

VIRGINIA:

At the work session meeting of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on **Tuesday, January 26, 2016, 7:30 p.m.** in the 240th year of the Commonwealth and 382nd year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by Gilbert Smith to adopt Agenda as presented. Motion passed unanimously.

RE: CONSENT AGENDA

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

- a. Approval of Minutes:
 - December 22, 2015 Regular Meeting Minutes
 - January 11, 2016 Annual Organizational/Budget Meeting Minutes
- b. CH2M Hill Invoice for Services through December 18, 2015
- c. Appropriations for the month of February 2016

**Charles City County
February Appropriations**

*Deputy
County
Administrator
Recommends*

General Fund Agencies

11010	Board of Supervisors	\$	5,386
12100	County Administrator		14,561
12210	Legal Services		6,000
12220	Non Departmental		(2,500)
12221	Non Departmental-Telecom		-
12240	Audit		-
12310	Commissioner of Revenue		13,456
12410	Treasurer		14,057
12420	Management Services		16,500
12425	Information Technology		-
12520	Motor Pool		26,527
12530	Central Gas		3,027
12600	Memberships		-

13100	Electoral Board	-
13200	Registrar	-
21100	Circuit Court	3,400
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	16,436
21700	Sheriff Judicial	8,177
21800	Courthouse Security Fund	1,600
22100	Commonwealth's Attorney	17,781
31200	Sheriff Law Enforcement	40,800
31900	Sheriff Support	11,458
31920	County-School Resource Officer	823
32200	Fire Protection	30,100
32300	Emergency Medical Response	46,128
32350	E 911	-
32400	Wireless E911	-
33150	Correction & Detention	28,000
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	7,053
35100	Animal Control	18,160
35300	Medical Examiner	-
35500	Emergency Services	-
42400	Landfill Monitoring	-
43200	General Properties	-
51100	Health Department	-
52200	MH/MR Services Board	-
53600	Contributions	-
68010	John Tyler Community College	-
71100	Parks and Recreation	29,537
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	18,000
73210	Center For Local History	-
81100	Planning Commission	-
81200	Planning Department	10,328
81600	Com Development Cont	-
82650	Environmental Mgt Cont	-
83300	Cooperative Extension	-
91400	General Fund Contingency	-
92100	Revolving Account	-

92400	FY15 Carry-Over	-
95000	Debt Service	36,188
	Total General Fund	\$ 420,983
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43400	Public Utility Fund	189,350
Fund 311	Capital Improvement Plan	-
	Total Board of Supervisors	\$ 610,333

FY16- School Operating Categorical Appropriations

61101	Instruction	488,355
62119	Admin, Attendance & Health Serv.	74,721
63109	Pupil Transportation	60,313
64209	Operations & Maintenance	88,964
68109	Instructional Technology	-
213	Self-Sustaining Fund	-
214	Textbook Fund	-
215	Food Service Fund	-
216	Capital Fund	-
	School Fund Total	\$ 712,353

ALL FUNDS

BOARD OF SUPERVISORS	610,333
SCHOOL OPERATING	712,353
SOCIAL SERVICES	135,952
SPECIAL WELFARE	-
GRAND TOTAL ALL FUNDS	\$ 1,458,638

RE: PRESENTATION

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, David Christoph, gave the following monthly report for the month of January 2016:

January 2016 – Monthly Report

Maintenance:	David Christoph/Jamie Craig
Pot Hole Repair	
<ul style="list-style-type: none"> Rt. 619, Weyanoke Rd. Rt. 638, Mapisco Rd. Rt. 5, John Tyler Mem. Hwy. 	

