

Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building thereof on **Tuesday, May 26, 2020, at 5:30 p.m.** in the 224th year of the Commonwealth and 386th year of the County.

PRESENT: William G. Coad, Chairman
Gilbert A. Smith
Lewis E. Black, III

RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order by William G. Coad. The Pledge of Allegiance was said in unison by the Board of Supervisors.

RE: ADOPTION OF THE AGENDA

Bill Coad stated he was going to amend the agenda, but he wanted Waste Management in attendance to answer some questions about the problems the County is having. Brian McClung will be sending an email tomorrow with action items. Gilbert Smith stated while Mr. McClung is making recommendations for his improvements, he would like for the Board to get together and draft a letter of our concerns.

Motion was made by Gilbert Smith to adopt the Agenda as presented by staff. Motion carried unanimously.

RE: CONSENT AGENDA

Motion was made by Lewis Black to adopt the Consent Agenda as presented by staff. Motion carried unanimously.

- a.) Approval of Minutes
 - April 28, 2020 - Regular Meeting Minutes
 - May 13, 2020 - BOS Special Call Meeting: FY2021 Budget Minutes
- b.) CH2M Hill Invoice for Services through April 17, 2020
- c.) Appropriations for June 2020

Charles City County June Appropriations		Amended FY20 Budget	June Request	County Administrator Recommends
<i>General Fund Agencies</i>				
11010	Board of Supervisors	\$ 63,863	\$ -	\$ -
12100	County Administrator	200,521	-	-
12210	Legal Services	127,000	-	-

12220	Non Departmental	59,754	-	-
12221	Non Departmental-Telecom	175,900	-	-
12240	Audit	38,800	-	-
12310	Commissioner of Revenue	253,717	-	-
12410	Treasurer	189,276	-	-
12420	Finance	160,437	-	-
12422	Human Resources	145,438	-	-
12425	Information Technology	407,456	-	-
12520	Motor Pool	67,732	-	-
12530	Central Gas	14,626	-	-
12600	Memberships	2,452	-	-
13100	Electoral Board	34,538	-	-
13200	Registrar	118,474	-	-
21100	Circuit Court	32,135	-	-
21200	Combined GD/JD Court	12,050	-	-
21300	County Magistrate	600	-	-
21600	Clerk of Circuit Court	232,471	-	-
21700	Sheriff Judicial	142,728	-	-
21800	Courthouse Security Fund	73,057	-	-
21930	Crater Criminal Justice T.C.	10,932	-	-
22100	Commonwealth's Attorney	251,250	-	-
31200	Sheriff Law Enforcement	682,363	-	-
31900	Sheriff Support	267,149	-	-
32350	E 911	44,850	-	-
32400	Wireless E911	30,000	-	-
33150	Correction & Detention	293,653	-	-
33300	VJCCA	9,400	-	-
33310	Col Com Correction jb	12,287	-	-
33320	9th District Court Services	21,370	-	-
34400	Codes Enforcement	158,081	-	-
35100	Animal Control	131,022	-	-
35300	Medical Examiner	50	-	-
42400	Landfill Monitoring	300,990	-	-
43200	General Properties	931,203	(2)	(2)
51100	Health Department	117,126	-	-
52200	MH/MR Services Board	123,340	-	-
53600	Contributions	80,500	-	-
68010	John Tyler Community College	1,229	-	-
71100	Parks and Recreation	438,972	-	-
71200	Lewis Park Boat Ramp	17,224	-	-
73200	Library/Cultural	126,825	-	-
73210	Center For Local History	31,536	-	-
81200	Department of Development	265,785	-	-
81600	Com Development Cont	37,236	-	-
82650	Environmental Mgt Cont	18,800	-	-
83300	Cooperative Extension	36,620	-	-

