

Virginia:

At the recessed meeting of the Board of Supervisors held at the Charles City County Government Administration Building thereof on **Tuesday, July 23, 2019, 6:00 p.m.** in the 244th year of the Commonwealth and 385th year of the County.

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

The meeting was called to order by Chairman, Floyd Miles, Sr.

RE: EXECUTIVE SESSION

Motion was made by Gilbert Smith to enter into Executive Session for Personnel 2.203711(A)(1), respectively of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Bill Coad to return to Open Session. Motion passed unanimously. Motion was made by Bill Coad 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.

Meeting adjourned.

Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building thereof on **Tuesday, July 23, 2019, 7:30 p.m.** in the 244th year of the Commonwealth and 385th year of the County.

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

Meeting called to order by Chairman, Floyd Miles, Sr.

RE: ADOPTION OF AGENDA

Motion was made by Bill Coad to approve the adoption of the Agenda as presented. Motion passed unanimously.

RE: CONSENT AGENDA

Motion made by Gilbert Smith to approve the Consent Agenda as presented by staff. Motion passed unanimously.

- a. Approval of Minutes:
 - July 18, 2019 - Town Hall Meeting (Cyclist in Charles City County)
 - July 23, 2019 - Recessed Meeting Minutes
 - July 23, 2019 - Regular Meeting Minutes
- b. CH2M Hill Invoices for Services through July 19, 2019
- c. Appropriations for September 2019

Charles City County August Appropriations		<i>Amended FY20 Budget</i>	<i>August Request</i>	<i>County Administrator Recommends</i>
<i>General Fund Agencies</i>				
11010	Board of Supervisors	\$ 63,863	\$ 5,321	\$ 5,321
12100	County Administrator	200,522	14,740	14,740
12210	Legal Services	127,000	5,000	5,000
12220	Non-Departmental	59,754	6,831	6,831
12221	Non Departmental-Telecom	175,900	32,000	32,000
12240	Audit	38,800	-	-
12310	Commissioner of Revenue	253,717	40,932	40,932
12410	Treasurer	189,275	15,639	15,639
12420	Finance	160,436	8,850	8,850
12422	Human Resources	145,439	13,212	13,212
12425	Information Technology	407,456	82,200	82,200
12520	Motor Pool	67,732	20,200	20,200
12530	Central Gas	14,626	3,346	3,346

12600	Memberships	2,452	-	-
13100	Electoral Board	34,538	-	-
13200	Registrar	118,473	9,556	9,556
21100	Circuit Court	32,135	2,000	2,000
21200	Combined GD/JD Court	12,050	-	-
21300	County Magistrate	600	-	-
21600	Clerk of Circuit Court	232,471	20,740	20,740
21700	Sheriff Judicial	142,728	12,723	12,723
21800	Courthouse Security Fund	73,057	7,529	7,529
21930	Crater Criminal Justice T.C.	10,932	-	-
22100	Commonwealth's Attorney	251,250	19,578	19,578
31200	Sheriff Law Enforcement	682,362	32,085	32,085
31900	Sheriff Support	267,150	2,300	2,300
32350	E 911	44,850	4,000	4,000
32400	Wireless E911	30,000	2,200	2,200
33150	Correction & Detention	293,653	25,000	25,000
33300	VJCCCA	9,400	-	-
33310	Col Com Correction jb	12,287	-	-
33320	9th District Court Services	21,370	-	-
34400	Codes Enforcement	158,080	8,000	8,000
35100	Animal Control	131,021	10,005	10,005
35300	Medical Examiner	50	-	-
42400	Landfill Monitoring	300,990	91,528	91,528
43200	General Properties	974,760	142,188	142,188
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	438,973	92,703	92,703
71200	Lewis Park Boat Ramp	17,224	-	-
73200	Library/Cultural	126,825	-	-
73210	Center For Local History	31,536	-	-
81200	Planning Department	265,786	-	-
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	76,000	76,000
	Total General Fund	\$ 7,656,539	\$ 806,406	\$ 806,406
Fund				
131	Fire/EMS Fund	1,234,600	96,580	96,580
Fund				
311	Capital Improvement Plan	342,578	-	-
Fund				
511	Public Utility Fund	608,862	92,128	92,128
	Total Board of Supervisors	\$ 9,842,579	\$ 995,114	\$ 995,114

