

VIRGINIA:

At the regular meeting of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on **Tuesday, May 24, 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

Bill Coad stated there is a correction to the minutes on page 17 under Directives and Comments, fourth paragraph. Sentence should read: This Board came in on the heels of *nineteen years* to total neglect.

Motion was made by Bill Coad to accept Consent Agenda with change. Motion passed unanimously.

- a. Approval of Minutes:
 - April 26, 2016 Recessed Meeting Minutes
 - April 26, 2016 Regular Meeting Minutes
- b. CH2M Hill Invoice for Services through April 15, 2016
- c. Appropriations for the month of June 2016

**Charles City County June
Appropriations**

*Deputy County
Administrator
Recommends*

General Fund Agencies

11010	Board of Supervisors	\$	7,645
12100	County Administrator		25,597
12210	Legal Services		-
12220	Non Departmental		-
12221	Non Departmental-Telecom		-
12240	Audit		-
12310	Commissioner of Revenue		14,909
12410	Treasurer		
12420	Management Services		44,808
12425	Information Technology		-

12520	Motor Pool	-
12530	Central Gas	-
12600	Memberships	-
13100	Electoral Board	-
13200	Registrar	-
21100	Circuit Court	330
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	43,857
21700	Sheriff Judicial	-
21800	Courthouse Security Fund	-
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	17,776
31200	Sheriff Law Enforcement	-
31900	Sheriff Support	49,645
31920	County-School Resource Officer	-
32200	Fire Protection	-
32300	Emergency Medical Response	77,232
32350	E 911	-
32400	Wireless E911	14,740
33150	Correction & Detention	66,500
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	-
35100	Animal Control	-
35300	Medical Examiner	-
35500	Emergency Services	2,828
42400	Landfill Monitoring	-
43200	General Properties	(42,200)
51100	Health Department	-
52200	MH/MR Services Board	-
53600	Contributions	-
68010	John Tyler Community College	-
71100	Parks and Recreation	34,279
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	-
73210	Center For Local History	-
81100	Planning Commission	1,450
81200	Planning Department	-
81600	Com Development Cont	-
82650	Environmental Mgt Cont	-
83300	Cooperative Extension	-

91400	General Fund Contingency	(14,628)
92100	Revolving Account	-
92400	FY15 Carry-Over	271,436
95000	Debt Service	36,188
	Total General Fund	\$ 668,703
43400	Public Utility Fund	(1,330)
Fund 311	Capital Improvement Plan	200,000
	Total Board of Supervisors	\$ 867,373
FY16- School Operating Categorical		
Appropriations		
61101	Instruction	488,353
62119	Admin, Attendance & Health Serv.	74,716
63109	Pupil Transportation	85,307
64209	Operations & Maintenance	98,133
68109	Instructional Technology	282,600
213	Self-Sustaining Fund	230,220
214	Textbook Fund	-
215	Food Service Fund	-
216	Capital Fund	-
	School Fund Total	\$ 1,259,329
ALL FUNDS		
	BOARD OF SUPERVISORS	867,373
	SCHOOL OPERATING	1,259,329
	SOCIAL SERVICES	135,952
	SPECIAL WELFARE	-
	GRAND TOTAL ALL FUNDS	\$ 2,262,654

RE: PRESENTATION

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, Bruce McNabb stated effective May 25, 2016, David Christoph will be working Assistant Residency Administrator for Incident Management. He will be working with first responders including VDOT to approve the overall response times to accidents and incidents on the highways. Bruce McNabb stated he will be picking up David Christoph responsibilities until he is replaced.

David Christoph gave the following monthly report for the month of May 2016:

CHARLES CITY COUNTY
May 2016 – Monthly Report

<p>Maintenance:</p> <ul style="list-style-type: none"> • Leadership Development Program • MSDS Training • Emergency Action Plan Training • Set Message Board / Bike Race • Haul Debris • Dead Animal Removal Primary / Secondary • Haul Tires To Ashland / Pickup From Roadway <p>Break Beaver Dams</p> <ul style="list-style-type: none"> • Rt. 623, Wilcox Neck Rd. • Rt. 612, Ruthville Rd. • Rt. 626, Old Elam Cemetery Rd. <p>Remove Fallen Trees</p> <ul style="list-style-type: none"> • Rt. 631, Cool Hill Rd. • Rt. 607, Church Lane • Rt. 615, The Glebe Lane • Rt. 632, Tyler’s Mills Rd. <p>Cut Leaning Trees</p> <ul style="list-style-type: none"> • Rt. 621, Eagle Nest Rd. <p>Cut Site Problems w/ Slope Mower</p> <ul style="list-style-type: none"> • Rt. 615, The Glebe Lane • Rt. 106, Roxbury Rd. & Rt. 691, Harrison Point Dr. • Rt. 5, John Tyler Mem. Hwy. (Herring Creek Bridge) • Rt. 609, Barnett’s Rd. at Rt. 607, Wayside Rd. <p>Litter & Trash Bag Pickup</p> <ul style="list-style-type: none"> • Rt. 5, John Tyler Mem. Hwy. • Rt. 155, Courthouse Rd. • Rt. 600, Charles City Rd. • Rt. 612, Ruthville Rd. • Rt. 615, The Glebe Lane • Rt. 620, Lewis Tyler Lane • Rt. 619, Weyanoke Rd. 	<p>David Christoph/Jamie Craig</p>
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- Rt. 106, Roxbury Rd.
- Rt. 604, Warriner Rd.

Ditching w/ Gradall

- Rt. 623, Wilcox Neck Rd.

Pot Hole Repair / Cold Mix

- Rt. 609, Barnett's Rd.
- Rt. 655, Salem Run Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 623, Wilcox Neck Rd.
- Rt. 650, Cattail Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 665, Harrison Lake Drive
- Rt. 630, Samaria Lane
- Rt. 632, Tyler Mills Rd.

Bike Trail Cleanup

- Grass Cutting
- Repair Boards on Bridges
- Blowing Trail
- Cut Back w/ Slope Mower
- Drainage
- Throw Back Limbs
- Litter Pickup
- Cutting Brush w/ Chipper

Grass Cutting on Primary Routes

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.

Throw Back Limbs

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 601, Liberty Church Rd.
- Rt. 632, Tyler's Mills Rd.
- Rt. 659, Old Ferry Rd.
- Rt. 106, Roxbury Rd.
- Rt. 155, Courthouse Rd.
- Rt. 156, Roxbury Rd.

Cut & Throw Back Trees

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 603, Old Union Rd.
- Rt. 614, Sturgeon Point Rd.

Put Up High Water Signs

- Rt. 602, Lott Cary Rd.

<ul style="list-style-type: none"> • Rt. 613, Sandy Point Rd. • Rt. 619, Weyanoke Rd. • Rt. 623, Wilcox Neck Rd. • Rt. 630, Samaria Lane • Rt. 658, Kimages Rd. • Rt. 607, Wayside Rd. • Rt. 607, Church Lane <p>Install Rip Rap</p> <ul style="list-style-type: none"> • Rt. 5, John Tyler Mem. Hwy. (Herring Creek Bridge) • Rt. 602, Lott Cary Rd. (Nice Farm) <p>Stone In Driveway</p> <ul style="list-style-type: none"> • Rt. 602, Lott Cary Rd. <p>Fork Leaves, Drainage</p> <ul style="list-style-type: none"> • Rt. 614, Sturgeon Point Rd. <p>Next Month's Agenda</p> <ul style="list-style-type: none"> • Grass Cutting / Primary & Secondary • Ditching w/ Gradall / Secondary • Pavement Repair / Primary & Secondary • Litter Control / Primary & Secondary • Bike Trail Cleanup • Beaver Control 	
CONSTRUCTION	Brian Ramsey, P.E.
<ul style="list-style-type: none"> • Nothing to Report this Session 	
TRAFFIC STUDIES/SPECIAL REQUESTS	Sharad Uprety, P.E.
<ul style="list-style-type: none"> • Nothing to Report this Session 	
RESIDENCY REPORT	David Christoph
<ul style="list-style-type: none"> • Updates will be given at the meeting. 	

David Christoph gave an update on the following: He will leave a note for his successor to follow up on the speed study on Route 644, in front of the County Administration Building. Mr. Andrew Carr had stated vegetation had grown up and was obscuring some signs on Harrison Lake Drive; the vegetation has been removed. Mr. Carr also had a concern about the bridge on Route 640 that was used during the placement of the Route 5 Bridge. That bridge is on a yearly inspection due to be inspected July 2016. Mrs. Elnora Robinson had asked if the ditches could be pulled for drainage on Willcox Neck Road. VDOT is working on spots in the ditch that is holding water.

Floyd Miles asked David Christoph to check on the stop sign at Sturgeon Point and Courthouse Road. He stated in his opinion he thinks it is too far back from the intersection, the

sign should be closer to Courthouse Road. David Christoph stated a sign can be up to 40 feet from the intersection and still be legal. He will have it checked.

Floyd Miles thanked David Christoph for the service he has provided Charles City County.

Community Emergency Response Team (CERT)

Dallas Johnson stated the County hosted CERT training, Thursday of every week, from March 17th to May 5th. CERT is about taking care of self, family, and then others in case of an emergency. There were seven classes taught: Introduction & Disaster Preparedness, Fire Safety & Utility Controls, Disaster Medical Operations - Part 1, Disaster Medical Operations - Part 2, Light Search & Rescue Operations, CERT Organization, Disaster Psychology, and Terrorism. Dallas Johnson thanked the Board of Supervisors, Department of Parks & Recreation, County Administrator's Office, and Emergency Training Systems for making the training a success.

Dallas Johnson along with the Chairman of the Board of Supervisors, Floyd Miles, Sr., presented the attendees of the CERT class a certificate of class completion. The attendees were: Barbara Carper, William Carper, and Kathleen Borkey. The trainers were: Andrew Moddrall, Leeroy Moore, and Ed Dunnavant with Emergency Training Systems.

Dallas Johnson also stated on June 18, 2016, Charles City County will be hosting a Disaster Survivor Day from 9:00 a.m. until noon at the Government School Board Administration Building in the auditorium.

RE: PUBLIC COMMENT PERIOD

Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, Va., stated at the last Board of Supervisors monthly meeting she felt like her privacy was unlawfully invaded. The Deputy who was at the meeting was searching women's pocketbooks, men were not being searched at all. The audience should have known they were going to be searched; a sign should have been posted. Mrs. Elnora Robinson stated she would like for the Board to look into this and for the officer to apologize for searching the women's pocketbooks. She also stated this should not happen again.

Heather Jones, 10030 Dalmation Drive, Charles City, Va., stated she has a concern about a gate situation at Lawrence Lewis, Jr. Park. She stated she lives east of the park and her driveway is just before the gate. The park is open from dawn to dusk. She was told the Deputy on duty opens and closes the park. She shared a couple of incidents that she had encountered personally. She stated around 1998 there was gun fire at the park, the Sheriff was called but no one was at the park when the officer arrived. She has found empty beer bottles, used condoms, and a couple having sexual intercourse at the end of her driveway. Last year she reported to the Sheriff's Office that while trying to leave out of her private drive there were four cars parked waiting to get into the park. One man stood in the road and refused to move. He

stood there for a couple of minutes before moving and yelled at her to open the gate to the park. Doors have been knocked on asking homeowners to open the gate to the park. The majority of people that live in the neighborhood are retirees and there are a few widows. Heather Jones also stated twice a year she and her family pick up liter on Route 618. The liter is mostly beer bottles and tires. The boat ramp and bicycle trail is bringing more people along with more trash and more questionable behavior. They have to deal with irate fisherman, dirty road and interesting situations. She stated she is asking that both gates have a sign with opening and closing times and to call the non-emergency Sheriff's Office telephone number with any questions, and a private road sign at the end of Dalmation Drive. This may help solve the problems they are dealing with.

RE: APPOINTMENTS

No appointments were made.

RE: PUBIC HEARING
FY2017 - FY2022 SECONDARY SIX-YEAR PLAN (SSYP)

Bruce McNabb, VDOT representative, stated Charles County has very little funding to work with; state wide decision formula based on population and road miles. Money can be carried over to the next year. Hopefully next year a project can be matched up with the funds that will be available.

Floyd Miles opened the public hearing to public comments.

Preston Adkins, 8041 S. Lott Cary Road, Providence Forge, Va., asked if the widening of Wayside Road and the project at Lott Cary and Barnetts Road is on the Six-Year Plan, and if so how do you determine which one of those projects is more important? Bruce McNabb stated both of those projects are funded.

Floyd Miles closed the public hearing.

Motion was made by Bill Coada to keep accruing funds in the Secondary Six-Year Plan until enough money has been built up to fund a project. Motion passed as follows:

Bill Coada	Aye
Gilbert Smith	Aye
Floyd Miles	Aye

RE: COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated the Parks and Recreation Department provides a Fitness Warrior class each Wednesday to the citizens for free. The class instructor is provided by Sports Backers of Richmond. Parks and Recreation submitted a grant application to Sports Backers for

equipment needed to enhance the fitness center. Sports Backers awarded Charles City County Parks and Recreation a grant in the amount of \$1,390.00 for equipment, the funds were received on April 1st. Michelle Johnson recommended the Board accept the funds and allow the Recreation Department to purchase additional equipment for the fitness center.

