

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, November 25, 2014 at 7:30 p.m.** in the 239th year of the Commonwealth and the 380th 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

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

- a. Approval of Minutes:
 - October 28, 2014 Regular Meeting Minutes
- b. CH2M Hill Invoice for Services through October 17, 2014
- c. Appropriations for the month of December 2014

Appropriations for December 2014:

General Fund Agencies

11010 Board of Supervisors	\$	5,908
12100 County Administrator		12,849
12210 Legal Services		7,000
12220 Non Departmental		3,000
12221 Non Departmental-Telecom		-
12240 Audit		33,000
12310 Commissioner of Revenue		17,539
12410 Treasurer		14,649
12420 Management Services		21,226
12425 Information Technology		54,000
12520 Motor Pool		-
12530 Central Gas		-
12600 Memberships		-
13100 Electoral Board		-
13200 Registrar		-
21100 Circuit Court		2,550
21200 Combined GD/JD Court		-

21300	County Magistrate	-
21600	Clerk of Circuit Court	17,389
21700	Sheriff Judicial	-
21800	Courthouse Security Fund	1,400
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	17,776
31200	Sheriff Law Enforcement	82,512
31900	Sheriff Support	5,890
31920	County-School Resource Officer	3,430
32200	Fire Protection	(500)
32300	Emergency Medical Response	82,000
32350	E 911	(25,000)
32400	Wireless E911	3,135
33150	Correction & Detention	27,600
33300	VJCCCA	3,132
33310	Col Com Correction jb	1,666
33320	9th District Court Services	-
34400	Codes Enforcement	20,000
35100	Animal Control	15,401
35300	Medical Examiner	-
35500	Emergency Services	3,128
42400	Landfill Monitoring	-
43200	General Properties	-
51100	Health Department	-
52200	MH/MR Services Board	-
53600	Contributions	-
68010	John Tyler Community College	-
71100	Parks and Recreation	18,680
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	1,429
73210	Center For Local History	-
81100	Planning Commission	-
81200	Planning Department	28,082
81600	Com Development Cont	-
82650	Environmental Mgt Cont	4,900
83300	Cooperative Extension	6,900
91400	General Fund Contingency	-
94000	Cap Outlay-Repair/Renovation	15,000
95000	Debt Service	36,188
	Total General Fund	\$ 649,285
43400	Public Utility Fund	-
	Total Board of Supervisors	\$ 649,285

FY14- School Operating Categorical Appropriations

61101 Instruction	500,000
62119 Admin, Attendance & Health Serv.	45,000
63109 Pupil Transportation	40,000
64209 Operations & Maintenance	75,000
68109 Instructional Technology	15,000
213 Self-Sustaining Fund	120,000
214 Textbook Fund	-
215 Food Service Fund	25,000
School Fund Total	\$ 820,000

ALL FUNDS

<i>BOARD OF SUPERVISORS</i>	649,285
<i>SCHOOL OPERATING</i>	820,000
<i>SOCIAL SERVICES</i>	-
<i>SPECIAL WELFARE</i>	-
GRAND TOTAL ALL FUNDS	\$ 1,469,285

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, Bruce McNabb, gave the following monthly report for the month of November 2014:

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

<p>Maintenance:</p> <p>Dry Run Snow Equipment / Sandston Shop</p> <ul style="list-style-type: none"> All snow dry runs are complete. Only minor deficiencies were noted and our shop has made repairs. <p>Blade Shoulders & Clean Ditches</p> <ul style="list-style-type: none"> Rt. 609, Barnett's Rd. Rt. 623, Willcox Neck Rd. Rt. 106, Roxbury Rd. Rt. 614, Sturgeon Point Rd. Rt. 615, The Glebe Lane <p>Bike Trail Cleanup</p> <ul style="list-style-type: none"> Blowing debris Weed Eating <p>Litter & Trash Bag Pickup</p> <ul style="list-style-type: none"> Rt. 5 John Tyler Mem. Hwy.
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- Rt. 155, Courthouse Rd.
- Rt. 609, Barnett Rd.
- Rt. 612, Ruthville Rd.
- Rt. 106, Roxbury Rd.
- Rt. 618, Adkins Rd.
- Rt. 623, Willcox Neck Rd.

