Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building thereof on **Tuesday, August 25, 2020, at 7:00 p.m.** in the 224th year of the Commonwealth and 386th year of the County.

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

RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

RE: ADOPTION OF THE AGENDA

Michelle Johnson requested to amend the Agenda to include Jimmy Johnson's introduction of firefighters (Item C under presentations) and to include Resolution for Smart Scale (Item A under County Administrator Report). Motion made by Gilbert Smith to adopt the Agenda with changes as presented. The motion carried unanimously.

RE: CONSENT AGENDA

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

a.) Approval of Minutes
-July 28, 2020 Regular Meeting Minutes
b.) CH2M Hill Invoice for Services through July 17, 2020
c.) Appropriations for September 2020
d.) Refund of Personal Property, Bank Franchise & Real Estate Taxes

Charles City County September Appropriations		*Amended FY21 Budget*	*September Request*	*County Administrator Recommends*
	General Fund Agencies			
11010	Board of Supervisors	$ 63,863	$ 6,068	$ 6,068
12100	County Administrator	200,522	25,876	25,876
12210	Legal Services	127,000	4,500	4,500
12220	Non Departmental	59,754	5,000	5,000
12221	Non Departmental-Telecom	175,900	15,000	15,000
12240	Audit	38,800	-	-
12310	Commissioner of Revenue	253,717	26,405	26,405
12410	Treasurer	189,275	13,500	13,500

12420	Finance	160,436	14,600	14,600
12422	Human Resources	145,439	13,250	13,250
12425	Information Technology	407,456	29,850	29,850
12520	Motor Pool	67,732	7,447	7,447
12530	Central Gas	14,626	1,234	1,234
12600	Memberships	2,452	-	-
13100	Electoral Board	34,538	8,000	8,000
13200	Registrar	118,473	12,185	12,185
21100	Circuit Court	32,135	4,440	4,440
21200	Combined GD/JD Court	12,050	-	-
21300	County Magistrate	600	-	-
21600	Clerk of Circuit Court	232,471	20,738	20,738
21700	Sheriff Judicial	142,728	13,460	13,460
21800	Courthouse Security Fund	73,057	-	-
21930	Crater Criminal Justice T.C.	10,932	-	-
22100	Commonwealth's Attorney	251,250	20,783	20,783
31200	Sheriff Law Enforcement	682,362	70,128	70,128
31900	Sheriff Support	267,150	23,450	23,450
32350	E 911	44,850	-	-
32400	Wireless E911	30,000	4,700	4,700
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	13,925	13,925
35100	Animal Control	131,021	24,332	24,332
35300	Medical Examiner	50	-	-
42400	Landfill Monitoring	300,990	28,036	28,036
43200	General Properties	974,760	113,099	113,099
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	136,330	136,330
71200	Lewis Park Boat Ramp	17,224	-	-
73200	Library/Cultural	126,825	-	-
73210	Center For Local History	31,536	-	-
81200	Planning Department	265,786	34,015	34,015

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	40,000	40,000
	Total General Fund	**$ 7,656,539**	**$ 755,351**	**$ 755,351**
Fund 131	Fire/EMS Fund	1,234,600	198,240	198,240
Fund 311	Capital Improvement Plan	342,578	75,000	75,000
Fund 511	Public Utility Fund	608,862	57,623	57,623
	Total Board of Supervisors	**$ 9,842,579**	**$ 1,086,214**	**$ 1,086,214**

61101	**Instruction**	5,626,052	469,491	469,491
62119	**Admin,Attendance & Health Serv.**	962,103	78,760	78,760
63109	**Pupil Transportation**	934,980	88,442	88,442
64209	**Operations & Maintenance**	1,109,153	98,298	98,298
67000	**Transfer to Food Service**	28,115	472	472
68109	**Instructional Technology**	489,906	51,826	51,826
213	**Self-Sustaining Fund**	513,836	42,009	42,009
214	**Textbook Fund**	60,615	-	-
215	**Food Service Fund**	397,736	105,391	105,391
216	**Capital Fund**	790,856	-	-
	School Fund Total	**$ 10,913,352**	**$ 934,689**	**$ 934,689**