<ul style="list-style-type: none"> • Rt. 625, West Run Rd. • Rt. 650, Cattail Rd. • Rt. 604, Warriner Rd. • Rt. 607, Wayside Rd. • Rt. 612, Ruthville Rd. • Rt. 615, The Glebe Lane <p>Repair Driveways w/ Stone</p> <ul style="list-style-type: none"> • Rt. 607, Church Lane • Rt. 609, Barnett Rd. • Rt. 5, John Tyler Mem. Hwy. • Rt. 635, Holly Tree Lane <p>Litter & Trash Bag Pickup</p> <ul style="list-style-type: none"> • Rt. 155, Courthouse Rd. • Rt. 612, Ruthville Rd. • Rt. 615, The Glebe Lane • Rt. 607, Church Lane • Rt. 618, Adkins Rd. • Rt. 609, Barnett Rd. • Rt. 623, Wilcox Neck Rd. • Rt. 631, Cool Hill Rd. • Rt. 602, Lott Cary Rd. • Rt. 614, Sturgeon Point Rd. • Rt. 620, Lewis Tyler Lane <p>Bike Trail Cleanup</p> <ul style="list-style-type: none"> • Blowing Trail • Repair Wash out on Trail • Litter Pickup • Replace Wooden boards on bridges <p>Hand Ditching / Cleaning out Pipes</p> <ul style="list-style-type: none"> • Rt. 631, Cool Hill Rd • Rt. 618, Adkins Rd. • Rt. 630, Samaria Lane • Rt. 600, Charles City Rd. • Rt. 614, Sturgeon Point Rd. • Rt. 623, Wilcox Neck Rd. • Rt. 624, Horse Shoe Rd. • Rt. 607, Wayside Rd. • Rt. 658, Kimages Rd. • Rt. 619, Weyanoke Rd. <p>Trimming w/ Slope Mower</p> <ul style="list-style-type: none"> • Rt. 619, Weyanoke Rd. 	
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<ul style="list-style-type: none"> • Rt. 615, The Glebe Lane • Rt. 613, Sandy Point Rd. • Rt. 623, Wilcox Neck Rd. <p>Asphalt Over Cross Pipe</p> <ul style="list-style-type: none"> • Rt. 609, Barnett Rd. <p>Cleanup Tree Debris</p> <ul style="list-style-type: none"> • Rt. 635, Holly Tree Lane • <p>Sweep Intersection</p> <ul style="list-style-type: none"> • Rt. 620, Lewis Tyler Lane – Rt. 635, Holly Tree Lane <p>Repair Hole In Driveway</p> <ul style="list-style-type: none"> • Rt. 602, Lott Cary Rd. <p>Break Beaver Dam</p> <ul style="list-style-type: none"> • Rt. 613, Sandy Point Rd. • Rt. 623, Wilcox Neck Rd. <p>Set up Message Boards & Road Closure</p> <ul style="list-style-type: none"> • Rt. 5, John Tyler Mem. Hwy. / Herring Creek Bridge <p>Next Month's Agenda</p> <ul style="list-style-type: none"> • Ditching w/ Gradall / Secondary • Pavement Repair / Secondary • Repair / Replace Pipes under Roadway & Driveways • Litter Control / Primary & Secondary • Bike Trail Cleanup • Beaver Control 	
CONSTRUCTION	Brian Ramsey, P.E.
<ul style="list-style-type: none"> • Route 5 Bridge at Herring Creek: The anticipated completion date is now mid-February. Substructure work is complete and the steel beams are set. Current work includes setting forms for the deck with placement of reinforcing steel to follow. Stage II deck pour is planned for late-January; the exact date may vary somewhat with the weather (try to avoid snow or extremely cold temps). 	
TRAFFIC STUDIES/SPECIAL REQUESTS	Robert Vilak, P.E.
Finalizing a speed study on Route 644 (Courthouse Rd). Submitted to County Sherriff's Department for review. Preliminary results suggest posting 30 MPH and the addition of bike signage in several locations	
RESIDENCY REPORT	David Christoph
<ul style="list-style-type: none"> • Updates will be given at the meeting. 	

David Christoph stated the following: He hopes to have more information at the February meeting in regards to the speed limit in front of the Government Building. At the last Board meeting Floyd Miles asked if the contractor working on Herring Creek Bridge was being penalized for not finishing as scheduled, the answer is yes; they are being penalized for every day the bridge is not finished. Bill Coada had asked that VDOT look at the drainage ditch at the intersection of Route 106 and Barnetts Road. VDOT is continuously patching this area; they will be able to work on it better once the weather gets better. Alton Washington had asked if VDOT could put a restriction on Sturgeon Point Road due to the increase truck traffic. David Christoph stated there is a procedure to be initiated by the Board of Supervisors to request a restriction on any road. He stated he will make sure the Board gets a copy of the Board of Supervisors VDOT manual which includes all this information. Lloyd Carter had asked that VDOT look at the intersection at Route 5 and Route 106, he believes there is a potential of someone getting hurt with the crossing of bicycles and cars. David Christoph stated VDOT Traffic Engineering will be looking at the entire trail in general to see if something needs to be updated.

David Christoph also stated the Benjamin Harrison Bridge will be closed Friday, January 29th at 8:00 p.m. and reopen on Saturday, January 30th at 5:30 a.m. for installation of the south barrier gate; alternate lane closures maybe necessary on January 30th starting at 5:30 a.m. until 5:30 p.m. He also stated the closure date for pouring the Herring Creek Bridge deck has been rescheduled due to the weather; the rescheduled date has not been confirmed. Snow operation is still taking place on secondary roads.

Bill Coada thanked VDOT for the work they have done this week with the snow removal.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, Va., asked who was responsible for the snow removal at the Industrial Park to ensure County fire trucks can get in and out the fire department parking lot. David Christoph stated he will check to see if VDOT or the County is responsible for this.

FY2015 Audit – Robinson Farmer Cox

Erin Hawkins, auditor with Robinson Farmer Cox Associates presented the FY2015 Audit. He stated everything went effectively and efficiently. County did very well in supporting the Fund Balance; expenditures were held below budgeted amounts, which was very good. He stated the FY2015 Audit was very good.

Recognition Mrs. Carolyn Bird

Bill Coada presented a plaque to Mrs. Carolyn Bird, a District II constituent, for her selfless efforts in picking up trash, preserving the beauty in the District II area of the County.

Floyd Miles thanked Mrs. Carolyn Bird for all she does in keeping the roads clean.

