

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 23, 2012** at 7:30 p.m. in the 237th year of the Commonwealth and in the 378th year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by Floyd H. Miles, Sr. to adopt the agenda as presented. The motion carried as follows:

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

RE: CONSENT AGENDA

Motion was made by Floyd H. Miles, Sr. that the following consent agenda be approved:

- a. Approval of the minutes of the October 25, 2012 regular meeting.
- b. Approval of payment to CH2MHill in the amount of \$17,702 for landfill professional services for the period of July 21, 2012 through August 17, 2012.
- c. Appropriations for the month of November, 2012.

<i>General Fund Agencies</i>	
Board of Supervisors	\$ 8,451
County Administrator	15,915
Legal Services	-
Non Departmental	-
Non Departmental-Telecom	-
Audit	10,000
Commissioner of Revenue	19,997
Treasurer	14,655
Management Services	22,476
Information Technology	-
Motor Pool	-
Central Gas	230
Memberships	-
Electoral Board	-
Registrar	-
Circuit Court	3,100
Combined GD/JD Court	-
County Magistrate	-
Clerk of Circuit Court	-
Sheriff Judicial	51,330
Courthouse Security Fund	2,815
Crater Criminal Justice T.C.	-
Commonwealth's Attorney	6,721

RE: CONSENT AGENDA

November Appropriations (contd)

Sheriff Law Enforcement	19,725
Sheriff Support	-
Fire Protection	-
Emergency Medical Response	-
E 911	2,700
Wireless E911	8,200
Correction & Detention	-
VJCCCA	-
Col Com Correction jb	-
9th District Court Services	-
Codes Enforcement	23,402
Animal Control	19,548
Medical Examiner	-
Emergency Services	8,563
Landfill Monitoring	1,786
General Properties	-
Health Department	-
MH/MR Services Board	-
Contributions	-
John Tyler Community Coll	-
Parks and Recreation	30,276
Lewis Park Boat Ramp	-
Library/Cultural	14,580
Center For Local History	-
Planning Commission	-
Planning Department	20,289
Com Development Cont	-
Environmental Mgt Cont	-
Cooperative Extension	-
General Fund Contingency	-
Cap Outlay-Repair/Renovation	-
Debt Service	-
Total General Fund	\$ 304,759
Public Utility Fund	28,002
Total Board of Supervisors	\$ 332,761
School Operating Categorical	
Instruction	615,739
Admin, Attendance & Health Serv.	40,000
Pupil Transportation	75,000
Operations & Maintenance	110,000
Instructional Technology	-
Self-Sustaining Fund	-
Textbook Fund	-
Food Service Fund	35,000
School Fund Total	\$ 875,739
ALL FUNDS	
Board Of Supervisors	332,761
School Operating	875,739
Social Services	-
Special Welfare	4,000
GRAND TOTAL ALL FUNDS	\$ 1,212,500

RE: CONSENT AGENDA

The motion carried as follows:

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

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)

Residency Maintenance Manager, Mike Cade gave the following monthly report:

Maintenance Activities for the Previous 30 Days:

- **Pot Hole Repair** - Rt. 607 (Wayside Road) , Rt. 613 (Sandy Point Rd)
- **Grass Mowing** - Rt. 155 (Court House Rd), Rt. 106 (Roxbury Rd), Rt. 5 (John Tyler Memorial Hwy)
- **Litter Control** –Rt. 631 (Cool Hill Rd); Rt. 620 (Lewis Tyler’s Lane); Rt. 612 (Ruthville Rd); Rt. 626 (Old Elam Cemetery Rd); Rt. 630 (Samaria Lane); Rt. 607 (Wayside Rd); Rt. 155 (Courthouse Rd); Rt. 106 (Roxbury Rd); Rt. 5 (John Tyler)
- **Bike Trail** – Completed Hand mowing, Tractor Mowing and debris removal
- **Low Shoulder Repair** – Rt. 600 (Charles City Rd)
- **Ditch Cleaning** – Rt. 614 (Sturgeon Point Rd); Rt. 615 (The Glebe Lane)
- **Broke Beaver Dams** – Rt. 612 (Ruthville Rd); Rt. 613 (Sandy Point Rd); Rt. 615 (The Glebe Lane); Rt. 650 (Cattail Rd); Rt. 106 (Roxbury Rd)
- **Culvert Installation** – Rt. 613 (Sandy Point Rd); Rt. 155 (Court House Rd)
- **Pipe Cleaning** – Rt. 615 (The Glebe Lane); Rt. 614 (Sturgeon Point Rd); Rt. 638 (Mapisco Rd); Rt. 5 (John Tyler); Rt. 631 (Cool Hill Rd); Rt. 618 (Adkins Rd); Rt. 607 (Wayside Rd); Rt. 155 (Court House Rd); Rt. 603 (Old Union)