BOARD OF SUPERVISORS	**9,842,579**	1,086,214	1,086,214
SCHOOL OPERATING	**10,913,352**	934,689	934,689
SOCIAL SERVICES	**1,232,408**	102,701	102,701
SPECIAL WELFARE	**6,872**	-	-
GRAND TOTAL ALL FUNDS	**$ 21,995,211**	**$ 2,123,604**	**$ 2,123,604**

RE: PRESENTATIONS

VDOT Update

VDOT Virginia Department of Transportation

Richmond

ASHLAND RESIDENCY

MARSHALL WINN

RESIDENCY ADMINISTRATOR

CHARLES CITY COUNTY

August 2020

MAINTENANCE: **JEFF ALLGOOD**

POTHOLES

- Rte 619 Weyanoke Rd
- Rte 632 Tylers Mill Rd
- Rte 613 Sandy Point Rd
- Rte 621 Eagles Nest Rd
- Rte 627 Old Neck Rd
- Rte 623 Wilcox Neck Rd
- Rte 615 The Glebe Ln
- Rte 612 Ruthville Rd
- Rte 626 Old Elam Cemetery Rd
- Rte 602 Lott Cary Rd
- Rte 614 Sturgeon Point Rd
- Rte 624 Horse Shoe Rd
- Rte 649 Woodbourne Rd
- Rte 641 Little Elam Rd
- Rte 647 Indian Rd
- Rte 630 Samaria Ln
- Rte 609 Barnetts Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 646 Oakwood Rd
- Rte 665 Harrison Lake Dr
- Rte 641 Little Elam Rd
- Rte 606 Carters Mills Rd
- Rte 618 Adkins Rd

SHOULDER REPAIR

- Rte 610 Green Oak Rd

DRIVEWAY REPAIR

- Rte 106 Roxbury Rd; add asphalt to driveway entrance after drain repair

BEAVER DAM REMOVAL

- Rte 612 Ruthville Rd; add Rip-Rap around pipe, install baskets

DITCHING / DRAINAGE

- Rte 610 Green Oak Rd; remove leaves from ditch

PIPE REPAIR / REPLACE

- Rte 106 Roxbury Rd; install French drain

TREE LIMBING / REMOVAL / CLEANUP

- Rte 619 Weyanoke Rd; remove tree debris
- Rte 632 Tyler Mills Rd
- Rte 658 Kimages Rd; remove tree and seed area
- Rte 603 Old Union Rd
- Rte 613 Sandy Point Rd
- Rte 631 Cool Hill Rd
- Rte 106 Roxbury Rd
- Rte 623 Wilcox Neck Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 618 Adkins Rd
- Rte 630 Samaria Ln
- Rte 5 John Tyler Memorial Hwy
- Rte 600 Charles City Rd
- Rte 614 Sturgeon Point Rd
- Rte 613 Sandy Point Rd
- Rte 612 Ruthville Rd

SIGHT DISTANCE CUTTING

- Rte 631 Cool Hill Rd at Rte 669 Charles City Village
- Rte 603 Old Union Rd
- Rte 609 Barnetts Rd at Rte 620 Lewis Tyler Ln

RIGHT ARM TRACTOR MOW / CUT BRUSH

- Rte 155 Courthouse Rd; between Rte 614 Sturgeon Point Rd and New Kent County Line

MOW

- Rte 613 Sandy Point Rd
- Rte 623 Wilcox Neck Rd
- Rte 603 Old Union Rd
- Rte 604 Warriner Rd
- Rte 615 The Glebe Ln
- Rte 624 Horse Shoe Rd
- Rte 621 Eagles Nest Rd
- Rte 627 Old Neck Rd
- Rte 601 Liberty Church Rd
- Rte 614 Sturgeon Point Rd
- Rte 616 Adams Bridge Rd
- Rte 619 Weyanoke Rd

