

**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 28, 2014 at 7:30 p.m.** in the 239<sup>th</sup> year of the Commonwealth and the 380<sup>th</sup> year of the County.

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

RE: ADOPTION OF AGENDA

Motion made by Gilbert Smith to adopt the agenda as written. The motion passed unanimously.

RE: CONSENT AGENDA

Bill Coada motioned to approve the following consent agenda with the following change: move Item (e.) Appropriations for the month on November, to the County Administrator's Report, Item e. Motion passed unanimously.

- a. Approval of Minutes:
  - September 10, 2014 Work Session w/Planning Commission
  - September 23, 2014 Regular Meeting Minutes
- b. CH2M Hill Invoice for Services through September 19, 2014
- c. Refund of Real Estate Taxes
- d. Memorandum of Understanding from Va. Co-Operative Extension Office
- e. Appropriations for the month of November 2014 – ***Move to County Admin. Report***

Appropriations for November 2014:

***General Fund  
Agencies***

11010	Board of Supervisors	\$	5,951
12100	County Administrator		11,403
12210	Legal Services		5,000
12220	Non Departmental		3,000
12221	NonDepartmental-Telecom		-
12240	Audit		-
12310	Commissioner of Revenue		15,989
12410	Treasurer		14,328
12420	Management Services		22,000
12425	Information Technology		29,750
12520	Motor Pool		-
12530	Central Gas		-
12600	Memberships		-

13100	Electoral Board	-
13200	Registrar	(7)
21100	Circuit Court	-
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	17,889
21700	Sheriff Judicial	13,170
21800	Courthouse Security Fund	1,700
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	17,376
31200	Sheriff Law Enforcement	107,426
31900	Sheriff Support	-
31920	County-School Resource Officer	4,641
32200	Fire Protection	46,000
32300	Emergency Medical Response	11,404
32350	E 911	25,000
32400	Wireless E911	-
33150	Correction & Detention	15,000
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	13,000
35100	Animal Control	12,000
35300	Medical Examiner	-
35500	Emergency Services	2,384
42400	Landfill Monitoring	19,852
43200	General Properties	96,908
51100	Health Department	24,000
52200	MH/MR Services Board	28,495
53600	Contributions	18,230
68010	John Tyler Community College	-
71100	Parks and Recreation	23,899
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	17,179
73210	Center For Local History	-
81100	Planning Commission	-
81200	Planning Department	7,730
81600	Com Development Cont	5,000
82650	Environmental Mgt Cont	4,500
83300	Cooperative Extension	-
91400	General Fund Contingency	-
94000	Cap Outlay-Repair/Renovation	25,000

95000 Debt Service	36,188
<i>Total General Fund</i>	<u>\$ 701,385</u>
43400 Public Utility Fund	23,000
<i>Total Board of Supervisors</i>	<u>\$ 724,385</u>

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

61101 Instruction	550,000
62119 Admin, Attendance & Health Serv.	50,000
63109 Pupil Transportation	25,000
64209 Operations & Maintenance	50,000
68109 Instructional Technology	25,000
213 Self-Sustaining Fund	120,000
214 Textbook Fund	-
215 Food Service Fund	25,000
<i>School Fund Total</i>	<u>\$ 845,000</u>

***ALL FUNDS***

<i>BOARD OF SUPERVISORS</i>	724,385
<i>SCHOOL OPERATING</i>	845,000
<i>SOCIAL SERVICES</i>	132,092
<i>SPECIAL WELFARE</i>	-
<b><i>GRAND TOTAL ALL FUNDS</i></b>	<u><b>\$ 1,701,477</b></u>

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, David Christoph, gave the following monthly report for the month of October 2014:

**October 2014 – Monthly Report  
CHARLES CITY COUNTY**

Maintenance:	Marshall Winn/David Christoph
Blade Dirt Roads/Add Stone	
• Rt. 648, New Quarter Rd.	
• Rt. 654, Deerfield Rd.	
• Rt. 646, Oakwood Rd.	
• Rt. 651, Legion Rd.	
• Rt. 613, Sandy Point Rd.	
• Rt. 623, Wilcox Neck Rd.	
• Rt. 616, Adam Bridge Rd.	
• Rt. 626, Old Elam Cemetery Rd.	

