

VIRGINIA:

At the Executive Session of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on Tuesday, **October 22, 2013** at 6:45 p.m. in the 238th year of the Commonwealth and in the 379th year of the County.

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

Motion was made by William G. Coad to go into Executive Session to discuss legal matters under Section 2.2-3711(A)(7) and personnel matters under Section 2.2-3711(A)(1). The motion passed unanimously.

Motion was made by Gilbert Smith 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.

The Board adjourned until its regular meeting.

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, **October 22, 2013** at 7:30 p.m. in the 238th year of the Commonwealth and in the 379th year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by William G. Coad to adopt the agenda as presented. The motion passed unanimously.

RE: CONSENT AGENDA

Motion was made by Gilbert Smith to approve the following Consent Agenda. The motion passed unanimously.

- a. Approval of Minutes
 - September 24, 2013 Regular Meeting Minutes
 - October 7, 2013 Recessed Meeting

- b. Payment to CH2M Hill in the amount of \$13,873.36 for services rendered from August 17, 2013 through September 20, 2013.
- c. Appropriations for November 2013

General Fund Agencies

| | |
|------------------------------|----------|
| Board of Supervisors | \$ 7,958 |
| County Administrator | 19,775 |
| Legal Services | - |
| Non Departmental | - |
| Non Departmental-Telecom | - |
| Audit | - |
| Commissioner of Revenue | - |
| Reassessment | 2,939 |
| Treasurer | - |
| Management Services | 25,030 |
| Information Technology | - |
| Motor Pool | - |
| Central Gas | 300 |
| Memberships | - |
| Electoral Board | - |
| Registrar | - |
| Circuit Court | - |
| Combined GD/JD Court | - |
| County Magistrate | - |
| Clerk of Circuit Court | - |
| Sheriff Judicial | 11,763 |
| Courthouse Security Fund | 4,620 |
| Crater Criminal Justice T.C. | - |
| Commonwealth's Attorney | 17,332 |
| Sheriff Law Enforcement | - |
| Sheriff Support | - |
| Fire Protection | 11,000 |
| Emergency Medical Response | 112,420 |
| E 911 | - |
| Wireless E911 | 2,155 |
| Correction & Detention | 35,000 |
| VJCCCA | - |
| Col Com Correction jb | - |
| 9th District Court Services | - |

| | |
|----------------------|-------|
| Codes Enforcement | 5,000 |
| Animal Control | 5,000 |
| Medical Examiner | - |
| Emergency Services | - |
| Landfill Monitoring | - |
| General Properties | - |
| Health Department | - |
| MH/MR Services Board | - |
| Contributions | - |

General Fund Agencies Continued

| | |
|-----------------------------------|-------------------|
| John Tyler Community College | - |
| Parks and Recreation | 11,574 |
| Lewis Park Boat Ramp | - |
| Library/Cultural | - |
| Center For Local History | - |
| Planning Commission | - |
| Planning Department | 23,555 |
| Com Development Cont | - |
| Environmental Mgt Cont | - |
| Cooperative Extension | - |
| General Fund Contingency | - |
| Cap Outlay-Repair/Renovation | 47,000 |
| Cap Outlay-New Projects | 71,556 |
| Debt Service | 36,187 |
| Total General Fund | \$ 450,164 |
| Public Utility Fund | 10,000 |
| Total Board of Supervisors | \$ 460,164 |

FY14- School Operating Categorical Appropriations

| | |
|---|---------|
| Instruction | 157,315 |
| Admin, Attendance & Health Serv. | 46,000 |
| Pupil Transportation | - |
| Operations & Maintenance | - |
| Instructional Technology | - |
| Self-Sustaining Fund | - |
| Textbook Fund | 18,685 |
| Food Service Fund | - |
| Capital Fund | - |

