: City Council

From: City Clerk

Subject: Resolution Making an Appointment to the Colonial Community Criminal Justice Board

Presented for your consideration is a resolution making an appointment to the Colonial Community Criminal Justice Board.

This appointment is mandated position which is regulated by the Joint Exercise of Power Agreement and the Code of Virginia. The Code of Virginia requires having the regional jail administrator serve on the CCCJB which is Roy Witham. Virginia Peninsula Regional Jail currently serves on the Board and has requested to appoint David Coe, Executive Director, Colonial Behavioral Health and Captain Kelly Waddell.

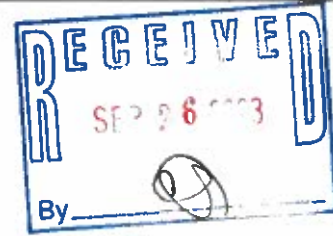


Colonial Community Criminal Justice Board

4093 Ironbound Road, Suite B
Williamsburg, Virginia 23188
Telephone: (757) 564-2464
Fax: (757) 229-8963

September 19, 2023

Poquoson City Council
Attn: Ms. Kim Healy
City of Poquoson
500 City Hall Ave.
Poquoson, Virginia 23662-1996



RE: Re-Appointment Notification and Request

To the Council Members:

The Colonial Community Justice Board (CCCJB) diligently attempts to maintain an active membership, with equal representation by all the localities, while fulfilling the mandated positions regulated by the Joint Exercise of Powers Agreement and the *Code of Virginia*. We are grateful that previous and current members of the Board have contributed greatly and their expertise has been outstanding.

Current CCCJB member, **David Coe**, was appointed by the Poquoson City Council as one of its four CCCJB representatives and his term will expire on November 30, 2023. In order for the CCCJB to comply with member mandates set forth in the *Code of Virginia*, we respectfully request that the Poquoson City Council re-appoint David Coe to serve the new term from December 1, 2023 through November 30, 2026. We are confident his expertise will continue to be a great addition to the CCCJB.

Please confirm this CCCJB reappointment request for your locality directly to Jack Fitzpatrick, Criminal Justice Planner for Colonial Community Corrections. Documents pertaining to the appointment may be sent to the above address. Should you have any questions or need to speak with me about this reappointment, please call or email me at (757) 564-2464, or Jack.Fitzpatrick@jamescitycountyva.gov.

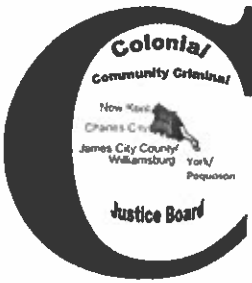
Thank you for your timeless commitment to the CCCJB. We look forward to continuing our collaboration toward enhancing and promoting the safety and well-being of our citizens through effective, efficient administration of criminal and juvenile justice services.

With regards,

Jack Fitzpatrick, Criminal Justice Planner
Colonial Community Criminal Justice Board

Executive Director David Coe
473 McLaws Cir.
Williamsburg, VA 23185

dcoe@colonialbh.org
(757) 253-4061



Colonial Community Criminal Justice Board

4093 Ironbound Road, Suite B
Williamsburg, Virginia 23188
Telephone: (757) 564-2464
Fax: (757) 229-8963



September 19, 2023

Poquoson City Council
Attn: Ms. Kim Healy
City of Poquoson
500 City Hall Ave.
Poquoson, Virginia 23662-1996

RE: Re-Appointment Notification and Request

To the Council Members:

The Colonial Community Justice Board (CCCJB) diligently attempts to maintain an active membership, with equal representation by all the localities, while fulfilling the mandated positions regulated by the Joint Exercise of Powers Agreement and the *Code of Virginia*. We are grateful that previous and current members of the Board have contributed greatly and their expertise has been outstanding.

Current CCCJB member, **Capt. Kelly Waddell**, was appointed by the Poquoson City Council as one of its four CCCJB representatives and his term will expire on November 30, 2023. In order for the CCCJB to comply with member mandates set forth in the *Code of Virginia*, we respectfully request that the Poquoson City Council re-appoint Capt. Waddell to serve the new term from December 1, 2023 through November 31, 2026. We are confident his expertise will continue to be a great addition to the CCCJB.

Please confirm this CCCJB reappointment request for your locality directly to Jack Fitzpatrick, Criminal Justice Planner for Colonial Community Corrections. Documents pertaining to the appointment may be sent to the above address. Should you have any questions or need to speak with me about this reappointment, please call or email me at (757) 564-2464, or Jack.Fitzpatrick@jamescitycountyva.gov.

Thank you for your timeless commitment to the CCCJB. We look forward to continuing our collaboration toward enhancing and promoting the safety and well-being of our citizens through effective, efficient administration of criminal and juvenile justice services.

With regards,

Jack Fitzpatrick, Criminal Justice Planner
Colonial Community Criminal Justice Board

Capt. Kelly Waddell
Poquoson Police Dept.
500 City Hall Ave.
Poquoson, VA 23662
Kelly.waddell@poquoson-va.gov
(757) 868-3361

**RESOLUTION MAKING APPOINTMENTS TO
THE COLONIAL COMMUNITY CRIMINAL JUSTICE BOARD**

BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the following persons be and the same hereby are appointed to the Colonial Community Criminal Justice Board for the terms indicated:

<u>Names</u>	<u>Term Expires</u>
Roy Witham,	November 30, 2026
David Coe,	November 30, 2026
Kelly Waddell	November 30, 2026

Section 2: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk