

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, June 28, 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

Zach Trogdon requested to add a Resolution to Commit Fund Balance under Item 7. (e), County Administrator’s Report to the agenda.

Motion was made by Bill Coad to adopt Agenda with change requested by Zach Trogdon. Motion passed unanimously.

RE: CONSENT AGENDA

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

- a. Approval of Minutes:
 - May 24, 2016 Regular Meeting Minutes
 - June 1, 2016 Work Session Minutes
- b. CH2M Hill Invoice for Services through May 20, 2016
- c. Appropriations for the month of July 2016
- d. Appropriation Approval

Charles City County July Appropriations	<i>Deputy County Administrator Recommends</i>
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<i>General Fund Agencies</i>		
11010	Board of Supervisors	\$ 5,696
12100	County Administrator	11,637
12210	Legal Services	10,000
12220	Non Departmental	4,000
12221	Non Departmental-Telecom	41,452
12240	Audit	-
12310	Commissioner of Revenue	40,506
12320	Reassessment	-
12410	Treasurer	16,389

12420	Management Services	26,000
12425	Information Technology	49,182
12520	Motor Pool	7,380
12530	Central Gas	1,364
12600	Memberships	2,550
13100	Electoral Board	1,930
13200	Registrar	6,008
21100	Circuit Court	2,262
21200	Combined GD/JD Court	7,675
21300	County Magistrate	500
21600	Clerk of Circuit Court	21,176
21700	Sheriff Judicial	15,065
21800	Courthouse Security Fund	2,204
21930	Crater Criminal Justice T.C.	6,827
22100	Commonwealth's Attorney	17,811
31200	Sheriff Law Enforcement	98,058
31900	Sheriff Support	15,612
31920	County-School Resource Officer	4,514
32200	Fire Protection	29,100
32300	Emergency Medical Response	49,328
32350	E 911	4,050
32400	Wireless E911	2,501
33150	Correction & Detention	39,950
33300	VJCCCA	9,400
33310	Col Com Correction jb	6,307
33320	9th District Court Services	6,250
34400	Codes Enforcement	38,656
35100	Animal Control	14,342
35300	Medical Examiner	100
35500	Emergency Services	4,790
42400	Landfill Monitoring	24,759
43200	General Properties	83,095
51100	Health Department	31,675
52200	MH/MR Services Board	29,065
53600	Contributions	25,730
68010	John Tyler Community College	1,229
71100	Parks and Recreation	36,629
71200	Lewis Park Boat Ramp	3,400
73200	Library/Cultural	22,795

73210	Center For Local History	17,450
81100	Planning Commission	-
81200	Planning Department	18,786
81600	Com Development Cont	18,731
82650	Environmental Mgt Cont	4,700
83300	Cooperative Extension	18,951
91400	General Fund Contingency	-
92100	Ruthville Fitness Center	6,000
95000	Debt Service	39,188
	<i>Total General Fund</i>	<u>\$ 1,002,755</u>
43400	Public Utility Fund	60,200
Fund		
311	Capital Improvement Plan	100,000
	<i>Total Board of Supervisors</i>	<u><u>\$ 1,062,955</u></u>

***FY17- School Operating Categorical
Appropriations***

61101	Instruction	492,038
62119	Admin, Attendance & Health Serv.	78,427
63109	Pupil Transportation	62,524
64209	Operations & Maintenance	85,722
68109	Instructional Technology	31,488
213	Self-Sustaining Fund	203,730
214	Textbook Fund	64,467
215	Food Service Fund	66,667
216	Capital Fund	220,000
	<i>School Fund Total</i>	<u><u>\$ 1,085,063</u></u>

ALL FUNDS

BOARD OF SUPERVISORS	1,062,955
SCHOOL OPERATING	1,085,063
SOCIAL SERVICES	130,499
SPECIAL WELFARE	19,000
GRAND TOTAL ALL FUNDS	<u><u>\$ 2,297,517</u></u>