Motion was made by Gilbert Smith to accept the Sports Backers grant in the amount of \$1,390.00 to purchase additional equipment for the fitness center. Motion passed unanimously.

Michelle Johnson stated the Sheriff has submitted a request to transfer from his law enforcement salary line item to automobiles and equipment the amount of \$49,245. The savings have been verified with the Compensation Board. The Compensation Board will allow the Sheriff to use the savings for other operational items. Michelle Johnson recommended the Board amend the Sheriff's Budget for a total amount of \$49,245. \$38,725 for the purchase of a 2016 Dodge Charger to include outfitting, \$5,920 for the purchase of eight bullet proof vests, and \$4,600 to be transferred to Office Supplies.

Bill Coad asked what is covered in the law enforcement salary line item? Michelle Johnson stated the Sheriff's Department has two categories judicial and law enforcement. The majority of the Sheriff's savings is through the Compensation Board. The Compensation Board is allowing the Sheriff to transfer from salary to judicial due to vacancies throughout the year.

Motion was made by Bill Coad to accept the Sheriff's Department budget transfer request as presented by staff. Motion passed unanimously.

Michelle Johnson stated the Sheriff has submitted a request to transfer \$23,548 from his law enforcement salary line item to his judicial salary line item. She recommended the Board approve the transfer of \$23,548 to assist with the current salary shortfall.

Motion was made by Gilbert Smith to approve transfer as presented by staff. Motion passed unanimously.

Michelle Johnson stated there have been two additional elections this year (March 1st and June 14th) that was not programmed in the Registrar's budget for FY16. The Registrar's budget has been depleted due to the additional elections. The total cost for both elections are \$10,813, there is also a need for redistricting which will cost \$1,822. She stated earlier this year the Board of Supervisors allocated money for salary contingency; after all salaries have been allocated there is a savings of \$18,740. Michelle Johnson recommended that the \$12,635 be transferred from the salary contingency to the Registrar's budget to assist with the shortfall, due to additional elections. She also stated the County will be reimbursed \$6,205 from the State Board of Elections.

Motion was made by Gilbert Smith to approve transfer from the salary contingency fund to the Registrar's budget as presented by staff. Motion passed unanimously.

Michelle Johnson stated the Commonwealth of Virginia recognizes May as Older American Month. She presented a proclamation recognizing the older citizens in the County for their contributions who continues to grow in numbers and diversity. Michelle Johnson recommended the Board approve the proclamation proclaiming May 2016 to be Older American Month.

Motion was made by Bill Coada to approve the Proclamation recognizing May 2016 to be Older American Month. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

No public comments were made.

RE: DIRECTIVES AND COMMENTS

Bill Coada stated he would like to see a report on Comp Time at the next Board meeting along with having department reporting added to the agenda.

Bill Coada stated he has been having conversation with the Deputy County Administrator to move forward with the Standard Operating Procedures (SOP's).

Floyd Miles stated he has a concern with appropriations for the month of June. County staff caught an error where the School Board had requested approximately \$722,000 above and beyond their budget. He stated he would like to have the School Board respond to how and why this happened.

Floyd Miles stated in reference to the comment made by Mrs. Elnora Robinson being searched at the Board meeting. He stated he knows there is a sign at the courthouse saying you are subject to be searched at any time; this issue will be looked into.

Floyd Miles requested Zach Trogdon get with Mrs. Heather Jones in reference to the issue she is having at Lawrence Lewis Jr. Park. He also requested a detailed report be given to Board on what needs to be done and how to go about doing it.

Floyd Miles stated during budget season, when the budget is being done, the Board looks at and thinks about the entire County. The Board was elected to watch over all money that the County generates in the budget. He is concerned about comments he is hearing that is coming from the School Board. Floyd Miles stated if the Board has any comments or questions towards any organization that the County funds they will do it. He also stated the Board is not trying to run any organization, just trying to make sure the money is utilized and spent wisely.

Zach Trogdon stated staff had hoped to have received the Fire/EMS Study for this meeting; hopefully the study will be done by next month. Floyd Miles stated he wants to take the time that is necessary to get the correct and proper study done.

RE: EXECUTIVE SESSION

Motion was made by Bill Coad to go into Closed Session to discuss Acquisition of Real Property for Public Purpose under Section 2.2-3711(A)(3), Location of a Prospective Business under Section 2.2-3711(A)(5), and Investment of Public Funds under Section 2.2-3711(A)(6) 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 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.

There being no further business, the Board adjourned **until Wednesday, June 1, 2016, 6:00 p.m.** for a Work Session meeting.