Litter Pickup

- Rt. 612, Ruthville Rd.
- Rt. 653, Mt. Pleasant Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 603, Old Union Rd.
- Rt. 609, Barnett Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 106, Roxbury Rd.
- Rt. 607, Church Lane
- Rt. 614, Sturgeon Point Rd.
- Rt. 615, The Glebe Lane
- Rt. 607, Wayside Rd.

Bike Trail Cleanup

- Cutting Grass
- Litter Pickup
- Blowing
- Weed Eating
- Cut / Slope Mower
- Cut / Road Side Mower

Shoulder Repair

- Rt. 623, Willcox Neck Rd.

Asphalt Repair / Hot Box

- Rt. 623, Willcox Neck Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 614, Sturgeon Point Rd.

Remove Tree Limbs

- Rt. 613, Sandy Point Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 644, Courthouse Rd.

Sign Repair

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 613, Sandy Point Rd.
- Rt. 609, Barnett Rd.
- Rt. 665, Harrison Lake Dr.
- Rt. 666, Waymacks Rd.

Install Pipe Cross Roadway

- Rt. 614, Sturgeon Point Rd.

Pot Hole Repair / Cold Mix

- Rt. 600, Charles City Rd.
- Rt. 615, The Glebe Lane
- Rt. 618, Adkins Rd.

Break Beaver Dam

- Rt. 614, Sturgeon Point Rd.

Ditching / Gradall

- Rt. 607, Church Lane

Seed & Straw Ditches

- Rt. 607, Church Lane

Cut Sight Problems / Slope Mower

- Rt. 641, Little Elam Rd.
- Rt. 609, Barnett Rd.
- Rt. 607, Wayside Rd.
- Rt. 690, Harrison Point Dr.
- Rt. 691, Harrison Point Dr.
- Rt. 106, Roxbury Rd.
- Rt. 615, The Glebe Lane.

Preparing Snow Equipment for Dry Run Exercises

Next Month's Agenda

- Shoulder Repair / Primary & Secondary
- Litter Control / Secondary
- Sign Maintenance
- Pavement Repair
- Ditch Cleaning / Secondary
- Beaver Control
- Bike Trail Cleanup

<b>Bridge :</b>	<b>Robert Dunn</b>
Benjamin Harrison Bridge will be closed again (24 hours) from November 3 <sup>rd</sup> to November 7 <sup>th</sup> .	

<b>CONSTRUCTION</b>	<b>Keith Rider, P.E.</b>
<ul style="list-style-type: none"> <li>• Work should begin next week on Rte. 5 bridge over Herring Creek. The initial work will be setting up signs for the detour route, and the work zone. The road will be restricted to 1-lane sometime in early November when a temporary signal is activated. Project is scheduled to be complete in July 2015.</li> </ul>	

<b>TRAFFIC STUDIES/SPECIAL REQUESTS</b>	<b>Jeff Kuttesch</b>
<ul style="list-style-type: none"> <li>• Conducted corridor signing upgrades / replacements along Route 5, including modifications recommended by Traffic Engineering</li> </ul>	

**Residency Report from David Christoph:**

Mr. Floyd Miles asked that when VDOT puts a notice out for the Benjamin Harrison Bridge repairs that we include Charles City County in the notification itself. Currently when a notice goes out only Prince George County is mentioned. I got with Lindsey LeGrand and she advised that could be worded as such in subsequent notifications.

Mr. Gilbert Smith mentioned that the grass was in need of mowing on Route 609 (Barnett's Road) about ¾ miles north of Route 625 (West Run Road). Our contract mowers were mowing and heading in that direction and the area has since been mowed.

Mr. Lloyd Carter asked a question about why was the detoured traffic directed onto Route 607 (Wayside Road) from southbound Route 106 (Roxbury Road). David Christoph touched bases with Richmond District Traffic Engineering and they are reviewing the location. We should have an answer by next meeting.

