

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, January 27, 2015 at 7:30 p.m.** in the 239th year of the Commonwealth and the 381th year of the County.

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

RE: ADOPTION OF AGENDA

Zach Trogdon stated he has one addition to add to the Agenda, a revision to the Board of Supervisors' By-Laws approved on January 15, 2015, add as Item 6G. Motion made by Bill Coad to adopt the Agenda with change. The motion passed unanimously.

RE: CONSENT AGENDA

Motion made by Floyd Miles to approve the following Consent Agenda. Motion passed unanimously.

- a. Approval of Minutes:
 - December 18, 2014 Recessed Meeting Minutes
 - December 18, 2014 Regular Meeting Minutes
 - January 15, 2015 Annual Organizational/Budget Meeting
- b. CH2M Hill Invoice for Services through December 19, 2014
- c. Refund of Personal Property Taxes
- d. Refund of Real Estate Taxes – Board of Equalization Change
- e. Appropriations for the month of February 2015

February 2015 Appropriations:

General Fund Agencies

11010	Board of Supervisors	\$	5,864
12100	County Administrator		11,507
12210	Legal Services		23,000
12220	Non Departmental		13,200
12221	Non Departmental-Telecom		-
12240	Audit		-
12310	Commissioner of Revenue		15,539
12410	Treasurer		14,311
12420	Management Services		25,000
12425	Information Technology		-
12520	Motor Pool		-
12530	Central Gas		-
12600	Memberships		-

13100	Electoral Board	-
13200	Registrar	-
21100	Circuit Court	-
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	19,031
21700	Sheriff Judicial	12,564
21800	Courthouse Security Fund	1,350
22100	Commonwealth's Attorney	17,476
31200	Sheriff Law Enforcement	57,387
31900	Sheriff Support	4,185
31920	County-School Resource Officer	4,642
32200	Fire Protection	-
32300	Emergency Medical Response	25,000
32350	E 911	-
32400	Wireless E911	2,155
33150	Correction & Detention	20,000
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	14,300
35100	Animal Control	17,500
35300	Medical Examiner	-
35500	Emergency Management	2,387
42400	Landfill Monitoring	41,997
43200	General Properties	-
51100	Health Department	-
52200	MH/MR Services Board	-
53600	Contributions	-
68010	John Tyler Community College	-
71100	Parks and Recreation	-
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	-

General Fund Agencies Continued

73210	Center For Local History	-
81100	Planning Commission	-
81200	Planning Department	35,003
81600	Com Development Cont	-
82650	Environmental Mgt Cont	-
83300	Cooperative Extension	7,287
91400	General Fund Contingency	-
94000	Cap Outlay-Repair/Renovation	-

95000	Debt Service	36,188
	<i>Total General Fund</i>	<u>\$ 426,873</u>
43400	Public Utility Fund	-
	<i>Total Board of Supervisors</i>	<u>\$ 426,873</u>

FY15- School Operating Categorical

61101	Instruction	500,000
62119	Admin, Attendance & Health Serv.	55,000
63109	Pupil Transportation	45,000
64209	Operations & Maintenance	80,000
68109	Instructional Technology	57,000
213	Self-Sustaining Fund	120,000
214	Textbook Fund	-
215	Food Service Fund	65,000
	<i>School Fund Total</i>	<u>\$ 922,000</u>

ALL FUNDS

BOARD OF SUPERVISORS	426,873
SCHOOL OPERATING	922,000
SOCIAL SERVICES	132,092
SPECIAL WELFARE	-
<i>GRAND TOTAL ALL FUNDS</i>	<u>\$ 1,480,965</u>

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, David Christoph, gave the following monthly report for the month of January 2015:

CHARLES CITY COUNTY
January 2015 – Monthly Report

<p>MAINTENANCE:</p> <p>Asphalt, Shoulder Repair/Hot Box</p> <ul style="list-style-type: none"> Rt. 5, John Tyler Mem. Hwy. <p>Litter & Trash Bag Pickup</p> <ul style="list-style-type: none"> Rt. 155, Courthouse Rd. Rt. 612, Ruthville Rd. Rt. 641, Little Elam Rd. Rt. 607, Church Lane Rt. 603, Old Union Rd. Rt. 604, Warriner Rd. Rt. 600, Charles City Rd. Rt. 609, Barnetts Rd. Rt. 602, Lott Cary Rd. 	
---	--

- Rt. 106, Roxbury Rd.