Maintenance Activities Planned for the next 30 Days:

- Litter Control
- Mowing Bike Trail
- Low Shoulder Repair
- Grass Mowing on Secondary Roads
- Beaver Control
- Sign Maintenance
- Pavement Repair
- Preparing the snow equipment for use in the winter

Construction:

1. Rt. 613 (Sandy Point Road) - State forces are working on raising the roadway where water collecting has been a hazard. Additional pipe has been laid to create better drainage of the area.
2. Construction on the Capital bike trail continues.

Permits:

A permit was issued the Charles City High School for the homecoming parade.

Recent Board Requests:

1. **Mr. William Coad** requested an update on the ditch cleaning of 6640 Barnetts Road.
2. **Mr. Gilbert Smith** requested a status report of the progress of the truck restriction process. *Mr. Cade advised that the Traffic Engineer is collecting public comments on the issue and, at this time, he has not received compilation of those comments.*

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) (CONTD)

Public Comments

1. Martha Harris, 7902 Courthouse Road – Ms. Harris inquired if Berkeley Plantation had to obtain a permit for the Warrior Dash event they hosted *Mr. Cade responded that VDOT does not require a permit for an event such as that. He explained that VDOT was not notified of the event and if they had been they would have put up message signs in advance to alert travelers of the potential traveling delays caused by the upcoming event.*

EMS volunteer, John Roberts, interjected the event was expected to have less than 5,000 but approximately 13,000 people turned out.

RE: EMERGENCY MEDICAL SERVICES UPDATE

Fire Chief Archer Jones, Jr. advised the Board that the Charles City Volunteer Fire and EMS Department (CCVF&EMS) have been working with the Providence Forge Rescue Squad (PFRS) to bring 24 hours EMS service. Charles City EMS now has a plan to put into action which entails Emergency Training Services (ETS), the supplemental EMS, providing 24 hour services Sunday to Friday and EMS volunteers provide services Friday to Sunday, as assigned. To create sleeping quarters, rooms at Fire Station 1 & 3 have been cleaned out and a room is being added at Station 2.

Chief Jones advised that citizens still need to take into consideration that even though there is coverage 24/7 there still may be a problem of overlap if they only have three ambulances and that if

Mr. Gilbert Smith praised the ongoing efforts of CCVF&EMS and PFRS to make 24 hour EMS a reality for the county and offered to support their needs for sleeping quarters

Mr. William Coadá thanked the two entities for working together and for all their time and hard work to achieve this.

RE: APPOINTMENTS - BOARD OF BUILDING CODE OF APPEALS

Motion was made by William G. Coadá to appoint Edward Branch, of Adkins Road, and Rayfield Squire of S. Lott Cary Road to each serve as District II members on the Board of Building Code of Appeals, said terms to expire 10/31/2016. The motion carried as follows:

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

Motion was made by Gilbert A. Smith to appoint Byron Cox of Shady Lane, to serve as a District I member on the Board of Building Code of Appeals, said term to expire 10/31/2016. The motion carried as follows:

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

RE: APPOINTMENT - PLANNING COMMISSION

Motion was made by William G. Coadá to appoint Brenda Adkins, 4410 Cool Hill Road to serve as a District II member on the Planning Commission, to complete the term of resigned member, Emmett Crocker, said term to expire 1/23/2014. The motion carried as follows:

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

RE: APPOINTMENT - RECREATION ADVISORY COMMISSION

Motion was made by Floyd H. Miles, Sr. to reappoint Henry Hayes, Jr., 8320 Courthouse Rd. to serve as a District III member on the Recreation Advisory Commission, said term to expire 10/31/2016. The motion carried as follows:

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

RE: FIRE DEPARTMENT PROGRAMS CARRYOVER

Motion was made by Floyd H. Miles, Sr. to approve the carryover of the FY2012 State of Virginia Fire Programs funds awarded to the Charles City Volunteer Fire Department in the amount of \$19,000, as requested. The motion carried as follows:

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

RE: LITTER PREVENTION AND RECYCLING PROGRAM GRANT

Motion was made by William G. Coad to approve the Litter Prevention and Recycling Program Grant awarded to the county in the amount of \$7,852.54. The motion carried as follows:

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

RE: SURPLUS PERSONAL PROPERTY

Motion was made by William G. Coad to approve the protocol for handling county owned surplus personal property. The motion carried as follows:

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

RE: FY2014 BUDGET PLANNING CALENDAR

The Board of Supervisors unanimously agreed to accept the FY2014 Budget Planning Calendar as presented.