Mr. Steve Fuhrman inquired if we were doing traffic counts because he noticed the tubes across the roadway on Route 618 and Route 602. He asked if he could receive the information from the counts. Traffic Engineering advised me that it would be sometime in June of next year before we get all the information and make it available to the public. We can get the information from our latest count which was done in 2012 if that could be of some help until the new information is made available.

Mr. Bryon Adkins advised me that on the Bike Trail bridge at Courthouse Creek that there was several loose deck boards. Also, a second bridge east of Haupt's Store had loose deck boards also. I relayed the information to Harold Dyson (Bike Trail Project Manager).

David Christoph stated a Community Informational Session will be scheduled the beginning of December for the improvement project on Route 609. This session will be held either at the Government School Board Building in the auditorium or Samaria Baptist Church, fellowship hall.

Alton Washington, 10605 Sturgeon Point Road, Charles City, Va., expressed his appreciation on the work being done on Sturgeon Point Road.

Mrs. Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, Va., stated she noticed some ditches has been dragged and hopes the ditch on Willcox Neck Road will be done before bad weather. If it rains water will be going across the road and it may turn to ice.

Mr. Preston Adkins, 8041 Lott Cary Road, Providence Forge, Va., stated there was an accident on Barnetts Road that left a big hole, he thanked VDOT and his Board of Supervisor representative, Bill Coad, as it has been taken care of. One of signs put up on Barnetts Road about the project on Route 609 is covered by tree limbs, the limbs needs to be cut so everyone can see the sign.

Floyd Miles stated the driveway across from his home, 7421 Ruthville Road, is broken up and needs to be repaired. VDOT repaired it once but it has gotten worse and needs to be done again.

Gilbert Smith thanked VDOT for cutting the grass on Barnetts Road.

#### PUBLIC COMMENT PERIOD

Alton Washington, 10605 Sturgeon Point Road, Charles City, Va., stated Mr. Richard Bowman, a former Board Member, is critically ill, he asked that the Board and everyone in the audience keep Mr. Bowman and his family in your prayers.

#### PUBLIC HEARINGS

*Business Permit Fee Ordinance* – Zach Trogon stated the County proposed to put a Business Permit Fee Ordinance in place for the amount of \$30.00 per year for eligible companies in the County. Floyd Miles stated before this ordinance is approved we need to get legal advice on the legal exemptions from the ordinance.

Mrs. Barbara Crawley, 6520 Barnetts Road, Charles City Va., asked if this is business tax of \$30.00? Bill Coad stated no, it's a business fee that will be charged once a year. Barbara Crawley stated she feels businesses should be able to pay \$30.00 per year.

Mrs. Martha Harris, 7902 Courthouse Road, Providence Forge, Va., asked if farmers would be exempt from this fee? Bill Coad stated this is what the Board wants legal

advice on; the ordinance is written by the minimum exemptions by the Code of Virginia but the Board of Supervisors has the discretion to change. Martha Harris stated a big chunk of the economy in Charles City County is farming which would generate a lot of revenue, she do not think they should be made exempt.

Bill Coada motioned to defer action on this ordinance until the November meeting. The motion passed unanimously.

*Environmental and Site Plan Ordinance* – Randy Boyd stated this ordinance is the reordering of the existing ordinance making it more logical of how it's presented in the County Code; nothing is changing except for the sequence of which the existing ordinance is put together. Floyd Miles motioned for approval of the Environmental and Site Plan Ordinance as presented. The motion passed unanimously.

*Floodplain Ordinance Amendment* – Randy Boyd stated the amendment to the existing Floodplain Ordinance is driven entirely by the Federal Government. If we want to continue to have Flood insurance available we have to adopt this amended ordinance. Gilbert Smith motioned for approval of the amended Floodplain Ordinance. The motion passed unanimously.