SIGN REPAIR

- Rte 685 Chamber Rd at Rte 106 Roxbury Rd; repair Stop sign

TRASH PICKUP

- Rte 653 Mt Pleasant Rd
- Rte 619 Weyanoke Rd
- Rte 614 Sturgeon Point Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 641 Little Elam Rd
- Rte 602 Lott Cary Rd
- Rte 609 Barnetts Rd
- Rte 600 Charles City Rd
- Rte 604 Warriner Rd
- Rte 640 Herring Creek Rd
- Rte 617 Monguy Rd
- Rte 603 Old Union Rd
- Rte 607 Wayside Rd; between Rte 106 and Rte 5 John Tyler Memorial Hwy
- Rte 607 Wayside Rd; between Rte 609 Barnetts Rd and Rte 642 Stagg Run Rd

BIKE TRAIL

- Cut grass
- Blow debris off Trail
- Storm debris cleanup
- Rte 608 Shirley Plantation Rd; tall grass complaint
- Rte 5 John Tyler Memorial Hwy and Rte 615 The Glebe Ln; weed removal at intersection

- Cut brush with Side Arm Tractor

MISCELLANEOUS

- Remove dead animals from Primary and Secondary routes
- Haul debris to Landfill
- Setup Traffic Detour; Benjamin Harrison Bridge Malfunction
- High water signs and remove downed trees county wide; Tropical Storm Isaias
- High water and downed trees due to rain storms; county wide and bike trail
- Rte 106 Roxbury Rd near Rte 604 Warriner Rd; guard rail repair
- Removed 104 bags of litter/trash Countywide

WORK REQUESTS

- 74 Received
- 81 Completed

EMERGENCY CALLOUT AFTER HOURS (3)

- Rte 619 Weyanoke Rd; remove tree from roadway
- Rte 5 John Tyler Memorial Hwy; vehicle accident
- Rte 606 Carters Mill Rd; remove trees from roadway

NEXT MONTH'S AGENDA

- Primary Routes; cut grass
- Ditching with Gradall; Primary and Secondary Routes
- Litter pickup County Wide
- Pothole patching
- Contractor pipe cleaning
- Bike Trail cleanup
- Break Beaver dams
- Cut back site problem areas
- Citizen complaints

Mr. Marshall Winn was in-person at the Board of Supervisors meeting. The 155 bridge has two items left to complete. It needs dismantling forms and a demo, and then a bridge inspection will be done. Mr. Winn is hoping that the bridge will be complete by September 1, 2020. It will be open one day next week.

Mr. Lewis Black asked if a speed study could be done on Lott Cary. The accident that took place on Monday, August 24, 2020, that resulted in a fatality was brought up. Mr. Winn stated that a speed study can take from 60-90 days to get results. Mr. Lewis Black also extended a thank you to Mr. Marshall Winn and VDOT for the work that was done on The Glebe Lane to cut back the bushes.

Mr. Gilbert Smith spoke about Old Union Road and the trucks coming through pulling up tar from the side of the road. He asked Mr. Winn if VDOT could investigate this to see if there is anything that can be done.

Mr. Lewis Black asked Mr. Winn about the beavers coming out on Old Union Road and Ruthville. Mr. Winn put in beaver traps, however, he stated he cannot go onto the property owners' land surrounding the area and clean without their permission. Several messages have been left for the property owner per Mr. Marshall Winn, to no avail. Mr. Lewis Black's directive was to reach **back out to the property owner again.**

Chairman, Mr. Bill Coada asked what is the distance before you go on someone's property to cut dead trees? He cut his tree branch down himself. Mr. Winn stated that he needed to have an address to see what could be done.

Lloyd Carter asked Mr. Winn about the Route 5 bike trail by Haupt's Store. Bikers cannot be seen until they get almost in the street. Could the bushes be cut back to give a clear view to everyone?