- Rt. 155, Court House Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 632, Tyler Mills. Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 618, Adkins Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. Rt. 615, The Glebe Lane.
- Rt. 612, Ruthville Rd.
- Rt. 625, West Run Rd.
- Rt. 658, Kimages Rd.
- Rt. 664, Roxbury Industrial Court
- Rt. 617, Monguy Rd.
- Rt. 665, Harrison Lake Drive
- Rt. 614, Sturgeon Point Rd.
- Truck Mounted Distributor Liquid Asphalt Sealing
 - Rt. 613, Sandy Point Rd.
 - Rt. 623, Willcox Neck Rd.
- Litter Pickup
 - Rt. 602, Lott Cary Rd.
 - Rt. 612, Ruthville Rd.
 - Rt. 620, Lewis Tyler Lane
- Rt. 609, Barnett Rd.
 - Rt. 615, The Glebe Lane
- Blade Dirt Roads
 - Rt. 613, Sandy Point Rd.
 - Rt. 626, Old Elam Cemetery Rd.
 - Rt. 623, Willcox Neck Rd.
 - Rt. 648, New Quarter Rd.
 - Rt. 654, Deerfield Rd.
- Clean Out Ditch, Trees and Brush, and Stumps
 - Rt. 667, Industrial Park Ct.
- Replacing Pipe Cross Roadway/(24”) Pipe
 - Rt. 618, Willcox Wharf Rd.
- Forking Leaves & Cleaning Driveway Pipe
 - County Wide/Primary, Secondary
- Cutting Out Pavement Over Pipes/For Pipe Replacement
 - Rt. 618, Willcox Wharf Rd.
 - Rt. 617, Monguy Rd.
- Bike Trail/blowing Leaves, Mowing, Throwing back Limbs
- Prepare Snow Equipment For Dry Run Emergency Exercises

Next Month Plans

- Winter/Snow prep
- Pavement Repair

- Drainage Problems

Updates:

- Showing for the 618 bridge (Adkins Rd over Chickahominy River) October 17th
- Construction should begin early November

Traffic Studies/Special Requests

Initiating speed limit studies on Route 631 (Cool Hill Road) and Route 602 (Lott Cary Road - The speed limit in this area was last studied in 2005. At that time, the recommendation was to post the 55 mph / 45 mph (trucks) signing. We will initiate a new study and let you know the results in approximately 60 days. Estimated completion date: December 2013

Questions/Comments: Mrs. Gilbert Smith stated that he believes the stop bar on Barnetts Road at its intersection with Route 5 needs to be moved closer to Rt. 5 because if you look west at the intersection it is very difficult to see oncoming traffic.

Mr. Cade stated in reference to the project on Rt. 607 a notice on a public hearing will be posted in the next couple of weeks.

RE: MPO PRESENTATION

Bob Crum, Executive Director of the Richmond Regional Planning District Commission shared information on a proposal in reference to the Richmond Metropolitan Planning Organization, which is housed with the PDC. The proposed changes expand the use of the consent agenda, change membership to elected officials, expand geographic area to include all of Charles City County, and recommend changing the organization's name from Metropolitan Planning Organization to Richmond Regional Transportation Planning Organization.

Mr. Miles commented that, as Charles City is one of the smaller jurisdictions represented at the PDC, there is concern that larger jurisdictions' priorities are almost solely at the top. Mr. Smith agreed with Mr. Miles comment. Mr. Smith also asked if air quality affects how much funding Charles City County is eligible for. Mr. Crum stated it does have some impact, but funding is mainly based on population and distributed by the state based on the report. Mr. Smith stated there is a monitoring station sitting on Shirley Plantation with which Charles City County is being monitored for air quality from Hopewell. Mr. Smith feels that this is unnecessarily influencing air quality readings for Charles City in a negative way. Mr. Crum stated he will get with the Department of Environmental Quality. The Chairman thanked Mr. Crum for his presentation and stated that the County would stay involved through its membership on the PDC and MPO.