Clean & Check Beaver Dams

- Rt. 620, Lewis Tyler Lane
- Rt. 614, Sturgeon Point Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. 612, Ruthville, Rd.
- Rt. 623, Willcox Neck Rd.

Straighten & Repair Signs

- Rt. 600, Charles City Rd.
- Rt. 615, The Glebe Lane
- Rt. 613, Sandy Point Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.
- Rt. 664, Roxbury Industrial Court
- Rt. 667, Roxbury Industrial Center A
- Rt. 668, Roxbury Industrial Center C
- Rt. 603, Old Union Rd.
- Rt. 612, Ruthville Rd.
- Rt. 650, Cattail Rd.

Throw Back Limbs & Debris

- Rt. 618, Adkins Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 658, Kimages Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.
- Rt. 106, Roxbury Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 630, Samaria Lane
- Rt. 631, Cool Hill Rd.
- Rt. 659, Old Ferry Rd.
- Rt. 653, Mt. Pleasant Rd.
- Rt. 609, Barnett Rd.
- Rt. 639, The New Rd.
- Rt. 616, Adam Bridge Rd.
- Rt. 603, Old Union Rd.
- Rt. 627, Old Neck Rd.
- Rt. 610, Horse Shoe Rd.
- Rt. 613, Sandy Point Rd.

Driveway Repair / w Stone

- Rt. 155, Courthouse Rd.
- Rt. 607, Church Lane

<p>Cut & Throw Back Trees</p> <ul style="list-style-type: none"> • Rt. 655, Salem Run Rd. • Rt. 650, Cattail Rd. <p>Forking Leaves / Cleaning Out Pipes</p> <ul style="list-style-type: none"> • Rt. 613, Sandy Point Rd. • Rt. 623, Willcox Neck Rd. • Rt. 610, Green Oak Rd. • Rt. 627, Old Neck Rd. <p>Sweeping Intersection / Broom Tractor</p> <ul style="list-style-type: none"> • Rt. 618, Adkins Rd. • Rt. 609, Barnett Rd. • Rt. 636, Shady Rd. <p>Sweeping Mud Off Roadway</p> <ul style="list-style-type: none"> • Rt. 5 John Tyler Mem. Hwy. <p>Bike Trail Clean Up</p> <ul style="list-style-type: none"> • Sweeping off Trail • Throw Limbs off Trail • Cut Trees off Trail • Blowing off Bridges on Trail • Pick up litter on Trail <p>Patching Holes / w Cold Mix</p> <ul style="list-style-type: none"> • Rt. 609, Barnett Rd. • Rt. 604, Warriner Rd. • Rt. 618, Adkins Rd. • Rt. 5, John Tyler Mem. Hwy. • Rt. 613, Sandy Point Rd. <p>Next Month Agenda</p> <ul style="list-style-type: none"> • Shoulder Repair / Primary • Pavement Repair / Primary & Secondary • Litter Control / Secondary • Sign Maintenance Primary & Secondary • Bike Trail Cleanup • Beaver Control 	
CONSTRUCTION	Keith Rider, P.E.
<ul style="list-style-type: none"> • Route 618 Multi-Use Trail has been awarded to Walter VIA Enterprises. We are in the process of planning the preconstruction meeting sometime in early February 2015. This project is ties into the Capital Trail on Route 5 and runs north 0.8 mile on Route 618. Fixed completion date is June 26th 2015. • Surface Treatment schedule will start in the spring when the weather is more favorable. Scheduled routes for the coming season are: 607 612 623 624 645. • Rte. 5 bridge over Herring Creek – 2-way traffic over the bridge is being controlled by a temporary signal. The signal will remain until the end of the project which is scheduled 	