FY20- School Operating Categorical

Appropriations

61101	Instruction	5,626,052	487,019	487,019
	Admin, Attendance & Health			
62119	Serv.	962,103	80,175	80,175
63109	Pupil Transportation	934,980	77,915	77,915
64209	Operations & Maintenance	1,109,153	92,429	92,429
	Transfer to Food Service	28,115	2,343	2,343
68109	Instructional Technology	489,906	74,847	74,847
213	Self-Sustaining Fund	513,836	42,820	42,820
214	Textbook Fund	60,615	30,307	30,307
215	Food Service Fund	397,736	52,084	52,084
216	Capital Fund	790,856	255,856	255,856
	School Fund Total	\$ 10,913,352	\$ 1,195,795	\$ 1,195,795

ALL FUNDS

BOARD OF SUPERVISORS	9,842,579	995,114	995,114
SCHOOL OPERATING	10,913,352	1,195,795	1,195,795
SOCIAL SERVICES	1,232,408	102,701	102,701
SPECIAL WELFARE	6,872	-	-
GRAND TOTAL ALL FUNDS	\$ 21,995,211	\$ 2,293,610	\$ 2,293,610

RE: PRESENTATIONS
VDOT MONTHLY REPORT



**ASHLAND RESIDENCY
 MARSHALL WINN
 RESIDENCY ADMINISTRATOR
 VDOT Call Center – (800) 367-ROAD**

**CHARLES CITY COUNTY
 July 2019**

MAINTENANCE: _____ JEFF ALLGOOD

POTHoles

- Rte 602 Lott Cary Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 607 Wayside Rd
- Rte 632 Sturgeon Point Rd
- Rte 632 Tyler Mills Rd
- Rte 614 Sturgeon Point Rd

BEAVER DAM CLEAN / REMOVE

- Rte 612 Ruthville Rd
- Rte 623 Wilcox Neck Rd

TREES REMOVE / LIMB / CHIP

- Rte 155 Courthouse Rd – remove large limb from roadway
- Rte 609 Barnetts Rd – site problem
- Rte 623 Wilcox Neck Rd – remove tree and debris from roadway
- Rte 5 John Tyler Memorial Hwy – limb hanging over roadway
- Rte 625 West Run Rd – large tree blocking roadway

DRAINAGE / DITCHING

- Rte 623 Wilcox Neck Rd – replaced pipes and asphalt road over repair

MOW TRACTOR / ZERO TURN

- Rte 106 Roxbury Rd
- Rte 685 Chamber Rd
- Rte 609 Barnetts Rd
- Rte 602 Lott Cary Rd
- Rte 625 West Run Rd
- Rte 607 Wayside Rd
- Rte 650 Cattail Rd
- Rte 658 Kimages Rd
- Rte 639 The New Rd
- Rte 642 Stag Run Rd
- Rte 604 Warriner Rd
- Rte 607 Church Ln
- Rte 620 Lewis Tyler Ln
- Rte 617 Monguy Rd
- Rte 635 Holly Tree Ln
- Rte 648 New Quarter Rd
- Rte 641 Little Elam Rd
- Rte 618 Adkins Rd
- Rte 630 Samaria Ln
- Rte 631 Cool Hill Rd
- Rte 629 Alpine Rd
- Rte 654 Deerfield Rd
- Rte 659 Old Ferry Rd
- Rte 633 Herring Creek Rd
- Rte 640 Herring Creek Rd
- Rte 618 Wilcox Wharf Rd

TRASH PICKUP

- Rte 155 Courthouse Rd
- Rte 619 Weyanoke Rd
- Rte 638 Mapisco Rd
- Rte 604 Warriner Rd
- Rte 618 Adkins Rd
- Rte 607 Church Ln
- Rte 620 Lewis Tyler Ln
- Rte 614 Sturgeon Point Rd
- Rte 615 The Glebe Ln

DEBRIS REMOVAL FROM ROADWAY

- Rte 604 Warriner Rd
- Rte 661 The Loop Rd
- Rte 607 Church Ln
- Rte 615 The Glebe Ln

BIKE TRAIL

- Cut grass
- Blow Trail
- Remove tree from trail
- Clean out drainage

MISCELLANEOUS

- Portable Message Board training
- Inmate training and recertification
- Detour setup for Rte 5 road closure
- Detour setup for Rte 623 road closure
- Haul debris to Landfill
- Traffic control for Core Drilling

WORK REQUESTS

- 95 Received
- 54 Completed

CALLOUTS (5)