91400	General Fund Contingency	171,994	-	-
95000	Debt Service	448,171	-	-
	Total General Fund	\$ 7,612,983	\$ (2)	\$ (2)
Fund 131	Fire/EMS Fund	1,234,600	-	-
Fund 311	Capital Improvement Plan	342,578	-	-
Fund 511	Public Utility Fund	552,601	-	-
	Total Board of Supervisors	\$ 9,742,762	\$ (2)	\$ (2)

**FY20- School Operating Categorical
Appropriations**

61101	Instruction	5,577,983	467,862	467,862
	Admin, Attendance & Health			
62119	Serv.	982,848	89,684	89,684
63109	Pupil Transportation	994,792	-	-
64209	Operations & Maintenance	1,119,135	-	-
67000	Transfer to Food Service	28,115	2,342	2,342
68109	Instructional Technology	489,906	-	-
213	Self-Sustaining Fund	688,426	29,098	29,098
214	Textbook Fund	60,615	-	-
215	Food Service Fund	397,736	-	-
216	Capital Fund	841,295	-	-
	School Fund Total	\$ 11,180,851	\$ 588,986	\$ 588,986

ALL FUNDS

BOARD OF SUPERVISORS	9,742,762	(2)	(2)
SCHOOL OPERATING	11,180,851	588,986	588,986
SOCIAL SERVICES	1,227,818	-	-
SPECIAL WELFARE	6,872	-	-
GRAND TOTAL ALL FUNDS	\$ 22,158,303	\$ 588,984	\$ 588,984

RE: PRESENTATIONS



ASHLAND RESIDENCY

MARSHALL WINN

RESIDENCY ADMINISTRATOR

CHARLES CITY COUNTY

May 2020

MAINTENANCE:

JEFF ALLGOOD

POTHOLES

- Rte 624 Horse Shoe Rd
- Rte 640 Herring Creek Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 632 Tylers Mill Rd
- Rte 609 Barnetts Rd
- Rte 618 Wilcox Wharf Rd
- Rte 106 Roxbury Rd

SURFACE TREATMENT

- Rte 603 Old Union Rd
- Rte 606 Carters Mill Rd
- Rte 659 Old Ferry Rd

DRIVEWAY REPAIR

- Rte 602 Lott Cary Rd; repair with stone
- Rte 5 John Tyler Memorial Hwy at 16061 Tomahund Dr; place #3 stone in sinkhole

BEAVER DAM REMOVAL

- Rte 612 Ruthville Rd
- Rte 614 Sturgeon Point Rd
- Rte 626 Old Elam Cemetery Rd

DITCHING / DRAINAGE

- Rte 623 Wilcox Neck Rd; ditching with Gradall at Mt. Zion Church
- Rte 602 Lott Cary Rd; clean out paved ditch with Gradall
- Rte 610 Green Oak Rd; clean leaves out of ditches
- Rte 5 John Tyler Memorial Hwy; drainage repair with rip-rap

PIPE CLEANING

- Rte 602 Lott Cary Rd
- Rte 650 Cattail Rd
- Rte 604 Warriner Rd
- Rte 658 Kimages Rd
- Rte 615 The Glebe Ln
- Tomahund Dr

PIPE REPAIR

- Rte 106 Roxbury Rd; repair undermining around pipe near Rte 604 Warriner Rd
- Rte 623 Wilcox Neck Rd; reset and place rip-rap around driveway pipe at Mt. Zion Church

TRASH PICKUP

- Rte 602 Lott Cary Rd
- Rte 610 Green Oak Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 619 Weyanoke Rd
- Rte 638 Mapisco Rd
- Rte 106 Roxbury Rd
- Rte 156 Roxbury Rd
- Rte 155 Courthouse Rd

GRASS CUTTING

- Rte 602 Lott Cary Rd
- Rte 618 Adkins Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 106 Roxbury Rd
- Rte 156 Roxbury Rd
- Rte 155 Courthouse Rd