RE: NATIONAL HIGHWAY TRAFFIC SAFETY

Motion was made by Floyd H. Miles, Sr. to approve the National Highway Traffic Safety Admin program grant awarded to the Sherriff's Department in the amount of \$15,400. The motion carried as follows:

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

RE: PUBLIC COMMENTS (NON-AGENDA ITEMS)

1. David Ledbetter, 16530 The Glebe Lane - Mr. Ledbetter informed the Board that his property and the political campaign signs he'd placed on his yard were vandalized the previous evening. He asked the Board to consider a resolution condemning such vandalism.
2. Vince Brackett, 7789 Kips Creek Drive - Mr. Brackett stated that the report of 24 hour EMS final being available in the county is great news. Mr. Brackett stated the School Board should have prompt and full access to their financial data and inquired as to when the FY2013 Budget would be available to the School Board and on the county website for public viewing.
3. Annette Roberts, 14314 Sandy Point Road – Ms. Roberts requested the county website calendar include public county events. Ms. Roberts also requested that the county extend the limited hours of the animal shelter to better accommodate working people. She suggested Saturday hours.
4. Edward Branch, 4000 Adkins Road – Mr. Branch shared his concerns that staff does not efficiently maintain the Fitness Center and equipment or the building as a whole. He proposed that accountability is sorely lacking.
5. Barbara Hayes, Secretary of Electoral Board – Mrs. Hayes presented a packet of information for the board's consideration.
6. Shannon Squires, Colonial Heights resident, Employed in Charles City County - Ms. Squire expressed that she hoped the Board and Administration were still working on the many issues with the Animal Control Department (ACD) that had been brought to light over the last year. She suggested the department should be made a division under the Sherriff's Department and operates accordingly, citing she knows of no other locality in Virginia that doesn't have it that way.

RE: BOARD DIRECTIVES/COMMENTS

1. **Mr. Floyd H. Miles, Sr.** stated a better job handling large events held in the county needs to be done by the County and the Sheriff's department. He noted that sometimes it's as simple as posting road side message boards in advance to notify residents of an event so they may prepare for delays on the roads or to plan an alternate route.
2. **Mr. Miles directed the County Attorney, B. Randolph Boyd,** to check into the possibility of making the use of the new boat ramp exclusive to Charles City residents.
3. **Mr. William G. Coad** inquired how many people work at the Fitness Center at a given time. *Mr. Edward Branch responded that one (1) paid staff person is there at all times except on Saturdays from noon to five o'clock when a volunteer staffs the center.*
4. **Directed staff** to provide draft Standard Operating Procedures at the Board's next meeting.
5. **Directed staff** to check into necessity for all Public Works field staff to have county owned cell phones.
6. **Mr. William G. Coad** inquired of County Attorney, B. Randolph Boyd, if the County may charge a flat fee for an event held at a local plantation. *Mr. Boyd responded that the local plantations are required by the county to gain a special use permit. Legislation does not currently allow for a locality to charge an entity in any other capacity for holding an event.*
7. **Mr. William G. Coad** requested that André Jones with the New Kent/Charles City Chronicle look into printing something advising residents of the legal ramifications of vandalizing the property of others.

RE: CLOSED SESSION

Motion was made by William G. Coada to go into closed session to discuss the personnel matters under Section 2.2-3711(A)(1); and investment of public funds under Section 2.2-3711(A)(6) of the 1950 Code of Virginia, as amended. The motion carried as follows:

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

Motion was made by William G. Coada to return to regular session. The motion carried as follows:

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

Motion was made by Gilbert A. Smith that the Board of Supervisors discussed only public business matters lawfully exempted from statutory open meeting requirements and public business identified in the motion to convene the closed session. The motion carried as follows:

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

There being no further business before the Board, it hereby adjourned to meet again on Tuesday, **November 27, 2012** at 7:30 p.m. for the Board of Supervisors' regular Meeting.