

**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 28, 2014** at 7:30 p.m. in the 238<sup>th</sup> year of the Commonwealth and in the 380<sup>th</sup> year of the County.

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

RE: ADOPTION OF AGENDA

Zach Trogdon, County Administrator, requested to add a departmental budget presentation as Item 10 to the agenda. Motion was made by Floyd Miles, Sr. to adopt the agenda with the change. The motion passed unanimously.

RE: CONSENT AGENDA

Motion was made by Gilbert Smith to approve the following consent agenda. Motion passed unanimously.

- a. Approval of Minutes:
  - December 19, 2013 Regular Meeting Minutes
  - January 8, 2014 Organizational and Budget Meeting Minutes
  - January 13, 2014 Recessed Meeting
- b. CH2M Hill Invoice for Services through December 20, 2013
- c. Appropriations for the month of February 2014

***General Fund Agencies***

Board of Supervisors	\$ 8,814
County Administrator	25,031
Legal Services	5,100
Non Departmental	7,145
Non Departmental-Telecom	-
Audit	20,200
Commissioner of Revenue	13,934
Reassessment	-
Treasurer	14,306
Management Services	25,000
Information Technology	34,543
Motor Pool	6,404
Central Gas	242

Memberships	-
Electoral Board	-
Registrar	-
Circuit Court	2,850
Combined GD/JD Court	-
County Magistrate	-
Clerk of Circuit Court	19,520
Sheriff Judicial	18,944
Courthouse Security Fund	1,720
Crater Criminal Justice T.C.	-
Commonwealth's Attorney	17,332
Sheriff Law Enforcement	102,536
Sheriff Support	4,104
Fire Protection	14,050
Emergency Medical Response	24,750
E 911	4,000
Wireless E911	-
Correction & Detention	28,000
VJCCCA	-
Col Com Correction jb	-
9th District Court Services	-
Codes Enforcement	9,105
Animal Control	8,700
Medical Examiner	-
Emergency Services	3,168
Landfill Monitoring	40,168
General Properties	75,722
Health Department	-
MH/MR Services Board	-
Contributions	-

***General Fund Agencies Continued***

John Tyler Community College	-
Parks and Recreation	38,687
Lewis Park Boat Ramp	-
Library/Cultural	-
Center For Local History	-
Planning Commission	-
Planning Department	7,055

Com Development Cont	-
Environmental Mgt Cont	-
Cooperative Extension	6,700
General Fund Contingency	-
Cap Outlay-Repair/Renovation	-
Cap Outlay-New Projects	-
Debt Service	-
<b>Total General Fund</b>	<b>\$ 587,830</b>
Public Utility Fund	49,001
<b>Total Board of Supervisors</b>	<b>\$ 636,831</b>

***FY14- School Operating Categorical Appropriations***

Instruction	450,000
Admin, Attendance & Health Serv.	10,000
Pupil Transportation	215,000
Operations & Maintenance	180,000
Instructional Technology	-
Self-Sustaining Fund	-
Textbook Fund	-
Food Service Fund	50,000
Capital Fund	-
<b>School Fund Total</b>	<b>\$ 905,000</b>

***ALL FUNDS***

BOARD OF SUPERVISORS	636,831
SCHOOL OPERATING	905,000
SOCIAL SERVICES	130,837
SPECIAL WELFARE	-
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 1,672,668</b>

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, Mike Cade gave the following monthly report:

**January 2014 – Monthly Report**

**MAINTENANCE**

**Maintenance Activities the Past 30 Days:**

Sign Repairs

- Rt. 639, The New Road.
- Rt. 646, Oakwood Rd.
- Rt. 618, Adkins Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 609, Barnett Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 615, The Glebe Ln.

Litter Pickup

- Rt. 612, Ruthville Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 607, Wayside Rd.
- Rt. 609, Barnett Rd.
- Rt. 615, The Glebe Ln.
- Rt. 155, Courthouse Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 625, West Run Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 610, Green Oak Rd.
- Rt. 658, Kimages Rd.

Asphalt Over Cross Pipe

- Rt. 617, Munguy Rd.

Bike Trail

- Blowing Leaves
- Repair Side walk at Herrin Creek
- Forking Leaves out of Ditches, Drainage(Drop Inlet)
- Limbs & Debris Removal

Broke, Clean Out Beaver Dams

- Rt. 106, Roxbury Rd.
- Rt. 620, Lewis Tyler Ln.
- Rt. 623, Willcox Neck Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 650, Cattail Rd.

Patch Holes, W/Cold Mix

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 607, Wayside Rd.
- Rt. 609, Barnett Rd.
- Rt. 641, Little Elam Rd.
- Rt. 615, The Glebe Ln.
- Rt. 620, Lewis Tyler Ln.
- Rt. 612, Ruthville Rd.
- Rt. 665, Harrison Lake Dr.
- Rt. 658, Kimages Rd.
- Rt. 603, Old Union Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 632, Tyler Mill Rd.
- Rt. 666, Waymacks Rd.

Cleanup, Remove Debris & Limbs On Roadway

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 106, Roxbury Road
- Rt. 155, Courthouse Rd.
- Rt. 658, Kimages Rd.
- Rt. 609, Barnett Rd.
- Rt. 618, Adkins, Rd.
- Rt. 607, Wayside Rd.
- Rt. 625, West Run Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 616, Adam Bridge Rd.
- Rt. 627, Old Neck Rd.
- Rt. 615, The Glebe Ln.
- Rt. 614, Sturgeon Point Rd.
- Rt. 650, Cattail Rd.
- Rt. 659, Old Ferry Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 666, Waymack Rd.
- Rt. 600, Charles City Rd.

Shoulder Repair

- Rt. 106, Roxbury Rd.