- Rte 5 Tyler Memorial Hwy – remove deer from roadway
- Rte 618 Adkins Rd – remove tree from roadway
- Shut down roads due to flooding; rte 609, rte 618, rte 610, rte 612, rte 623, rte 620, and rte 602
- Remove trees and mud from roadway due to flooding; rte 609, rte 618, rte 612, rte 603, rte 607, rte 620, and rte 631
- Rte 614 Sturgeon Point Rd – high water

NEXT MONTH'S AGENDA

- Ditching with Gradall
- Pothole patching
- Countywide litter pickup
- Bike Trail cleanup
- Beaver Dam removal
- Mow primary and secondary routes

Marshall Winn stated the following: He submitted a letter to Floyd Miles on the Lott Cary Road study. The Glebe Lane study will be next. The bridge project on Route 155 is delayed until October 14. The Sheriff had asked about the Benjamin Harrison Bridge project. Engineers will oversee this project; this project is scheduled to begin in September. Library signs have been ordered; they will be installed once they arrive. Mowing on secondary roads is finished, the mowing of primary roads will begin in the next few weeks. Deerfield Road, Route 654, Rural Rustic project will begin next month. The Bridge project on Carter's Mill Road, Route 606, is being worked on; Carter's Mill Road will be closed until the project is complete.

Gilbert Smith stated traveling North on Kimages Road, at the intersection of Wayside Road looking west, trees need to be cut for site distance.

Lloyd Carter, 3730 Wayside Road, Charles City, Va., stated there had been an increase of truck traffic on Wayside Road, between 106 and Route 5. He asked if VDOT could put up a sign with a line drawn through the truck. Mr. Wynn stated he will have to check on the sign. The Board will have to pass an ordinance to place a sign.

Eleanor Robinson, 17511 John Tyler Memorial Highway, Charles City, Va., thanked VDOT for placing the pipes on Wilcox Neck Road to help the water drain away from the road.

Agency Spotlight: Dominion Energy (Anita Powell)

Anita Powell gave a presentation on the Strategic Underground Program at Dominion Energy. She stated the focus is on undergrounding the most outage-prone lines to reduce work repair locations. In Charles City County 31 overhead lines have been converted to an underground, which totals 16.8 miles. Underground lines reduce exposure during severe weather, reduce power outages, there is minimal impact on property, fewer repairs, faster restoration time during major events, and communication.

Michelle Johnson thanked Anita Powell for her efforts and updates. Michelle encouraged citizens to look at the portals Dominion has on power outages. We do see a difference in response time. The number to call to report an outage is 866-DOM-HELP.

Bill Coad asked Anita Powell to give him a call to follow-up on Cattail Road.

RE: PUBLIC COMMENT PERIOD

Preston Adkins, 8041 Lott Cary Road, Providence Forge, VA, stated he has been waiting on some answers on the group home we have in the county. He has contacted the State and received what he needs.

RE: PUBLIC HEARING(S)

REZ-01-2019 – Zoning Map Amendment to change T.M. 7-136 zoning district from Agricultural (A-1) to Heavy Industrial (M-2)

Michelle Johnson read the Public Hearing Notice. Myles Busching gave a brief overview of the applicant request. He stated that the applicant is requesting a zoning map amendment to change the zoning district from Agricultural (A-1) to Heavy Industrial (M-2). The proposed zoning would allow all uses in Section 12-2 of the Zoning Ordinance. The property is zoned agricultural (A-1). The parcel located on the west side of Roxbury Road (Rt. 106) is approximately a mile north of the intersection with

Chambers Road (Rt. 685) and 0.6 miles south of the intersection with Charles City Road (Rt. 622).

Public Hearing opened by Mr. Andrew Adams, Planning Commission.

Yvonne Smith-Jones asked, “what is the intent for the usage of the property”? The usage is not in the application; What will the property be utilized for?

Public Hearing closed.

The Planning Commission recommended approval for REZ-01-2019, 5 to 1, for the Rezoning of T.M. #7-136.

Motion was made by Bill Coada to approve REZ-01-2019 as presented. Motion carried unanimously.

Zoning Text Amendment – Add a new use and definition for “contractor’s business” to Section 3-1 of the Zoning Ordinance

Michelle Johnson read the Public Hearing Notice. Myles Busching stated staff is proposing to add “Contractor’s Business” definition to the Zoning Ordinance. The ordinance currently has a definition for “storage lot” and allows contractor’s businesses as home-based businesses, but there is no definition which covers contractor’s businesses with outdoor storage. The proposed amendment would create a definition for “Contractor’s Business” in Section 3-1 of the Zoning Ordinance.

Public Hearing opened by Mr. Andrew Adams, Planning Commission.