Throw Back Tree Limbs

- Rt. 603, Old Union Rd
- Rt. 631, Cool Hill Rd.
- Rt. 618, Adkins Rd.
- Rt. 604, Warriner Rd.
- Rt. 617, Munguy Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 623, Willcox Neck Rd
- Rt. 614, Sturgeon Point Rd.
- Rt. 615, The Glebe Lane
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 156, Roxbury Rd.
- Rt. 106, Roxbury Rd.
- Rt. 685, Chambers Rd.
- Rt. 155, Courthouse Rd.
- Rt. 601, Liberty Church Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 627, Old Neck Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 606, Carter's Mill Rd.
- Rt. 600, Charles City Rd.
- Rt. 604, Warriner Rd.

Drainage, Forking Leaves

- Rt. 623, Willcox Neck Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 615, The Glebe Lane
- Rt. 600, Charles City Rd.
- Rt. 604, Warriner Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.

Install School Bus Stop Ahead Signs

- Rt. 607, Church Lane

Pot Hole Repair / Cold Mix

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.
- Rt. 611, Kizzie Rd.
- Rt. 615, The Glebe Lane
- Rt. 609, Barnett's Rd.
- Rt. 618, Adkins Rd.

- Rt. 666, Waymacks Rd.

Pavement Repair Edges / w Asphalt (Hot Box)

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 612, Ruthville Rd.

Repair Shoulders / w Stone

- Rt. 5, John Tyler Mem. Hwy.

Traffic Control For CSX Railroad

- Rt. 106, Roxbury Rd.

Ender-Pot Hole Patching / Contractor

- Rt. 612, Ruthville Rd.
- Rt. 618, Adkins Rd.
- Rt. 617, Monguy Rd.
- Rt. 156, Roxbury Rd.
- Rt. 610, Green Oak Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 613, Sandy Point Rd.
- Rt. 623, Willcox Neck Rd.

Repair & Daylight Signs

- Rt. 613, Sandy Point Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 637, Wyatt's Lane
- Rt. 618, Adkins Rd.
- Rt. 627, Old Neck Rd.

Break Beaver Dams

- Rt. 620, Lewis Tyler Lane
- Rt. 623, Willcox Neck Rd.

Seed & Straw

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

Clean Out Pipes

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.

Miscellaneous:

- Crews attended mandated Work Zone Safety Class
- Crews attended mandated First Aid / CPR Class
- New crew member attended our Basic Equipment Operator Class

<p>Next Month's Agenda</p> <ul style="list-style-type: none"> • Shoulder Repair / Primary • Pavement Repair/ Primary & Secondary • Litter Control / Secondary • Sign Maintenance • Beaver Control • Bike Trail Cleanup • Blade Dirt Roads 	
<p>BRIDGE : Robert Dunn Benjamin Harrison Bridge closures are finished (for now).</p>	
<p>CONSTRUCTION</p>	<p>Keith Rider, P.E.</p>
<ul style="list-style-type: none"> • Work should begin next week on Rte. 5 bridge over Herring Creek. The initial work will be setting up signs for the optional 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. 	
<p>TRAFFIC STUDIES/SPECIAL REQUESTS</p>	<p>Jeff Kuttesch</p>
<ul style="list-style-type: none"> • Nothing to report this session. 	
<p>Residency Report from David Christoph:</p> <ul style="list-style-type: none"> • Mr. Floyd Miles pointed out that there was a section of pavement that was broken up and needing repairs in the area between 7420 and 7421 Ruthville Road. Our maintenance crew has made the repairs to the road. • Mrs. Eleanor Robinson pointed out that Route 623 (Willcox Neck Road) was still flooding after heavy rainfalls. The maintenance crew investigated Route 623 from Route 5 heading north for approximately 3.5 miles. In this distance there were 11 cross pipes located. Most seemed relatively clear of debris at this time and most of the outfall ditches with a couple of exceptions were able to support getting the water away from the roadway. However, there are several areas where the ditches are in need of reshaping and appear to not support positive drainage. The area maintenance crew will be making an effort to effectively clean and reshape these areas of concern. • Mr. Preston Adkins inquired about the visibility of signs when they are installed. He noted that the signs were for the Route 609 and Route 602 project that were installed but there was a few tree limbs blocking the view of the sign. Apparently our District sign crew installed these signs but we had our maintenance crew cut and remove limbs to provide for sight distance. Also, Mr. Adkins pointed out that sometime earlier there had been an accident on Route 609 (Barnett's Road) north of Route 685 (Chambers Road) where the ditch line was blocked with mud and debris. The maintenance crew regraded the area, seeded, and added shoulder stone along the edge of the shoulder. • Mr. Alton Adkins brought to our attention that there were some areas of Route 630 (Samaria Lane) where the ditches are filled with leaves. The maintenance area will monitor the area to make sure all drainage structures are kept open. 	