for August 2015. Demolition of Stage I will be completed this week. The project is currently on schedule.	
TRAFFIC STUDIES/SPECIAL REQUESTS	Jeff Kuttesch, P.E.
<ul style="list-style-type: none"> Nothing to report this session. 	
<p>Residency Report from David Christoph: Residency Report from David Christoph Mr. William Coada noted that there was a School Bus Stop sign down on West Cool Hill Road approximately 0.5 mi west of 9040 West Cool Hill Road address. Maintenance forces have since reinstalled the sign. Ms. Judith Ledbetter inquired if all the appropriate archeological investigations were completed for the Route 609/Route 602 project due to the historical significance of the area. David Christoph has contacted Cynthia Crouch (VDOT Project Manager) and was advised that the archeological survey was completed and told the construction area was cleared. Mr. Preston Adkins asked why the realignment of the Route 609/Route 602 project could not have been built in the “area of the old roadbed”. For a safety project such as this, the more the intersecting roadway comes in perpendicular makes for safer movements. Also, in constructing this roadway we had right of way acquisition and utility issues to consider. Mr. Douglas Moore inquired about the possibility of restricting truck traffic on Route 600 (Charles City Road) due to the roadway being narrow and the large trucks breaking up the edges of the roadway. David Christoph had our Traffic Engineering group perform a Classification Count on Charles City Road for a 24 hour period and noted 1 – 5 axle tractor trailer and one 1 – 3 axle truck during this same 24 hour period. However, if the Board wishes to proceed with a request for consideration there are procedures allowed by the Code of Virginia 46.2-809 that will allow this.</p>	

Bill Coada stated in reference to the detour on Cattail Road, there is a concern with the increased traffic. If you are on the road driving by yourself at 55mph, it is not an issue. Bill Coada asked if the speed limit can be temporarily reduced while the detour is in effect. Bill Coada also asked what day of the week was the traffic study done on Cattail Road and only a few trucks were reported. Mr. Christoph will check into this.

PUBLIC COMMENT PERIOD

No public comments.

APPOINTMENTS

No appointments.

COUNTY ADMINISTRATOR’S REPORT

Michelle Johnson stated the Charles City County School Board is in need of a category transfer from Instruction Salaries to the Instruction Services line item and the Technology category in the amount of \$25,800.00. The Schools have set up online instruction in conjunction with an in-class monitor to deliver the instruction to the students. The Department of Education requires that online instruction be categorized as a technology expense, not an

instruction expense. The monitor remains in the instruction category; the total request from Instruction to Technology is \$15,000.00. The School also requested a transfer to upgrade the Schools website. They currently have savings in the Fuel and Substitute Teacher line items that will allow them to cover the expense for the website update in the amount of \$10,800.00. Michelle Johnson requested the Board of Supervisors allow the schools to transfer from the instruction category to cover both projects in the amount of \$25,800.00. Bill Coada motioned to approve School Category Transfer as presented. Motion passed unanimously.

Michelle Johnson stated the County School Board has received notification from the Department of Education that they have received the Project Graduation grant award in the amount of \$14,497.00. The General Assembly provides funding through Project Graduation for academies for high school students who need additional instruction in preparation for SOL tests in all content areas. Michelle Johnson requested the Board of Supervisors accept the grant and allow the School Board to amend their FY15 budget for \$14,497.00 in Fund 213. Floyd Miles motioned to accept The Project Graduation grant and amend the School Board budget as requested. Motion passed unanimously.

Zach Trogdon presented a Memorandum of Understanding (MOU) between Charles City County and New Kent Sherriff Office in maintaining assistance with animal control in the County, beginning February 1, 2015 until July 1, 2015. Floyd Miles stated the state requires each locality to have a certified Animal Control Officer when Frank Bates retires on January 30, 2015, the County will lose that certification; by July 1st Charles City Sheriff's office will have someone certified, this is the reason for the Memorandum of Understanding between Charles City County and New Kent Sheriff's Office. Bill Coada motioned to approve the MOU as presented. Motion passed unanimously.