No comments

Public Hearing closed.

The Planning Commission recommended approval, 6 to 0, for the Zoning Text Amendment to add a new definition for “contractor’s business” in Section 3-1 of the Zoning Ordinance.

Motion was made by Gilbert Smith that the recommendation coming from the Planning Commission, Zoning Text Amendment, be approved as presented. Motion carried unanimously.

Land Use Numbering Ordinance - The proposed ordinance would add Section 1-16 to the Charles City County Code to authorize the Director of Planning to make non-substantive changes to the Land Use Ordinances. (Board of Supervisor’s Public Hearing)

Michelle Johnson read the Public Hearing Notice. Myles Busching stated staff is recommending an amendment to the Charles City County Code to allow the Director to make non-substantive changes to the Land Use Ordinances. The intent is to

allow the land use ordinances to be easily updated when changes are made and to have numbering follow sequentially rather than using insertions.

Public Hearing opened by Floyd Miles.

No comments

Public Hearing closed.

Motion was made by Gilbert Smith to approve the recommendation coming from staff as presented. Motion carried unanimously.

RE: APPOINTMENTS

No appointments made.

RE: COUNTY ADMINISTRATOR'S REPORT

Jimmy Johnson, Director of Fire/EMS, stated the County had received its Emergency Medical Services License; this license will allow EMS staff to run and transport basic medical calls. Jimmy recommended the Board accept the license as part of the County's Fire and Emergency Services Department.

Motion was made by Bill Coad to accept the license as presented by staff. Motion carried unanimously.

Abbey Pemberton, Director of Finance, stated the County had been awarded \$936 in federal grant funding for FY2020 through the Byrne Justice Assistance Grant Program; Local Law Enforcement Block Grant. This funding program is designed to support localities in their efforts to reduce crime and improve public safety. Abbey requested approval for the acceptance and appropriation of these funds. She also stated there is no local match required for this grant.

Motion was made by Bill Coad to accept the Byrne Justice Assistance Grant as presented by staff. Motion carried unanimously.

Abbey Pemberton, Director of Finance, stated the County's age-old accounting system provider, Bright, will be winding down operations over the next few years, the time has come for Charles City to find a replacement system and finalize a plan for the transition. Staff is recommending The Munis System by Tyler Technologies, which holds the largest market among Virginia localities, to be the replacement program/vendor. Contingent upon review by the County Attorney, the staff is recommending the use of a co-operative purchase contract to enter a service agreement in FY2020. The co-operative purchase contract would allow the County to piggy-back off an existing client contract and thereby significantly condense the procurement phase needed to reach the installation of programs. The County has budgeted for a new accounting system for the last two fiscal years, so the project funding will come from

dollars that have already been allocated for this purpose. Pending review by the County Attorney, staff is requesting Board approval to proceed into the contracting / negotiation phase with Tyler Technologies.

Bill Coada stated he see we are carrying over \$130,000.00 from FY19 to FY20 for this accounting system. He asked what is the total cost for the accounting system, and what are the maintenance fees, etc.? Abbey stated the annual fee is \$111,000 per year, there will also be a one-time fee to de determined during the contracting phase. She stated she has a range but not a total dollar amount of what the system will cost. Michelle Johnson stated it would not exceed the \$130,000.00. The entire system is over half-million dollars. This system will replace our Bright System that is at the end of life within two years.

Randy Boyd stated he had not seen the contract; there will be some additional fine-tuning to determine the actual cost. He would suggest the Board authorize staff to pursue the matter to get the numbers and contract in its final form by the next Board meeting.

Motion was made by Bill Coada to defer for one month until staff has the actual cost of the new Account System.

Gilbert Smith asked once the contract has been finalized, and the Board approves, what is the delivery date? Michelle Johnson stated it would take about 2 ½ years to implement; it has to be done in phases. The County will start with the Finance module, then Payroll & Human Resources, then the Treasurer and Commissioner of Revenue modules.

Bill Coada asked who is the owner of the existing contract? Michelle Johnson stated the City of Colonial Heights.

Abbey Pemberton, Director of Finance, requested approval for FY2019 carryover into FY 2020 Budget. She stated staff had completed a preliminary analysis to identify funds that are eligible to be carried over into FY2020 budget. There are four projects that will be extended into the new fiscal year, they are the Old Courthouse Renovation, New Accounting System, Hardware Replacement, and Meter Reading System, for a total of \$278,455.00.