*Administrative Fee for Collecting Delinquent Bills Amendment* – Randy Boyd stated this amended ordinance is to add to the existing ordinance establishing fees on delinquent bills. If a delinquent account is sent to collections or an attorney up to a 20% fee will be added to bill to cover attorney fees. Gilbert Smith motioned for approval of the amended Administrative Fee for Collecting Delinquent Bills Ordinance. The motion passed unanimously.

## APPOINTMENTS

Michelle Johnson stated the Housing Task Force bi-laws states, for membership, each Magisterial Districts will have two members on the board, one member from the Board of Supervisors, one County staff representative and one representative from each project area, all others to serve at the pleasure of the Board or duration of the project. District 1 still needs a representative. Bill Coada motioned that Vanessa Taylor-Holland, District II, 5401 John Tyler Memorial Highway, Charles City, VA., serve at the pleasure of the Board for another term, said term to expire January 30, 2018. Motion passed unanimously.

## COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated the School Board has received notification that they will receive \$376,000, in grant funds, in FY15 for 21<sup>st</sup> Century Learning. This grant will allow the Schools to offer after school programs weekly and provide transportation for the students. Michelle recommended the County amend the Schools fund 213 Instruction category by \$337,407 and the Transportation category by \$38,593. Floyd Miles motion to approve budget amendment as presented. Motion passed unanimously.

Michelle Johnson requested the County continue with the process to enter in an agreement with KRAEQS to conduct tax collection for the County on delinquent accounts.

There is no cost to the County unless a warrant is filed by KRA and the person declares bankrupt then we will be responsible to pay or reimburse KRA. Gilbert Smith motioned to approve the agreement with KRAEQS. Motion passed unanimously.

Zach Trogdon stated the County needs to adopt the Environmental Policy as part of Environmental Management Systems recognizing the County obligations and commitment to water/waste water treatment facilities, processes, and services. Floyd Miles motioned to approve the policy as presented. Motion passed unanimously.

Michelle Johnson presented the FY16 Budget Calendar and asked for approval to start the process. Gilbert Smith motioned to approve the FY16 Budget Calendar as presented. Motion passed unanimously.

Floyd Miles stated in looking at the appropriations, the unexpended appropriation balance column seems to have enough dollars to cover some of the request coming in for the month of November. Why are we expensing more money when there seems to be enough dollars already appropriated? Michelle Johnson stated there are still two weeks left in the month of October to be covered; the County still has a payroll and accounts payable cycle to be paid out before the end of October-.

Bill Coada stated the School Board gets a budget report showing the percentage of budget being used; this report also shows the percentage of where they are now compared to last year. Bill Coada stated he will get with Michelle Johnson to discuss creating a report like this before any action is asked to be taken. Floyd Miles moved to approve budget appropriations for the month of November as presented. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

David Ledbetter, 16530 The Glebe Lane, Charles City, Va., stated he noted the County has adopted the Environmental Policy which he understands is to satisfy requirements for compliance with the order of consent with Virginia Department of Environmental Quality. In adopting the policy he did not hear any explanation on what the anticipated cost would be in complying with the policy for this fiscal year; he believes the public has some interest and should have some narrative and discussion before the policy is adopted.

Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, Va., stated the microphones in the auditorium are not working properly. Please consider fixing so everyone can hear what is being said at the meetings.

RE: DIRECTIVES AND COMMENTS

Bill Coada stated he had the opportunity to tour Central Virginia Health Services located beside BB&T Bank, the tour was very informative. There will be a Community Information Session, on Marketplace Health Care Insurances, November 3, 2014, at 6:00pm at the Charles City Government School Board Administration Building in the auditorium. The contact person is Lindsey Johnson.

RE: EXECUTIVE SESSION

Motion was made by Bill Coada to go into Executive Session to discuss Legal Matters pursuant to Section 2.2-3711(A)(7); and Personnel Matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Gilbert Smith to return to open session and 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.

In the Executive Session, motion was made by Bill Coada to move the December regular meeting to Thursday, December 18<sup>th</sup> at 7:30 p.m., from December 23<sup>rd</sup>.

Next meeting is scheduled for **Tuesday, November 25, 2014**, 7:30 p.m.