Mr. Coada instructed the Facebook LIVE guest to type their comments into the chat for VDOT so their questions could LIVE responses from Mr. Winn.

Sharon Brown came to the podium for concerns for VDOT. The Glebe Lane has major repairs that need to be done for over a 10-mile stretch. The roads are horrific. There are parts of the road that are missing edges and huge holes in the road. The weight of the 18-wheeler trucks that come through that area is a major concern too. The weight of the trucks can be between 30,000 - 60,000 pounds depending on what the truck is carrying. It is tearing the roads up. Sharon Brown asked who decides what roads get what repairs and when? Sharon Brown stated that she just got a new vehicle in December of 2019 and she needs shocks on her car already due to the road conditions.

Kevin Sullivan put in the Facebook LIVE comment that we need resurfacing of Courthouse Road which is part of the bike trail now.

Wanda Roberts asked in the Facebook LIVE comment if Wilcox Neck Road will be repaired after Rivers Rest development is completed?

COVID-19 Update

Jimmy Johnson, Director of Fire/EMS, stated that currently, there are four active cases in the County, 5 people are deceased, 44 people have recovered. The cumulative count for Charles City County is 57. We continue to practice social distancing, wearing a mask, and everyone should be washing their hands frequently. Charles City County Government offices are requiring anyone that enters the buildings to wear a facemask. Our Parks and Recreation department closed due to a person testing positive for COVID-19. That person followed all policies and procedures and had been quarantining before receiving a positive test result. All parents of summer camp participants were informed immediately via phone and email and the camp was ended a day earlier.

Covid-19 Update Continued

Mr. Jimmy Johnson stated that Public Works Director Ricky Hicks, purchased 65 ultralights to help with the cleaning of the buildings regarding COVID-19. They have multiple-use, and they can be controlled by a remote-control system. The Chairman of the Board, Mr. Bill Coada asked how much was spent on the lights? Director of Fire-EMS, Jimmy Johnson stated that he thinks they were about twelve thousand dollars total.

Mr. Lewis Black asked if the schools were going to be using the lights as well? Michelle Johnson stated that the schools were using foggers instead.

Mr. Lewis Black asked if anyone was enforcing that facemask be worn in the building. Jimmy Johnson advised that each department is responsible for enforcing this rule when it comes to guest in their department. County Administrator, Michelle Johnson stated that there have only been a few instances where we have had to issue mask or enforce the rule. Signs are posted on all doors stating facemask is a requirement in the building.

Introduction of new Firefighters

Mr. Jimmy Johnson introduced his new Firefighters. Mr. Devon Hurst, Mr. Matthew Hammer, Mr. Scott Howard and Mr. Spencer Tuffty, who will be starting on September 15, 2020.

RE: PUBLIC COMMENT PERIOD

No in-person public comments. Michelle Johnson advised all the Facebook and YouTube LIVE viewers that we would have a second comment period coming up.

RE: PUBLIC HEARING -Courthouse Area Plan

Assistant County Administrator, Rhonda Russell presented the Proposed Amendment to the Charles City County 2014 Comprehensive Land Use Plan to incorporate the Charles City Courthouse Area Plan. This was developed to provide policy and guidance for the surrounding areas. Rhonda Russell stated that we need community engagement areas. She requested that the Board consider delaying any action for the Courthouse area plan until September.

Mr. Gilbert Smith posed the question if there were a mom and pop shop that wanted to build living quarters above their shop to live in or rent out, would that be permitted. Ms. Rhonda Russell stated that the plan would be written to encourage that.

Mr. Coada asked if a notice was sent out to the adjoining landowners before the public hearing. Is it not a requirement? Ms. Rhonda Russell replied that they had not sent a notice to the owners. Amendments were not being made to zoning and code so the individual notice was not required.

Mr. Lewis Black asked does this apply to small groups or open to the whole community.

Chairman Mr. Bill Coada requested a meeting with the County Administrator and the Planning department as soon as possible.

Mr. Bill Coada motioned to defer until October's meeting. A unanimous vote by Board.