RE: PRESENTATION

VIRGINIA DEPARTMENT OF TRANSPORTATION

David Christoph, Representative from VDOT, gave the following monthly report for the month of June 2016:



**ASHLAND RESIDENCY
BRUCE McNABB
RESIDENCY ADMINISTRATOR
VDOT Call Center – 1-800-367-ROAD**

**CHARLES CITY COUNTY
June 2016 – Monthly Report**

<p>Maintenance:</p> <ul style="list-style-type: none">• Leadership Development Program• Dead Animal Removal, Primary / Secondary• Driver Safety Awareness Class• Closed Benjamin Harrison Bridge Due To Accident• Communicating For Leaders Class• CDL – Physicals <p>Grass Cutting & Weed Eating</p> <ul style="list-style-type: none">• Rt. 5, John Tyler Mem. Hwy.• Rt. 644, Courthouse Rd.• Rt. 645, Chickahominy Bluff Rd.• Rt. 618, Wilcox Wharf Rd.• Rt. 665, Harrison Lake Drive• Rt. 106, Roxbury Rd.• Rt. 697, Country Wood Rd.• Rt. 156, Roxbury Rd. <p>Litter & Trash Bag Pickup</p> <ul style="list-style-type: none">• Rt. 5, John Tyler Mem. Hwy.• Rt. 106, Roxbury Rd.• Rt. 155, Courthouse Rd. <p>Bike Trail Cleanup</p> <ul style="list-style-type: none">• Grass Cutting• Repair Wood Boards on Bridges• Drainage• Kleen Line Contractor, Spraying Trail• Cut Hanging Tree Limbs• Blowing Trail• Cut Trees on Trail• Cut Back w/ side Arm Tractor• Cutting Back Site Problems• Brush Cutting	<p>David Christoph/Jamie Craig</p>
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Tree & Debris Cleanup

- Rt. 632, Tyler Mills Rd.

Remove Fallen Trees

- Rt. 632, Tyler Mills Rd.
- Rt. 615, The Glebe Ln.
- Rt. 614, Sturgeon Point Rd.
- Rt. 5, John Tyler Mem. Hwy.

Repair Washout/ Rip Rap In Ditch

- Rt. 602, Lott Cary Rd.
- Rt. 106, Roxbury Rd.

Clean Tail Ditch By Hand

- Rt. 661, The Loop Rd.

Clean Ditches w / Gradall

- Rt. 661, The Loop Rd.
- Rt. 631, Cool Hill Rd.
- Rt. 630, Samaria Ln.
- Rt. 803, Old Holly Hill Rd.
- Rt. 650, Cattail Rd.
- Rt. 610, Green Oak Rd.

Cut Site Problems, Curves & Banks w/ Slope Mower, Chipper

- Rt. 609, Barnetts Rd. at Rt. 631, Cool Hill Rd.
- Rt. 609, Barnetts Rd. at Rt. 603, Old Union Rd.

Pot Hole Repair / Cold Mix

- Rt. 602, Lott Cary Rd.
- Rt. 650, Cattail Rd.
- Rt. 600, Charles City Rd.
- Rt. 617, Monguy Rd.
- Rt. 609, Barnetts Rd.
- Rt. 697, Country Wood Rd.
- Rt. 612, Ruthville Rd.
- Rt. 618, Adkins Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. 5, John Tyler Mem. Hwy.

Sign Repair

- Rt. 661, The Loop Rd.
- Rt. 5, John Tyler Mem. Hwy.

Pot Hole Repair / Asphalt / Lee Hy / Hot Mix

- Rt. 106, Roxbury Rd.
- Rt. 607, Wayside Rd.

- Rt. 666, Waymacks Rd.
- Rt. 5, John Tyler Mem. Hwy.