Floyd Miles asked when other dollars will be eligible to be carried over? Michelle Johnson stated tonight we are focusing on CIP dollars; dollars from the General Fund or grant funding will be in August, we are still doing reconciliation.

Bill Coada asked if this is the total CIP carryover. Abbey stated yes. Bill Coada asked how cumbersome it would be to start getting a quarterly CIP report. Abbey stated she can start giving the Board a report in August.

Motion was made by Bill Coada to approve the CIP carryover as presented by staff. Motion carried unanimously.

Abbey Pemberton, Director of Finance, presented the Board with the FY21 budget calendar for their review.

Bill Coad asked do we have to adopt the budget by May 15th? Michelle Johnson stated the School Board budget has to be adopted by May 15th, June 1st for the General Fund. The School Board Budget is usually ready to be presented in February unless they have not received information from the State.

Motion was made by GS to approve FY2021 Budget calendar as presented by staff. Motion carried unanimously.

Michelle Johnson, the County Administrator, requested to delay the resolution for Mrs. Alese Braxton until October.

Michelle Johnson presented the following upcoming events: Fire/EMS Pinning Ceremony, July 31st, at 7:00 p.m.; Summer Concert, Friday, August 2nd, 6:30 p.m.; Senior Game Day, August 8th, 10:00 a.m.; National Night Out, August 6th, 5:00 p.m., at Harrison Park; Strut n' Stroll, August 12th, 9:00 a.m., Dorey Park; DMV To Go, August 15th, 10:00 a.m., at the Government Administration Building; Richmond Flying Squirrel's Game, August 16th, The Diamond, leaving the Social Center at 5:00 p.m.; Seniors movie day, August 20th, 2:00 p.m., Movie Tavern, Williamsburg, Va.; Charles City New Kent Triad Meeting, August 21st, 2:00 p.m., at New Kent Sheriff Department; Young at Heart monthly meeting, August 26th, 9:00 a.m., Social Center.

RE: PUBLIC COMMENT PERIOD

Lloyd Carter, 3720 Wayside Road, stated a lot of people in the County have ATVs, and UTVs that pay taxes and fees to DMV, but they don't get the use of accessories in the County. Cyclists get to use the roads for free. The City of Richmond use to require cyclist to get license plates for their bicycles. If the state or county require cyclists to have license plates it will provide more income and give citizens a way to identify cyclists that are rude and causing problems, and if theft occurs it will give the Sheriff's Department a way to locate stolen property. He also stated the Fire Department should be coming up on their 50th Anniversary. Someone should contact Mr. Joe McCauley for more information.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, VA., stated he is glad of the progress the County is making with the Fire Department. The County is licensed for BLS (Basic Life Support). If we are paid, his concern is, why are we not licensed for ALS (Advance Life Support)? He also stated that if the department is paid, we should be able to handle ALS.

RE: BOARD DIRECTIVES AND COMMENTS

Floyd Miles stated on behalf of the Board and Ms. Johnson, tomorrow is his last day for Myles Busching to work in Charles City County. We appreciate all the work he has done for the County. Myles will be going to work for Planned RVA.

Michelle Johnson stated the question of whether cyclists could travel two abreast was asked at the town hall meeting on July 18. The Sheriff's Department has

informed her the Code of Virginia section 46.2-857 states cyclists can travel two abreast. Also, information on passing a bicycle is in Code 46.2-839.

Michelle Johnson also addressed Preston Adkins on his concern of the group home that was in the County. Staff went out to the location, and Social Services did get involved. She received notification today that the home was unorganized and unlicensed. They have moved back to Williamsburg, Va.

Jimmy Johnson stated at this time the County is a BLS organization because we do not have staffed paramedics. We are still using ETS as the ALS Company and Charles City County as the BLS Company. If Charles City gets a call, both ambulances will be dispatched; if it turns out to be an ALS call, we can get ETS to make the transport. Michelle Johnson stated we have applied for a grant to hire additional paramedics.

Bill Coada thanked the staff for putting together the tour of the power plant in Greensville, Va.; it was a huge success. He also stated in reference to bicycles riding two abreast, Code 46.2-905 states persons riding two abreast shall not impede the normal and reasonable movement of traffic, shall move into a single file formation as quickly as is practicable when being overtaken from the rear by a faster moving vehicle, and, on a laned roadway, shall ride in a single lane. He stated what he was trying to drive home is that cyclists cannot drive two abreast and impede the flow of traffic.

There being no further business, the Board **adjourned until Tuesday, August 27, 2019, 7:30 p.m.**