RE: APPOINTMENTS

Mr. Lewis Black asked to defer to next month in regards to the Charles City Wetlands Boards.

Mr. Lewis Black made a motion to appoint Marian Christian for the Housing Task Force representing District 3. The motion carried unanimously.

Mr. Bill Coada requested to be an advisory Board member of the EDA. He needs to be voted in by the board. Voted in by a unanimous vote.

Mr. Bill Coada made a motion to appoint Sylvia Owens to the Social Services Board District 1. The motion was carried by a unanimous vote.

RE: COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated at the June meeting the Board had requested to withdraw the roundabout at Route 5 and Route 106 intersection. To withdraw the application a resolution has to be sent to VDOT for review and approval. She presented the following resolution.

Resolution

Withdrawing Smart Scale Application for Roundabout at Rt. 5 and Route 106 in Charles City County, VA.

WHEREAS, the Charles City County Board of Supervisors request to withdraw the Smart Scale application UPC 115406 for Route 106 / Route 5 Roundabout Intersection Improvements; and

WHEREAS, the stop ahead signs and overhead flashers were installed in 1995. The only change to this intersection since that time has been the Capital Trail users; and

WHEREAS, Route 5 and Route 106 is the main intersection to Charles City County Industrial Corridor. A roundabout in this intersection is not conclusive to 18-wheelers that constantly travel through this intersection or agricultural equipment used for constituent's livelihood; and

WHEREAS, Charles City County is primarily a rural community with large agricultural equipment. The intersection at Route 106 and Route 5 is not wide enough to place a roundabout to allow Agricultural equipment to navigate without any incidents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Charles City County, hereby agreed to withdraw VDOT Smart Scale application UPC 115406.

Motion was made by Lewis Black to accept the resolution as presented to withdraw the application for a roundabout at Route 5 and Route 106. A unanimous vote by the Board.

Michelle Johnson stated in wrapping up the fiscal year 2020, County staff has performed a preliminary review of all current CIP projects, to identify those still in progress with timelines extended into the next fiscal year. As of August 25, 2020, we have in FY21, $100,300 with $31, 058 for the building. Michelle requested a motion to carry over these funds. Money has to be spent by December 31, 2020. Mr. Gilbert Smith made a motion to accept these funds. The motion was accepted by a unanimous vote.

Michelle Johnson stated there was a second round of money that was given from the CARES ACT Fund, on August 17, 2020, for $607, 495.00. The budget needs to be amended to accept these funds. Mr. Gilbert Smith made a motion to accept these funds. The motion was accepted by a unanimous vote.

Mr. Lewis Black asked will the information about the money allocation be given to citizens to see. Michelle Johnson stated that she would have the finance department put it on the county website. Mr. Black asked if the funding was flexible? Could some of the funds be used for the IT setup? Michelle Johnson replied that it could not, the funds are only for front-line staff. Mr. Black also inquired about the portable billboard signs for the county. Mr. Coada stated that he wanted Mr. Black to take the lead on this. Ms. Johnson advised that she and Mr. Black would collaborate and meet about the subject matter.

Mr. Gilbert Smith asked have we ever offered free COVID-19 testing for the county? Michelle Johnson stated that there have been three different free testings done with the Chickahominy Health District. There were about sixty participants between the three various testings. Mr. Smith asked about giving out a free face mask to county residents or guests in the buildings. Ms. Johnson replied that twenty churches received letters to come and pick up their COVID-19 packages; which includes a free face mask. Out of the twenty, five have responded and picked up their packages. We have given out around one thousand masks already. Each church will get 200 masks. Senior Connections has also donated COVID-19 packages and we will give them out at our next food distribution and/or Board meeting.

Mr. Bill Coada asked if we could have a running live document on the County website in regards to the CARES ACT funding and if it could be updated as we spend the funds. Maybe do it monthly. It would be good to show the citizens how and where the money went.