Clean Leaves From Ditches

- Rt. 607, Wayside Rd.
- Rt. 607, Church Ln.
- Rt. 625, West Run Rd.
- Rt. 658, Kimages Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 633, Herring Creek Rd.
- Rt. 5, John Tyler Mem. Hwy.

Clean Debris From Pipes

- Rt. 617, Monguy Rd.
- Rt. 658, Kimages Rd.
- Rt. 650, Cattail Rd.
- Rt. 620, Lewis Tyler Ln
- Rt. 607, Church Ln.
- Rt. 633, Herring Creek Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 623, Wilcox Neck Rd.
- Rt. 612, Ruthville Rd.
- Rt. 615, The Glebe Ln.
- Rt. 603, Old Union Rd.

Replace Driveway w/ Stone

- Rt. 661, The Loop Rd.
- Rt. 602, Lott Cary Rd.

Site Clearing / Intersections

- Rt. 665, Harrison Lake Drive / Rt. 5, John Tyler Mem. Hwy.
- Rt. 609, Barnetts Rd. at Rt. 602, Lott Cary Rd.
- Rt. 607, Church Ln. at Rt. 609, Barnetts Rd.
- Rt. 602, Lott Cary Rd. at Rt. 609, Barnetts Rd.
- Rt. 653, Mt. Pleasant Rd. at Rt. 603, Old Union Rd.
- Rt. 618, Adkins Rd.
- Rt. 670, Salem Heights Drive, at Rt. 609, Barnetts Rd.

Cutting Back w/ Slope Mower

- Rt. 659, Old Ferry Rd.
- Rt. 627, Old Neck Rd.
- Rt. 623, Wilcox Neck Rd. at Rt. 627, Old Neck Rd. Intersection
- Rt. 609, Barnetts Rd. at (Saw Mill)
- Rt. 633, Herring Creek Rd.
- Rt. 640, Herring Creek Rd.

<p>Shoulder Repair w/ Gradall</p> <ul style="list-style-type: none"> • Rt. 659, Old Ferry Rd. • Rt. 610, Green Oak Rd. <p>Contractor Spray Guardrail / Primary</p> <ul style="list-style-type: none"> • Rt. 5, John Tyler Mem. Hwy. • Rt. 155, Courthouse Rd. <p>Break Beaver Dams</p> <ul style="list-style-type: none"> • Rt. 612, Ruthville Rd. • Rt. 626, Old Elam Cemetery Rd. <p>Dump Truck Accident, Clean Up Sand</p> <ul style="list-style-type: none"> • Rt. 5, John Tyler Mem. Hwy. • <p>Daylight Signs</p> <ul style="list-style-type: none"> • Rt. 602, Lott Cary Rd. <p>Replace Pipe Cross Roadway</p> <ul style="list-style-type: none"> • Rt. 631, Cool Hill Rd. <p>Asphalt Cross Replace Pipe</p> <ul style="list-style-type: none"> • Rt. 631, Cool Hill Rd. <p>Storm Cleanup / Elko</p> <p>Next Month's Agenda</p> <ul style="list-style-type: none"> • Ditching w/ Gradall • Grass Cutting / Secondary • Pavement Repair / Secondary • Bike Trail Cleanup • Litter Control / Primary & Secondary • Daylighting Signs 	
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 stated the stop sign at Sturgeon Point and Courthouse Road will be moved closer to the intersection. He will have the stop a head sign upgraded to show how many feet you can go before you get to the stop sign.

Bill Coad asked David Christoph if there were any restrictions on trucks using Barnetts Road from Route 106 going to Waste Management Landfill. He thought there used to be

a sign posted that all trucks going to the landfill had to use Chambers Road. David Christoph stated he will check into this.