RE: PUBLIC COMMENT PERIOD

1. Mrs. Elnore Robinson, 17511 John Tyler Memorial Highway, Charles City – Mrs. Robinson commented that she is looking for information on a report she requested; Mr. Trogdon apologized that the information had not been provided yet and will get this information to her before the end of the week.

RE: APPOINTMENT – BOARD OF REAL ESTATE ASSESSORS

Motion was made by William G. Coada to appoint Donna Turner, 7601 W. Cool Hill Road, Providence Forge to serve as a representative on the Board of Real Estate Assessors, for the duration of the 2014 Real Estate Assessment. The motion passed unanimously.

RE: COUNTY ADMINISTRATOR’S REPORT

Zach Trogdon reported staff prepared a budget calendar to guide budget preparation for FY2015, the School Board has seen the draft schedule and is in agreement with the dates. It was a consensus that the budget calendar be accepted and modified if needed.

Zach Trogdon presented a Memorandum of Understanding (MOU) for Sheltering and Mass Care Facility. The County received authorization for a grant to install a generator switch to use the Charles City County Middle/High School complex as a shelter. It is recommended that the County and Schools reinforce the understanding stating both parties are agreeable to using the Schools for Emergency Sheltering and Mass Care. As part of the Emergency Management responsibilities the County will maintain the equipment. Mr. Coada motioned to accept the MOU, the motion passed unanimously.

PLANNING AND DEVELOPMENT ACTIVITIES:

Matt Rowe, Director of Planning, gave the following update on Planning & Development department:

2013 E-911 Map Book: Planning Staff has completed the long sought after E-911 County Map Book for first responders. The book is the first fully-digitized GIS map book and contains 2013 data. County Staff visited over 250 properties to ensure that all known occupied residences and businesses had E-911 Address Numbers and were digitally mapped. With this extensive database, staff can now easily update the data as new dwellings and/or businesses are constructed (rather than having to re-create the maps). The map book shows all public and private roads and drives, building locations and addresses, road names, wetlands and swamp features, close-up inset maps for densely populated areas, and an easy to read table map to assist the user in turning to the correct map page for the desired location.

Mr. Rowe thanked Denise Williams (GIS Technician) and Leigh Medford (Richmond Regional PDC) for their hard work in accomplishing this needed emergency response tool.

Charles City County Erosion and Sediment Control Program Certification: During a September 2012 compliance inspection by the Dept. of Conservation & Recreation, the State found the County's program to be deemed "inconsistent". County staff had to meet with the State's Soil and Water Board and enter into a Corrective Action Agreement with the State. Failure to meet this Agreement would result in legal measures taken by the State to include fines and the revocation of the County's program. Mr. Rowe was pleased to announce that as of September 30th, the County's program was found to be once again "consistent" and all items of the Corrective Action Agreement have been met. This correction occurred in less than 180 days.

Charles City County Telecommunications Planning Grant: In early October, the County was notified by the Dept. of Housing and Community Development that its telecommunications planning grant had been fully awarded in the amount of \$25,000. In order to receive the full award, Planning staff conducted residential and business surveys, held a public informational meeting, and organized letters of support from businesses, regional organizations, colleges and State representatives. At the end of the process, the County received 142 residential and 49 business responses, and over 60 letters of support.

On October 23, 2013, County Staff and the Telecommunications Management Team will meet with the State's facilitator to review RFPs and map out the planning process. The process should take around 6-9 months and once completed, will enable the County to pursue implementation funds for infrastructure improvements. Matt Rowe and the Planning staff thanked all businesses, residents and community and state groups for taking the time to complete surveys and submit letters of support. Staff specifically recognizes the contributions of the Richmond Regional PDC (Robert Crum, Barbara Jacocks and Leigh Medford) for their support of the County's efforts.