WEED TRIMMING

- Rte 5 John Tyler Memorial Hwy
- Rte 106 Roxbury Rd
- Rte 156 Roxbury Rd
- Rte 155 Courthouse Rd

BIKE TRAIL

- Repair wooden boards on Bridge
- Cut grass
- Pick up litter
- Blow debris off Trail
- Cut hanging tree limbs
- Clean out drainage pipes
- Pick up trash bags

MISCELLANEOUS

- Remove dead animals from Primary and Secondary routes
- Haul debris to Landfill
- Remove limbs and debris from storm
- Clean Signs county wide
- Rte 607 Church Ln; place high water signs
- Rte 614 Sturgeon Point Rd; remove tree from roadway
- Rte 602 Lott Cary Rd; repair washout with #3 stone
- Rte 609 Barnetts Rd; provide traffic control for Bridge Repair at Salem Cemetery

WORK REQUESTS

- 72 Received
- 70 Completed

EMERGENCY CALLOUT AFTER HOURS (1)

- Rte 609 Barnetts Rd; tree down in roadway at Watts Ln

NEXT MONTH'S AGENDA

- Ditching with Gradall
- Grass cutting on Secondary Routes
- Litter pickup County Wide
- Pothole patching
- Bike Trail cleanup
- Break Beaver dams
- Contractor Pipe cleaning
- Shoulder repair on Primary Routes

Marshall Winn stated VDOT received 72 work orders completed 70. The first primary mow cycle has been completed. Picked up 245 bags of trash, and 120 tires. Route 155 trail project is ongoing. Route 155 bridge project starts Monday, June 1st.

Gilbert Smith stated he has received several calls on the condition of Route 658, Kimages Road. An individual stated it feels like rumble strips on the road. Mr. Winn stated he will check the road.

Bill Coad asked constituents, since we are virtual, to forward any questions or requests for VDOT to the County via email.

FY2021 Budget Presentation

Michelle Johnson presented tonight we are scheduled to adopt the FY2021 Budget. Proposing a General Fund Revenue of \$16,342,841; General Fund Expense \$7,564,326; Fire/EMS \$1,186; S,724; Social Services \$451,726; CIP \$393,941; CIP School \$675,856; Utilities \$370,180; School \$5,700,000. Social Services is getting an increase of \$50,192 to provide a supplement of \$4,000 per employee to bring salaries up to market value with regional Social Services. Michelle requested approval of the FY2021 Budget.

Bill Coada stated the link that was put out to the citizens, Balancing Act, he asked for a summary. This is a new link put on the County Social Media page. 96 people reviewed the Operating Budget. The average person spent six minutes and twelve seconds. Only one person presented a change to the budget. Staff has emailed that individual, but they have not responded. We have been using the free version of the program. The program cost approximately \$2,700.00 per year. Staff is excited about implementing this to get the public view of how they want the County to spend dollars.

Bill Coada asked Michelle to review what the County has been reimbursed for over the last five years. Michelle Johnson stated each year Robertson Farmers and Cox conducts a cost allocation of the County. There is a formula that calculates what we are providing, electricity, copier, etc. They submit their finding to the State Department of Social Services. Each year we receive an average of \$60,000. Social Services requested to supplement each employee \$4,000.00. They wanted to give each employee \$8,000, which will equal \$106,000. Bill Coada asked if this budget is approved as is, and there is a second wave of COVID-19, and we need to cut the budget 20% how long will it take for you to get this done. Michelle said she will need 24 hours. She will ask each department, schools, as well as constitutional officers to look at their budget and see what can be cut. She will meet with staff this week and ask them to look at their budget and be prepared to cut their budget by 20%.

Bill Coada motioned for approval of the proposed budget with one change, to allocate Social Services with their original request of \$504,726. Motion carried unanimously.

Bill Coada asked Mr. Randy Boyd if we can cut a budget but not raise it during the budget year. Randy Boyd stated he will check and get back with Michelle Johnson.