Gilbert Smith stated there was grass cutting on Route 625, West Run Road, and Route 658, Kimages Road, all the grass and trash that were in the ditch went into the highway. He asked David Christoph if this could be swept back off the road once they finish cutting the grass. David stated he will read the contract with the contractor to see what they can do. Gilbert Smith also stated the hedges in front of the building, looking east on Route 5, needs to be trimmed.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, Va., stated he is not sure who's responsibility it is to take care of trees that have grown up blocking speed limit and road signs, especially on Barnetts Road. He also stated a grass cutting tractor left on the side of the road at Route 106 and Union Baptist Road was blocking the view of oncoming traffic.

David Cousins, 8600 Gilfield Lane, Charles City, Va., stated when you turn onto Wayside Road off of Barnetts Road there is a lot of growth on the inside of the deep curve, cars are going 45 - 50 mph, you cannot see oncoming cars until you are in the curve.

Steve Fuhrmann, 3400 Adkins Road, Providence Forge, Va., asked when the secondary roads will be mowed in the County? Steve Fuhrmann also asked if and how individuals that mow road frontage can get a mowing ahead sign?

David Christoph stated contractors are presently taking care of mowing secondary roads. Mowing ahead signs cannot be given to the public.

Zach Trogdon stated Mr. McNabe, with VDOT, was present to talk about naming Secondary Roads. Mr. McNabe stated VDOT has limited resources, adding roads to the system and paving them is not a high priority. Someone beside VDOT has to pay half the cost for a road that is not presently in their system. The County will have to decide where the other half will come from (a special assessment or direct payment from people adjacent to the road). The County is responsible for everything about the process; VDOT will only be responsible for the design and construction of the road. Mr. McNabe also stated there is another part to be considered in naming and paving roads that is called Speculative Interest. If properties adjacent to this road are going to be developed by a developer, VDOT will expect the developer to pay their fair cost. VDOT will look at each case on an individual basis, as there are so many different variables to be considered. Bottom line cost for construction will be \$50,000.00 per mile. County will have to come up with \$25,000.00 mile; County can use up to 5% of the annual allocation of Secondary Construction Funds that equal \$15,000 per year. VDOT Revenue Sharing Program, VDOT will match 50% which will go towards design and construction.

Gilbert Smith stated to let the individuals that made the request be aware of what they will be responsible for.

Zach Trogdon stated he wanted to clarify that VDOT is only interested in paving roads already paved. They are not taking over unpaved roads. Mr. McNabe stated that is correct, they do not take over unpaved roads into the system.

Parks & Recreation Presentation

Parks & Recreation presented a presentation on what their department has done the first half of 2016. The Youth Basketball League has six teams with a total of 77 players, 15 coaches, and 23 cheerleaders. Senior Programs: The Young at Heart and Charles City 4x4 Club co-sponsored their annual Valentine's Dance. They have attended the Lion King, Motown and UniverSoul Circus. The seniors also have exercise classes and they go bowling. Parks & Recreation held their annual Easter Egg Hunt in March. Charles City Adult Basketball League began February 21st. Youth Basketball has a total of six teams with a total of 67 players and 13 coaches. Registration for Summer Camp ran from April 1st to June 1st with a total of 98 children enrolled. 76 Junior Campers and 22 Senior Campers. Adult Softball League games started May 15th with a total of six teams. The goals are to introduce new Thursday evening fitness programs, partner with CNU (Christopher Newport University) to have a youth basketball camp, continue to develop and renovate parks and other recreational facilities, and provide a variety of programs/events that will encourage community involvement as participants, coaches, or spectators.

Bill Coada thanked Parks and Recreation for the presentation. He asked that Parks and Recreation look into paving the walking path at Harrison Park.

Planning & Economic Development Presentation

Rachel Chieppa, Director of Planning and Economic Development, stated that the Department is in the process of updating the Zoning Ordinance. We are identifying where changes need to be done, whether it is due to legislative changes or where problems have been identified. This will be brought to the Planning Commission in the late summer/fall. The Department is also updating the process for Erosion and Sediment Control. The Department has been updating the Department's Standard Operating Procedures (SOPs).