Floyd Miles asked how far the VDOT right-a-way runs from center of highway. Bruce McNabb responded it varies, on most roads it runs 15 to 20 feet, depending on what road it is on. Floyd Miles also asked that VDOT look into putting a guard rail up at the intersection of Willcox Neck Road and Route 5, work was done on the bike trail at this intersection and the ditch is very deep.

David Ledbetter, 16530 The Glebe Lane, Charles City, Va., stated the historical marker in front of Haupt's Store has not been put back up since the completion of the bike trail project. David Ledbetter asked when and if it was going to be put back up? Bruce McNabb stated VDOT will look into this, if it was taken down for the bike trail project it is VDOT's responsibility to put it back up.

Bill Coada asked if the County has a historical marker in need of repair who would be responsible for getting it repaired. Bruce McNabb stated he will check to see who would be the responsible party.

Cynthia Crouch, Project Manager, presented the VDOT project to improve the intersection at Route 609 and Route 602. The project is proposed to begin in Spring of 2015 and end construction and closeout project is scheduled for Fall 2017. Barnetts Road will be closed one weekend during this project, beginning on a Friday evening at 6:00pm and reopening Monday morning at 6:00am; Lott Cary Road will remain open.

Floyd Miles stated he thought the traffic study done on Barnetts and Lott Cary Roads stated most of the traffic was on Barnetts Road. Cynthia Crouch responded no, the bulk of the traffic is on Lott Cary Road onto Barnetts Road. Floyd Miles stated everyone that lives in the area of Barnetts and Lott Cary Roads will have to get used to a new traffic pattern and right-of-way. Floyd Miles asked about the weekend closure of Barnetts Road, will the entire road be closed? Cynthia Crouch stated "no", the road will be closed for about a tenth of a mile.

Byron Cox, 10501 Shady Lane, Charles City, Va., asked when leaving Barnetts Road, under the new construction, what visible distance can you see when you come around the curve towards the stop sign? Cynthia Crouch stated she will get this information to him.

Martha Harris, 7902 Courthouse Road, Providence Forge, Va., asked if the entire project will be done only on weekends. Cynthia Crouch stated "no", Barnetts Road will be shut down one weekend. Martha Harris stated she thinks this is a great project that is long overdue.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, Va., asked if VDOT had thought about putting up rumblers and flashing lights on the yield sign. Mr. Coada stated the project has been approved and will be going forward.

Floyd Miles stated traveling from Barnetts Road toward Holmes service station, going left onto Lott Cary Road, the curve will throw you into the other lane if you are not aware of the highway, especially if you are driving a tractor trailer.

Bill Coada stated he has a constituent that wants to know, once the project is completed, will a traffic study be done to lower the speed limit? Cynthia Crouch stated a study has already been initiated, she does not know at the present time what the recommendation was from the study. She will follow up and get that information back to the County.

PUBLIC COMMENT PERIOD

No public comments.

APPOINTMENTS

Motion was made by Floyd Miles to reappoint Yvonne Smith-Jones, District III, to the Planning Commission with said term to expire on December 31, 2018; reappoint William B. Bailey, District III, to the Planning Commission with said term expiring January 31, 2019. Motion passed unanimously.

Motion was made by Floyd Miles to reappoint Mr. John Tabb to the Road Viewers Committee, representing District III, with said term to expire on June 30, 2015. Motion passed unanimously.

Motion was made by Bill Coada to appoint Lindsey Johnson, District II, to the Charles City Health Council Committee, replacing Steve Fuhrmann effective January 1, 2015, with said term expiring January 31, 2017. Motion passed unanimously.

COUNTY ADMINISTRATOR'S REPORT

Zach Trogdon stated the Business Permit Fee Ordinance was presented to the Board and public during a public hearing on October 28, 2014. He asked if it was the Board's pleasure to take action on the Ordinance as presented. Floyd Miles stated his constituents are not in favor of the ordinance. Gilbert Smith stated it was a question at last month meeting if farmers were exempt or not. After reading the ordinance, he thought it would be good for the County to receive revenue. Bill Coada stated without the ordinance the County has no way of knowing how many businesses are in the County. Randy Boyd stated every farmer in the County will have to pay the \$30.00 per year for the Business Permit Fee if the ordinance is passed. This is a business permit fee not a business license. Bill Coada motioned to approve the Business Permit Fee Ordinance as presented by staff.