Zach Trogdon presented a Memorandum of Agreement (MOA) between the County and Virginia Department of Agriculture & Consumer Services. The County has been awarded a grant to perform a study on its agricultural and forest industries. The County has a Strategic Economic Development Plan, currently being developed, which the County can apply these funds towards. The County will receive \$10,000.00 from State with a local match from the Economic Development Authority of \$5,000.00 and an in-kind match of \$5,000.00. Floyd Miles motioned to approve MOA between Charles City County and Virginia Department of Agriculture & Forest Industries as presented. Motion passed unanimously.

Zach Trogdon presented an Emergency Operations Plan and Resolution for Charles City County to be approved by the Board of Supervisors. This plan is to establish organizational and legal basis for emergency operation in Charles City County to handle all hazards and any unforeseen emergencies; the plan has to be updated every four years. The Emergency Operations Plan assumes citizens and organizations in the County will be prepared to be independent for the first 72 to 96 hours of a disaster.

**RESOLUTION ADOPTING THE
CHARLES CITY COUNTY EMERGENCY OPERATIONS PLAN**

WHEREAS, the safety and protection of Charles City County citizens and property are of foremost concern to the Board of Supervisors; and,

WHEREAS, there exists dangers of many types, including man-made and natural disasters, that the County needs to prepare for and be able to respond to; and,

WHEREAS, the adoption of the Emergency Operations Plan will keep the County in compliance with the *Emergency Services and Disaster Law of 2000* as well as other Federal Emergency Management Agency and Virginia Department of Emergency Management requirements; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Charles City County hereby adopts the Charles City County Emergency Operations Basic Plan.

Bill Coda motioned to approve the Emergency Operations Plan and resolution as presented. Motion passed as follows:

Gilbert A. Smith	Aye
Floyd H. Miles, Sr.	Aye
William G. Coda	Aye

Zach Trogdon stated the County is a participant in the Riverside Regional Jail Authority Board. The Riverside Regional Authority Board is looking at refunding some bonds; Zach Trogdon presented and requested the Board approve the 2015 Continuing Disclosure Agreement and the Resolution Regarding Refunding Bonds To Be Issued by the Riverside Regional Jail Authority in order to allow Riverside Regional Jail to take advantage of the bond refunding. Floyd Miles motioned to approve the Riverside Regional Jail Bond Refunding Disclosure Agreement as presented. Motion passed as follows:

Gilbert A. Smith	Aye
Floyd H. Miles, Sr.	Aye
William G. Coda	Aye

Zach Trogdon asked that the Board of Supervisors' 2015 By-laws, Section 7.3, be revised to better clarify how public meetings with the Planning Commission are conducted. Bill Coda motioned to amend Section 7.3 of the Board of Supervisors' By-laws as presented. Motion passed unanimously. A copy of the Bylaws is available from the Clerk.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: DIRECTIVES AND COMMENTS

Gilbert Smith stated the Charles City County lawsuit against Waste Management has been settled; the County will receive \$1.5 million for claims of underpayment and also minimum tonnage requirements for a five and a half year period. A copy of the agreement is available from the Clerk. Bill Coda commended Mr. Randy Boyd, County Attorney on a job well done on the law-suit.

Zach Trogdon stated the Planning Department has Subdivision Ordinance amendments for the Board of Supervisors to consider and would recommend advertising for a public hearing at the February 24, 2015 monthly meeting. Mr. Trogdon also stated the Broadband Telecommunications Grant requires a number of public hearings. He suggested the County advertise this hearing for the February 24, 2015, Board of Supervisors meeting as well. The Board was agreeable to advertise and conduct the scheduled hearings.

RE: EXECUTIVE SESSION

Motion was made by Floyd Miles to go into Executive Session to discuss personnel matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Bill Coady to return to open session. Motion passed unanimously. Motion was made by Floyd Miles 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 24, 2015, 7:30 p.m.**, regular scheduled Board of Supervisors monthly meeting.