Rachel Chieppa stated that the Industrial Corridor Overlay District (ICOD) was approved by the Planning Commission on March 10, 2016. It is ready for further action, which will be presented to the Board in the near future. She presented a briefing of the ICOD. The ICOD would cover the entire length of Route 106. The long-term purpose of the ICOD is to provide safety and mobility. It will limit access points to minimize crossover locations and traffic signals, which will allow for the flow of truck traffic for industrial movement; keeping the speed limit at 55 mph. The ICOD will promote Economic Development in the corridor. It will regulate signage, lighting around businesses and impose landscaping standards.

Rachel Chieppa stated the Richmond Regional Planning District Commission (RRPDC) and the Department is working on an analysis of the Capital Trail amenities plan, along with, adding additional spur trails. Planning and Economic Development recently worked with a master's student from VCU that has provided a professional starting document for the future development of the Charles City County Courthouse Village Plan. This could serve as a starting document for the County, but was primarily intended to help him with his final paper. Rachel Chieppa stated, moving forward she would like to utilize and partner with VCU on different projects in the future. This would be a good resource for the County.

Rachel Chieppa stated the Department maintains a list of any available sites and buildings within the county that are for sale on the Virginia Economic Development Partnership website. Planning and Economic Development held their first quarterly business networking event at Wink Fasteners on June 3, 2016. Over 20 businesses and partners attended. Community College Workforce Alliance came and spoke about Communications Strategies. The Department is looking forward to another event on September 9, 2016, at 8:00 a.m. at Bruce Howard Contracting. These events give the business owners resources that are available through state and business partners as well as provide networking opportunities.

Rachel Chieppa stated the Department works daily on implementing the Economic Development Strategic Plan. Part of the implementation of the plan is adding a component to the staff reports.

Rachel Chieppa stated the Department is moving forward on Tourism. We have partnered with the schools art teachers to create a LOVE works sign contest for the students. There was a presentation at the work session on tourism incentives, tourism zones, and grant programs. The Department is working towards finalizing the closeout of the Virginia Tourism Grant. The Department is considering creating a Facebook page for Charles City County tourism. Also, we are exploring the possibility of updating the Visitor Center and having volunteers to staff.

Bill Coad, BOS District II, asked Rachel Chieppa whether she is looking into being E & S certified. She stated, yes she is taking classes and in the meantime is provisionally certified. Bill Coad also asked about a goal listed during the budget cycle on hosting a citizen's academy. Rachel Chieppa stated, Becky Stewart is currently pursuing what other localities are doing and she will be the one to head up this effort.

RE: PUBLIC COMMENT PERIOD

Victoria Cox-Washington, Clerk, Charles City Circuit Court, Charles City, Va., stated the Library of Virginia has contacted her in reference to a lost records book dated 1964 to the 1700's that has been recovered. The book was found in Pennsylvania through a dealer; the book was stolen from the Clerk's office during the Civil War. The book is in two pieces. The Library of Virginia is trying to locate the third piece. The book has about 300 pages and it includes entries or marriages, estates, inventories, legislative mandates, etc. The Library of Virginia also wants to do an unveiling on the recovery of the book in front of the old courthouse on Monday, August 15, at 10:00 a.m. This date marks the 154 Anniversary of when the book was stolen. The cost to preserve the record book is approximately \$2,450.00, which The Library of Virginia wants to do free of charge for the County. The book will be housed at the Library of Virginia.

Cathy Harris, 19050 Tettington Lane, Charles City, Va., stated she was approached by a representative from the Charles City 4x4 Club and Henrico Auxiliary about helping them host a mud-bog, all proceeds will go to the Fire/EMS of Charles City County. She stated this event is in the beginning stage. A meeting was held to get a license through Charles City non-profit; this would allow all profits to go to Charles City County Fire/EMS so it would

not have to be split with Henrico County. Cathy Harris also stated she has made contact with various people in the County that has contact information on construction, electrical work. They are willing to look at various stations to make updates to the stations. Chief Arch Jones will make a wish list of what is needed. The date of the mud-bog which will be called Fun-Bog will be either October 8th or October 15th. The event will be family oriented; cost will be \$10.00 per person, kids under 10 years of age will be free. They would like to have Fire/EMS at the event to show their appreciation.