Floyd Miles - Nay
Gilbert Smith - Aye
Bill Coada - Aye

Zach Trogdon presented a policy governing use of County vehicles. Bill Coada questioned where in the policy did it address accidents. Zach Trogdon stated accident reporting is covered in the Personnel Policy. Floyd Miles stated page 37 of the agenda - #2, where the policy states vehicles can be taken home if you live within a 5 miles radius from County boundary needs be removed. Gilbert Smith stated the Board granted the Building Code Official the right to take his vehicle home, as he is the Fire Marshal for the County, and he lives outside of the County. The policy will give him until January 1, 2015, to get his own vehicle. Floyd Miles motioned the Vehicle Policy be adopted with the change requested, effective January 1, 2015. Motion passed unanimously.

Zach Trogdon stated the Procurement Policy has been updated as requested to state if an employee procures something in violation of the policy they will be personally held responsible. Gilbert Smith moved to accept Procurement Policy as presented by staff. Motion passed unanimously.

Zach Trogdon stated the Planning Commission met with the Board of Supervisors a few months ago about the potential of adopting a new zoning district, RMU (Residential Mixed Use Zoning). Mr. Trogdon reminded the Board that a public hearing will have to be held before this can be considered for adoption. Gilbert Smith stated he would like for staff to go out and meet with constituents in each District and explain what RMU is and see if they have any input to share before the hearing.

Michelle Johnson stated the Department of Criminal Justice Services (DCJS) is awarding the School Resource Officer funding for FY2015. DCJS will provide \$24,826 in State funds and the County's local match is \$20,174 for a total of \$45,000.00. The funding is currently programmed in the FY15 budget, therefore, Ms. Johnson requested the County accept the award. Gilbert Smith motioned the County accept the DCJS award and local match as presented. Motion passed unanimously.

Zach Trogdon asked the Board its pleasure on opening and closing of offices during upcoming holidays. He stated sometimes the County has chosen to open and close in accordance with the State holiday schedule. This year the State will be closing at noon on Wednesday, November 26 for Thanksgiving and closed all day on Thursday, November 27 and Friday, November 28, closing at noon on Christmas Eve, closed all day on Christmas Day and the day after Christmas; New Year's the State is closed on January 1st, New Year's Day, and the day after, January 2nd. Bill Coada motioned for the County offices to be closed on Thursday and Friday for Thanksgiving, half day on Christmas Eve, closed all day on Christmas Day and the day after Christmas, closed on New Year's Day and the day after New Year's. Floyd Miles made a substitute to the motion, stating the County follow the State guidelines for holiday closings, as the County has not been able to give a salary increase for a while and this is one of the rewards he would like for the employees to receive. Motion passed unanimously.

The Board was presented a resolution in memory of Richard Bowman, a past Supervisor and County leader, recognizing all the hard work and dedication he has provided to the County. Bill Coada motioned to adopt the resolution as presented for Mr. Richard Bowman. Floyd Miles stated he would like to add to the motion that the Board present the resolution to Mr. Bowman's family at the next Board meeting. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

Rhianna Vitiello, 9500 Sturgeon Point Road, Charles City, Va., has a concern about Frank Bates, Charles City County Animal Control Officer, still performing his duties with pending charges. Bill Coada stated the situation is a legal matter and is still being investigated.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, Va., stated his address in the October minutes needs to be corrected under the VDOT's report. Preston asked the status of the meeting that was planned to be held at Samaria Baptist Church. He also asked if the Fire Marshal for Charles City County gets any training.

RE: DIRECTIVES AND COMMENTS

Bill Coada stated we will look at the minutes and make the correction to Preston Adkins address; Zach Trogdon will check into the training for the Fire Marshal; the meeting scheduled to be held at Samaria Baptist Church was cancelled.

Bill Coada stated a Community Forum to receive public comment on the development of a Strategic Economic Development Plan will be held on Wednesday, December 3, 2014 at 7:00pm at the Government School Board Administration Building in the auditorium. Mr. Coada urged citizens to come out and participate in a discussion on they you would like to see Charles City County developed.

Bill Coada stated the Animal Control officer has two misdemeanor charges against him which is akin to having a speeding ticket charge and that the County has taken the appropriate action at this time in regard to the charges.

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 Floyd Miles 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.

Motion was made by Bill Coada to accept the retirement of Frank Bates effective February 1, 2015 and to provide Frank Bates a portion of leave and benefits as negotiated. Motion passes unanimously.

The Board **recessed until Wednesday, December 3, 2014, 6:00 p.m.,** Work Session.