Hwy. Water Signs

- Rt. 613, Sandy Point Rd.
- Rt. 623, Willcox Neck Rd.

Forking Leaves & Cleaning Drive Way Pipes

- Rt. 607, Wayside Rd.
- Rt. 607, Church Ln.
- Rt. 609, Barnett Rd.
- Rt. 625, West Run Rd.
- Rt. 610, Green Oak Rd.
- Rt. 623, Willcox Neck Rd.

Board Of Supervisors Complaints

- Hanging limb Rt. 5, quarter Mi. East of Rt. 607
- Tall Grass, Rt. 618, Adkins Rd. From Rt. 629, Alpine Rd. to NK Co. Line

Cleanup Trees & Debris From Storm

1. Rt. 623, Willcox Neck Rd.

Machine Ditching/Gradall

- Rt. 612, Ruthville Rd.
- Rt. 615, The Glebe Ln.

Hand Ditching & Cleaning Drive Way Pipes

- Rt. 639, The New Rd.
- Rt. 637, Wyatt's Lane
- Rt. 631, Cool Hill Rd.
- Rt. 609, Barnett Rd.
- Rt. 618, Adkins, Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 620, Lewis Tyler Ln.
- Rt. 607, Church Lane
- Rt. 607, Wayside Rd.
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Miscellaneous

- Drainage Issues
- Clean clogged drains as needed, Problem Area County Wide
- Bike Trail/Blowing Leaves/Trimming Bushes
- Dead Animal Removal, Primary & Secondary Roads
- Snow And Ice Alert

Next Month Plans

- Potholes from winter weather event
- Address the most serious drainage issues
- Snow equipment maintenance and inventory of snow removal materials replenished

**LAND DEVELOPMENT & PERMITS:** No Report this Session

**CONSTRUCTION**

Route 618 bridge is 80% complete. Bridge is expected to be open by middle of February; asphalt will be delivered next week if weather improves.
<b>TRAFFIC STUDIES/SPECIAL REQUESTS</b>
<ul style="list-style-type: none"> <li>• Nothing to report this session.</li> </ul>
<b>BIKE TRAIL UPDATES</b>
<ul style="list-style-type: none"> <li>• Trying to keep leaves and debris off bike trail</li> </ul>

Gilbert Smith stated a citizen shared with him two days ago that ice is a problem at Cattail and Barnetts Roads. Mr. Cade will check into this and have sand put down.

**RE: COUNTY ADMINISTRATOR’S REPORT**

Zach Trogdon stated the School Board has budget amendments to their School Board Budget. The school has been offered two grants, one in the amount of \$2,838.70 for Smart Beginnings and the other grant is in the amount of \$13,858.00 for Project Graduation grant funds. Mr. Miles motioned for approval. Motion passed unanimously.

Matt Rowe, Planning Department Director, asked if his presentation on the Department of Development could be deferred until the February meeting. All agreed.

Zach Trogdon stated the Board had asked and one resident of the County had inquired about Firearm Discharge in residential areas. The staff is still working on an Ordinance for Firearms Discharge for the County.

**RE: DIRECTIVES/COMMENTS**

Floyd Miles, Sr. asked Zach Trogdon if he have gotten any closer to a resolution on zip codes in the County and tax dates information. Zach Trogdon stated he had reached out to surrounding communities on zip codes and have not received any information back. Mr. Trogdon said he is continuing to research an issue about tax payment dates.

Floyd Miles Sr. asked Randy Boyd if the School Board has surplus property will the property have to be reverted back to the County for our use. Randy Boyd stated they can only dispose of surplus property by giving it back to the County or the County gives the School Board permission to dispose of it.

William Coada stated the Board will be hosting a Town Hall Meeting on Thursday, March 6, 2014 at 7:00pm in the Auditorium. This time will be spent receiving dialogue from County constituents.

William Coada stated he is not satisfied with the report he received from Parks and Recreation on excessive spending. He gave the report back to Zach Trogdon and asked that Parks & Recreation give a more detailed and accurate presentation.

William Coada stated he received emails and phone calls in reference to House Bill 1237 – Hunting on Sundays. It was requested that he make phone calls and voice his opposition as Chairman about hunting on Sundays. Mr. Coada made a motion that the County adopts a resolution opposing hunting on Sundays. Mr. Miles stated he has not had enough dialogue with his constituents to go forth at this time and adopt a resolution. Mr. Coada withdrew his motion asking for a resolution.

William Coada stated he has been in conversation with the County Administrator, Zach Trogdon, and would like to see a Capital Improvement Plan for the County.

William Coada gave a presentation on Charles City County Schools, comparing them to other school districts. The information shown was provided by him and was taken from the Virginia Department of Education Website.

Motion was made by Gilbert Smith to enter into Executive Session to discuss personnel matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia, location of a prospective business or industry under Section 2.2-3711(A)(5), and investment of public funds under Section 2.2-3711(A)(6). The motion passed unanimously.

Motion was made by Floyd H. Miles, Sr. to return to open session and to certify that the Board of Supervisors discussed only public business matters exempted from statutory open meeting requirements and public business identified in the motion to convene to Executive Session. The motion was passed unanimously.

RE: ADDITIONAL BUDGET PRESENTATION

Matt Rowe, Director of Planning, presented his draft 2015 departmental budget. Mr. Rowe was unable to attend the budget meeting on January 8, 2014 to present the budget at that time.

RE: TIMBER MARKETING

Gilbert Smith made a motion to authorize the County Administrator to engage Timber Marketing & Management, Inc. to inventory County-owned land in the Roxbury area for potential sale. Motion passed unanimously.

With no further business, the Board adjourned until Tuesday, February 25, 2014 at 7:30 p.m.