RE: PUBIC HEARING

A joint public hearing was held with the Board of Supevisors and The Planning Commission to receive comments from citizens on a Rezone Application (REZ-01-2016), Applicants: Brian T. & Patricia D. Bajsert.

Lesa Jones, Executive Office Assistant to the County Administrator read the advertisement published in the Richmond Times Dispatch.

Rachel Chieppa, Planning Director, informed the Board of Supervisors the Commission will need to appoint an acting Chairman for tonight due to the absent of the Chairman and Vice Chairman. Mr. Kevin Pittman made a motion to appoint William Bailey as Acting Chairman. The motion was seconded by Mr. Andrew Adams and carried by a vote of 6-0.

Rachel Chieppa presented the staff report. The existing structure is a historic Rosenwald School (Parrish Hill School House) that the Bajserts wish to renovate and convert into a coffee - tea house where sandwiches, snacks, and drinks can be sold; as well as antiques, collectables and items made by local artists. Surrounding parcels are zoned Agricultural. There is no public water or sewer available in this area. Applicants are working with VDOT regarding the entrance off Weyanoke Road.

Mr. and Mrs. Bajsert indicated they have lived in Charles City County for 20+ years and wish to preserve this school house. It is their wish to collect items to display in the school house. They wish to have the history of this school house told by former students or relatives of students or teachers; to have breakfast danishes, sandwiches and teas; and to sell antiques, art, and crafts made by local crafters.

Acting Chairman Bailey opened the floor to any questions citizens may have regarding this application.

Mr. Byron Cox, 10501 Shady Lane, Charles City, Va., asked if the structure will need to meet zoning setbacks. Becky Stewart, Planning & Economic Development Department stated there are no additions proposed for the existing structure. The request is for rezoning from Agricultural zoning district to General Business zoning district.

Mrs. Ann Williams, 7221 Courthouse Road, Providence Forge, Va., asked if the rezoning would affect the ingress/egress to the Dobson cemetery located behind the school

house. Mrs. Bajsert stated they are working with a surveyor to locate any easements. The family will have access to the cemetery.

Public hearing was opened concurrently by the Board of Supervisors and Planning Commission.

No comments were made.

There being no comments, the *public hearing was closed*.

Yvonne Smith-Jones wished to have her concerns included in the minute. Mrs. Smith-Jones indicated concerns regarding the:

- * notification to adjoining neighbors;
- * ingress/egress for the site;
- * traffic pattern to the school house;
- * ample parking for guest;
- * site plan for the proposal;
- * safety of bikers crossing Route 5.

The Planning Commission approved and forwarded the request for REZ-01-2016 to the Board of Supervisors.

Motion was made by Bill Coada to approve REZ-01-2016 as requested. Motion passed as follows:

Bill Coada	Aye
Gilbert Smith	Aye
Floyd Miles	Aye

RE: APPOINTMENTS

Bill Coada motioned to appoint Vicky Byrd to the Virginia Alcohol Safety Action Program Board with said term expiring May 31, 2018. This appointment is to replace Deputy Floyd Miles. Motion passed unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

Zach Trogdon stated each fiscal year the County Auditors, Robinson, Farmer, Cox and Associates conducts a cost allocation study to determine the amount that is spent to support each department. After the FY2014 - 2015 study was complete, it was determined that \$55,503.00 was the cost to support the Department of Social Services. He stated The State of Virginia reimburses each locality to cover the expenses and resources. Charles City County received the reimbursement in May 2016. Zach requested approval to transfer the funds from fund #251 Social Services to fund #111 General Fund.