RE: APPOINTMENTS

Bill Coada asked the Board of Supervisors to review the Economic Development Authority Board. He would like to see appointments of the Economic Development Authority Board to become equal across the districts.

RE: COUNTY ADMINISTRATOR'S REPORT

Abbey Pemberton, Finance Director, stated the School Division has submitted a request to transfer a combined total of \$ 50,000, from the School's FY20 Operating and Transportation budgets, into the Food Service Fund budget to cover losses incurred as a result of COVID-19: From Operating (\$ 30,000); From Transportation (\$ 20,000); To Food Service \$ 50,000.

Motion made by Gilbert Smith to approve the request as presented by staff. Motion carried unanimously.

Michelle Johnson presented the Board with a resolution for the Emergency Radio System that needs to be approved to move forward with the loan. This will allow the loan to be put out to bid.

Motion made by Gilbert Smith to approve the request as presented by staff. Motion carried unanimously.

Jimmy Johnson, Director of Fire/EMS, reported on COVID-19. He stated Charles City County Government offices are still closed due to COVID 19. All departments are still practicing social distancing at work, with a modified schedule. Customers are allowed to come to the Administration building by appointment only and must have their temperature taken to enter. The Courthouse has reopened to hear cases with special restrictions. The parks remain closed until further notice, even though the Governor has reopened state parks in other areas of the state. He also stated as of May 22, 2020, Charles City has 4 active cases; 3 deaths, all 3 had other medical issues; 19 Recovered.

Rhonda Russell stated the County has received revisions from BIOP to include the definition of accessibility of equipment. They were agreeable to not including the additional cost for the monthly reporting and included a definition regarding accessibility to the equipment. The agreement is on the process of being executed by their executive CEO, Chief Executive Officer. When they return the document it will be executed by our county administrator and we are hoping for a launch at the end of the month.

Michelle Johnson stated Dr. Gaston is working with the School Board to confirm a date to meet with the Board of Supervisors. This will have to be advertised as they did not recess out of their last meeting. Gilbert Smith suggested instead of everyone on the two Boards meet, he suggested the Chairmans, Superintendent, Mr. Coad, and Michelle meet.

Michelle Johnson stated staff is planning a fireworks show for the 4th of July. Due to COVID-19, we will not be having summer concerts. She asked the Board to let her know by June 10th if they have any questions or concerns. Parks and Recreation are working on hosting a drive-in movie. Harrison Park will accommodate 150 cars.

Lewis Black asked how is staff gong to advertise Wireless on Wheels through the County. Michelle stated we will advertise through the Chronicle, social media, County website, and robocall.

RE: PUBLIC COMMENT PERIOD

Steve Fuhrmann, 3400 Adkins Road, Providence Forge, Va., stated schools requested an increase in budget. Underestimate grant funds.

RE: BOARD DIRECTIVES/COMMENTS

Motion was made by Lewis Black to add tax exemption or tax relief on solar panels on your house to the next month's agenda. The language needs to be worked out then hold a public hearing. Motion carried unanimously.

Randy Boyd stated any changes to taxes have to be done by ordinance.

Gilbert Smith asked the Board to give their comments on the landfill situation to Michelle Johnson.

Bill Coada stated next month, revenue from sPower will be addressed.

RE: EXECUTIVE SESSION

Motion made by Bill Coada to go into Executive Session to discuss Legal 2.2-3711(A)(7) respectively of the 1950 Code of Virginia. Motion passed unanimously.

Bill Coada stated no action will be taken when the Board returns from Executive Session.

Motion was made by Gilbert Smith to return to Open Session. Motion passed unanimously. Motion was made by Gilbert Smith to certify the Board of Supervisors only discussed public business matters exempted from statutory open meeting requirements identified in the motion to convene to Executive Session. Motion passed unanimously.

There being no further business, the Board **adjourned until Tuesday, June 23, 2020, Board of Supervisors Monthly Meeting, 7:30 p.m.**