2014 Comprehensive Plan Update: Per State code, the County's Comprehensive Plan shall be reviewed and updated every five years. As such, over the past several months staff has been working with the Planning Commission to complete this required update. Staff's updates includes rewriting chapters, updating data and figures and creating digitized mapping that can be easily amended for future updates and/or rewrites. Currently, Staff has completed eight of the current Plan's ten chapters, and the process is five months ahead of schedule. It is staff's expectation that the final draft will be completed and presented to the Board by January 2014 and that public meetings in each of the three districts will occur in late February 2014, with possible final adoption by the end of April 2014 (depending upon public and Board comments).

Wetlands Training Program: On Thursday, November 7, 2013, from 6pm – 8pm there will be a wetlands training program for County Wetlands Board members, local contractors and the general public. The program will occur in the auditorium of the

Government/School Administration Building and will feature speakers from the Virginia Marine Resources Commission, Virginia Institute of Marine Science and the Shoreline Erosion Advisory Service. Topics will include wetlands laws and regulations, living shorelines as a method of shoreline stabilization and the unveiling of the County Shoreline Inventory, and real-world examples of eroding shorelines and the methods used to stabilize them (both success and failure). The training was requested by County Wetlands Board members at a previous meeting and as part of the process of establishing the event, Staff invited the New Kent Wetlands Board to attend as well. As of this evening, what was once a local training has turned into a regional program with the New Kent and James City County Wetlands Boards being expected in attendance, along with County Staff from King William County.

RE: PUBLIC COMMENTS

1. Mr. Preston Adkins, Lott Cary Road – Mr. Adkins commented that in reference to the air quality question, Hopewell is not included in the metro area, so maybe air quality won't be an issue for Charles City. He also stated that two weeks ago he called 911 twice on a Friday night and both times the telephone call went to New Kent County dispatch. Chairman Miles suggested Mr. Trogdon get with the Sheriff Department and find out why the call went to New Kent.
2. Martha Harris, 7902 Court House Road, Charles City, Ms. Harris asked if half of Charles City is in the MPO Richmond Planning District and if the other half in the Hampton Roads district. Mr. Miles stated that all of Charles City is in the Richmond Region Planning District.

RE: BOARD DIRECTIVES/COMMENTS

1. William G. Coada stated that at the last Board of Supervisors' meeting two individuals came to the podium and talked about zip codes, he asked the County Administrator to give the pros, cons, in's and out on what the County is losing if anything by not having one zip code for the entire county.
2. Mr. Coada stated the County is having trouble with the Hideaway Wastewater Treatment Plant, it has out lived it's useful life by, this will be on the radar in the new year.
3. Mr. Coada stated Decide Smart met with the IT Departments from both the County and Schools. Consideration is being taken on the possibility of consolidating IT support between the Schools and the County to relieve outsourcing of consultants.
4. Mr. Coada stated he has not seen the surveys from Decide Smart. He requested Mr. Trogdon forward the comments from the survey to the Board.
5. Mr. Coada stated that at the last Board of Supervisors' meeting one School Board member was adamant about recovering the cost of the two buses that

will be transferred to the County's Recreation Department. The Recreation Department lost one bus to an accident and one to mechanical failure. Mr. Coada stated his request would be to transfer to the Schools the two school buses the County was going to dispose of and the Schools transfer to the County the two school buses that were agreed upon. The Schools can then sell the two buses that were going to be disposed of and keep the money.

6. Chairman Miles commented to the public that if you have to call EMS there may be a charge to you if you are not 100% covered by your health insurance. Charles City offers assistance that you only have to pay \$50.00 annually to cover everyone in your household. The annual fee will cover a household from October to October. He recommends that every household look at their situation and consider this assistance.

Motion was made by William G. Coada to go into Executive Session to discuss investment of public funds under Section 2.2-3711(A)6) and personnel matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia, as amended. The motion passed unanimously.

RE: EXECUTIVE SESSION

Motion was made by Gilbert Smith 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

There being no further business before the Board, it hereby recessed to meet again on Wednesday, **November 26, 2013** at 7:30 p.m.