Michelle Johnson did the presentation for the Director of Human Resources, Thalia Bowen so that the Facebook and YouTube Live listeners could hear. It was proposed that the Board of Supervisors continue health insurance coverage with United Healthcare, Delta Dental, and EyeMed vision for the upcoming plan year. United Health has proposed an increase of 6% and Delta Dental has decreased by 1.55%. EyeMed is in a rate lock until the 2022 plan year. The recommendation to the Board of Supervisors was to approve the county's medical and dental insurance rates for the plan year beginning November 1, 2020, and ending October 31, 2021. Mr. Gilbert Smith moved that we continue with the county's medical and dental insurance rates for the plan year. The motion carried unanimously.

The matter of Old Union and Charles City in regards to truck restriction. Michelle Johnson stated that on that part of Henrico County may not allow trucks to go through certain areas. We have not gotten a joint resolution from Henrico yet. Mr. Gilbert Smith stated that Charles City Road is more narrow than Old Union Road. Mr. Coada stated that there needs to be a resolution to this soon. September Board of Supervisor meeting this subject matter will be on the agenda.

Michelle Johnson spoke on the following upcoming events: August 27th, COVID-19 Roundtable with the Director of Fire/EMS, Movie In The Park, sponsored by Comcast, September 4th at 8:00 p.m. at Harrison Park.

RE: PUBLIC COMMENT PERIOD

Ms. Eleanor Robinson stated that testing in Charles City for COVID-19 is not communicated well to the citizens. It is not fair to them that the calls come in late in the evening as a notification that

testing will be done the next day. Could the county possibly have another testing done, and give the county at least a week's notice or more?

Mr. Steven Fuhrman *commented on the Facebook Live chat.* Housing Units for Broadband, it had been often stated that Comcast will serve 2350 and 550 additional may be served by SC, totaling 2900. Last evening, Ms. Johnson stated there are 3391 housing units, meaning 1041 would not be served by Comcast. Please clarify a consistently accurate number of housing units in our County. COVID-19 indoor safety. Currently available epidemiological studies indicate that air-borne aerosols that spread in the air and remain in the air are significant sources of transmitting disease. Primary recommended solutions are in the installation of MERV 13 HVAC filters and compliance with ASHRAE HVAC current ventilation standard 62.1. Do County and Schools, public meeting areas comply with these recommendations? If not, can required upgrades soon be implemented for public safety if the group and classroom steering are held? Thanks for continuing virtual meetings.

Ms. Elizabeth Weber-Edwards *commented on the Facebook Live chat* that the Board should consider using CARES ACT money to get internet.

Mr. Wade Potter *commented on the Facebook Live chat* How often are the GSI maps updated? His address cannot be added to Google, therefore creating difficulty with getting packages delivered.

Ms. Wanda Roberts *commented on the Facebook Live chat* posing a question Is the B-pole tax still on the table?

RE: BOARD DIRECTIVES/COMMENTS

Chairman, Mr. Bill Coada asked that we provide information on how often the GSI map is updated? He asked Assistant County Administrator, Rhonda Russell, to provide this information. Mr. Coada also asked that a map from Comcast be put out to citizens on the county website, with the exact coverage of where it starts and stops with the addresses. He would like this information as soon as possible.

Mr. Gilbert Smith stated that he has three openings in District 1. There are two openings on the Planning Commission Board, and there is one opening on the Social Service Board.

Mr. Lewis Black thanked the Facebook and YouTube Live, as well as the in-person guest of the Board of Supervisors meeting. Mr.Black requested a meeting with the County Administrator, Michelle Johnson about The Glebe Lane. Mr. Black asked that the B-Pole tax be an agenda item at the next meeting along with Solar Tax Exemption, Digital Portable Signs, and Road Reflectors on Route 5.

RE: EXECUTIVE SESSION

Motion made by Mr. Bill Coada to go into Executive Session to discuss a personnel matter.

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

There will be no further business, the Board **recessed until Tuesday, September 22, 2020, the regular scheduled Board of Supervisors meeting, at 7:00 p.m.**