RE: PUBLIC COMMENT PERIOD

Preston Adkins, 8041 Lott Cary Road, Providence Forge, VA., stated he was very impressed to see the School Superintendent, Dr. David Gaston, riding through the county looking at roads during the snow. He also thanked Mrs. Carolyn Bird for all she does.

RE: PUBLIC HEARING

Resolution adopting the tax rate for the short calendar year – January 2016 to June 30, 2016, at \$0.36

Zach Trogdon stated the Board needs to adopt a resolution in adopting the tax rate for a short calendar year, January 1, 2016 to June 30, 2016, at \$0.36 per hundred. He stated the County budget is done on a fiscal year and taxes are on a calendar year, to get them in alignment we need to adopt a short calendar year to start July 1, 2016.

**RESOLUTION ADOPTING THE REAL ESTATE TAX RATE
SHORT CALENDAR YEAR JANUARY 1, 2016 TO JUNE 30, 2016**

WHEREAS, on August 25, 2015, the Board of Supervisors of Charles City County adopted an ordinance in accordance with §58.1-3010 to establish a short calendar year of January 1, 2016 to June 30, 2016 for purposes of real estate taxation; and,

WHEREAS, on January 26, 2015 a duly advertised public hearing was held in accordance with §15.2-1427 regarding the real estate tax rate for the 2016 short calendar year;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF SUPERVISORS OF CHARLES CITY COUNTY adopts the real estate tax rate of \$0.36 for the short calendar year of January 1, 2016 to June 30, 2016, such rate to be applied to assessments as of January 1, 2016.

Floyd Miles asked if there were any questions. There were no questions.

Public Hearing was opened.

No comments.

Public Hearing was closed.

Motion was made by Bill Coada to adopt the tax rate for short calendar year, January 1, 2016 to June 30, 2016 at \$0.36 per hundred as presented. Motion passed unanimously.

RE: APPOINTMENTS

Motion was made by Floyd Miles to appoint Andrew Adams, 5001 Sturgeon Point Road, Providence Forge, VA., to the Planning Commission Board, effective February 1, 2016. This is the replacement of Mr. Alton Washington whose term will expire on January 31, 2016. Motion passed unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

Zach Trogdon introduced Rachel Chieppa, effective February 1, 2016, she will be the Director of Planning Economic and Development Department. Rachel Chieppa stated she is looking forward to working with everyone in Charles City County.

Zach Trogdon read a proclamation in honor of African American History month; February 1st through February 29, 2016. Gilbert Smith motioned to adopt Proclamation as read. Motion passed unanimously.

Proclamation
A PROCLAMATION IN HONOR OF
AFRICAN AMERICAN HISTORY MONTH

February 1 – 29, 2016

WHEREAS, the Charles City County Board of Supervisors recognizes and asks all citizens in Charles City County to join them in recognizing February, 2016 as African American History Month; and

WHEREAS, we remember the years of struggle for freedom and justice; and the strong beliefs our forefathers had in God's grace and mercy.

WHEREAS, we recognize and reflect on the places and times African Americans made history such as Harriet Tubman and her Underground Railroad; Mary McLeod Bethune, an American educator and life rights leader who founded Bethune-Cookman University and was also known as "The First Lady of The Struggle" because of her commitment to gain better lives for African Americans; Mrs. Rosa Parks, who on December 1, 1955, refused to give up her seat on a city bus; and Martin Luther King, Jr., who gave his life defending the cause that indeed all men are created equal.

WHEREAS, Charles City County remembers and acknowledges our own history - Mrs. Iona W. Adkins, Clerk in the Circuit Court of Charles City County, the first African American woman to be elected to that position; Mr. Carlton L. Jones the first African American to serve on Charles City County School Board, representing District I.

WHEREAS, we continue to remember and honor all the people who have either helped, taught, or stood up and defended what is right to make the lives of the generations to come better.

NOW, THEREFORE, BE IT RESOLVED, that on this 26th day of January 2016, the Charles City County Board of Supervisors does hereby proclaim February 1st – February 29th, 2016 as African American History Month, and calls on the people of Charles City County to observe this month with appropriate programs, activities, and ceremonies.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: DIRECTIVES AND COMMENTS

Bill Coada stated he would like for the Board to recommit to the implementation of the SOP (Standard Operating Procedures) by the end of calendar year 2016.

Floyd Miles stated meetings have taken place on the library timeline; staff has been asked to give a presentation to the Board at the March 22nd Board meeting for a timeline to go forward on the library.

Floyd Miles stated all Board and Commissions will be reviewed at the Board of Supervisors March 22nd meeting to decide which Boards to continue with.

RE: EXECUTIVE SESSION

Motion was made by Gilbert Smith to go into Executive Session to discuss Investment of County Funds under Section 2.2-3711(A)(6) and Personnel under Section 2.2-3711(A)(1), respectively, of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Gilbert Smith to return to open session. Motion passed unanimously. Motion was made by Bill Coada 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 **recessed until Tuesday, February 23, 2016, 6:00 p.m.** for a closed session meeting; **regular meeting to start at 7:30 p.m.**