Motion was made by Gilbert Smith to approve transfer of funds as requested. Motion passed unanimously.

Zach Trogdon stated effective July 1, 2016, it is a requirement that the County and the Constitutional Officers designate someone from their office as the Virginia FOIA (Freedom of Information Act) contact person. The County is required to adopt a Right and Responsibility Virginia FOIA Act for the County. Zach Trogdon suggested that he, Zach Trogdon, be the contact person for the County. This information will be placed on our County web-site.

Motion was made by Gilbert Smith to approve listing Zach Trogdon as the contact person on the Right and Responsibility Virginia FOIA. Motion passed unanimously.

Zach Trogdon stated the Board has asked staff to clarify policies on compensatory leave for employees. Zach Trogdon presented an amendment to the Personnel Policy stating the County is following the Fair Labor Act when it comes to wages and salaries and exempt and non-exempt employees. It also defines overtime hours in paying for compensatory time. There is also a recommendation in the policy that compensatory leave be used before using annual or sick leave.

Floyd Miles stated before a recommendation is made on the Personnel Policy, he asked Zach Trogdon had he scheduled a meeting to have VACO come out and present to the entire Board on financing the Library. Floyd Miles stated he would like to have the meeting before July 15, 2016. It was agreed to meet on July 13, 2016 at 6:30 p.m. Floyd Miles asked to defer any action on the Personnel Policy until the presentation is made.

Bill Coada stated the way the Personnel Policy is written it will give an open door to employees for overtime. Zach Trogdon stated the only overtime to be granted is if you work 40 hours in a work week. Fair Labor Act states that once you reach 240 hours you have to pay overtime you cannot grant compensatory time. It was agreed to defer action

Zach Trogdon stated staff was asked to formulate Standing Operating Procedures (SOP) for the County. He provided the Board with an example of how to structure the SOP. The SOP will be able to ensure compliance with legal issues and it creates consistency of activities. This will provide clear expectations; control will be given to staff at every level. Everyone will know what they are supposed to be doing and how it is supposed to be done.

Zach Trogdon stated a Committed Fund Balance Policy was established in 2015. These funds are to be used for a specific purpose by a resolution. The Economic Development Authority Board reimbursed the County \$34,000.00. He recommended, by resolution, that the County commits these funds to the Committed Fund Balance.

Motion was made by Bill Coada to approve and accept the resolution as presented. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

No public comments were made.

RE: DIRECTIVES AND COMMENTS

Bill Coada asked Zach Trogdon to give an update on the Internet Broadband. Zach Trogdon stated the County is still waiting for electrical power to be applied to the cabinets. Once the cabinets receive electric the internet providers will be able to provide information on the cost of packages that will be available. Bill Coada asked Zach to keep updates on the County web-site.

Gilbert Smith stated there was a meeting with the Fire Chief, Archer Joes and some of his staff. Everyone is excited about the fund raiser Fun-Bog He hopes the citizens show up and support the event.

Floyd Miles stated the County has received the report with recommendations from the Virginia Fire Services. He would like to have another public meeting with the Fire Services Board to go over their recommendations.

Floyd Miles stated in reference to the Library, he would like for VACO to come and show a presentation on financing to the Board of Supervisors, as well as the public. He has already seen the presentation but would like for all three Board of Supervisors see it, as they will have to make the decision. This is the next step according to the time-line.

RE: EXECUTIVE SESSION

Motion was made by Bill Coada to go into Closed Session to discuss Personnel under Section 2.2-3711 (A)(1), Sale of County Property and Acquisition of Real Property for Public Purpose under Section 2.2-3711(3), and Prospective Business or industry under Section 2.2-3711(5) respectively of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Bill Coada 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 Wednesday, July 13, 2016, 6:30 p.m.** for a Work Session meeting.