

**VIRGINIA:**

At the Recessed Meeting of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on **Thursday, December 18, 2014 at 7:00 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.

Motion was made by Gilbert Smith to enter into Closed Session to discuss personnel matters under Section 2.2.3711(A)(1) of the Code of Virginia. Motion passed unanimously.

Motion was made by Gilbert Smith to enter into open session. Motion passed unanimously.

Motion was made by Floyd Miles to certify the Board of Supervisors only discussed public business matters exempted from statutory open meeting requirements identified in the motion to convene to Closed Session. Motion passed unanimously.

The Board adjourned until **Thursday, December 18, 2014, 7:30 p.m.** for the regular meeting of the Board of Supervisors.

**VIRGINIA:**

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

RE: ADOPTION OF AGENDA

Zach Trogon requested the CH2MHill invoice be added to the Agenda as Item 2 (c.) Bill Coad requested to move Item 7 (a.) Resolution – Mr. Richard Bowman to Item 2 (d.); Add - Resolution for Judge Hoover as Item 7 (a.); Add – Bids Mt. Zion Water Site Item 7 (b.).

Motion made by Gilbert Smith to adopt the Agenda with the requested changes. 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:
  - November 25, 2014 Regular Meeting Minutes
  - December 3, 2014 Work Session
  - December 10, 2014 Retreat Meeting
- b. Appropriations for the month of January 2015
- c. Resolution – Mr. Richard Bowman

Appropriations for January 2015:

***General Fund Agencies***

<b>11010</b>	Board of Supervisors	\$	6,425
<b>12100</b>	County Administrator		10,913
<b>12210</b>	Legal Services		20,000
<b>12220</b>	Non Departmental		3,000
<b>12221</b>	Non Departmental-Telecom		6,383
<b>12240</b>	Audit		-
<b>12310</b>	Commissioner of Revenue		15,739
<b>12410</b>	Treasurer		14,586
<b>12420</b>	Management Services		20,400
<b>12425</b>	Information Technology		35,000
<b>12520</b>	Motor Pool		10,700
<b>12530</b>	Central Gas		-
<b>12600</b>	Memberships		-
<b>13100</b>	Electoral Board		-
<b>13200</b>	Registrar		-
<b>21100</b>	Circuit Court		-
<b>21200</b>	Combined GD/JD Court		-
<b>21300</b>	County Magistrate		-
<b>21600</b>	Clerk of Circuit Court		19,031
<b>21700</b>	Sheriff Judicial		16,330
<b>21800</b>	Courthouse Security Fund		1,400
<b>21930</b>	Crater Criminal Justice T.C.		-
<b>22100</b>	Commonwealth's Attorney		17,576
<b>31200</b>	Sheriff Law Enforcement		82,512
<b>31900</b>	Sheriff Support		9,890
<b>31920</b>	County-School Resource Officer		5,000
<b>32200</b>	Fire Protection		-
<b>32300</b>	Emergency Medical Response		88,000
<b>32350</b>	E 911		-
<b>32400</b>	Wireless E911		3,135

33150	Correction & Detention	37,000
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	3,700
35100	Animal Control	17,500
35300	Medical Examiner	-
35500	Emergency Management	2,274
42400	Landfill Monitoring	8,013
43200	General Properties	103,500
51100	Health Department	25,000
52200	MH/MR Services Board	28,495
53600	Contributions	18,230
68010	John Tyler Community College	-
71100	Parks and Recreation	29,478
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	15,749

*General Fund Agencies Continued*

Center For Local History	-
Planning Commission	-
Planning Department	6,440
Com Development Cont	-
Environmental Mgt Cont	-
Cooperative Extension	8,000
General Fund Contingency	50,000
Cap Outlay-Repair/Renovation	-
Debt Service	36,188
<b>Total General Fund</b>	<b>\$ 775,587</b>
Public Utility Fund	-
<b>Total Board of Supervisors</b>	<b>\$ 775,587</b>

*FY14- School Operating Categorical*

*Appropriations*

61101	Instruction	500,000
62119	Admin, Attendance & Health Serv.	55,000
63109	Pupil Transportation	45,000
64209	Operations & Maintenance	80,000
68109	Instructional Technology	57,000
213	Self-Sustaining Fund	120,000
214	Textbook Fund	-
215	Food Service Fund	65,000
	<b>School Fund Total</b>	<b>\$ 922,000</b>

**ALL FUNDS**

BOARD OF SUPERVISORS	775,587
SCHOOL OPERATING	922,000
SOCIAL SERVICES	-
SPECIAL WELFARE	-
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 1,697,587</b>

Bill Coada presented the following resolution to Mr. Richard Bowman family:

**RECOGNITION OF THE LATE RICHARD BOWMAN**

WHEREAS, Mr. Richard Bowman was a life-long resident of Charles City County and gave fully of his time, services and energy to County endeavors; and,

WHEREAS, Mr. Bowman served as District II representative on the Board of Supervisors of Charles City County from 1972 until 1988; and,

WHEREAS, Mr. Bowman had a great interest in history and genealogy and helped with the organization of the Charles City County Historical Society, serving as its president in 1994; and,

WHEREAS, Mr. Bowman was instrumental in the establishment of the Center for Local History, was very active in commemoration of the 350<sup>th</sup> anniversary of the County, and had an official history of the County written as well as commissioning the first Coat of Arms for the County; and,

WHEREAS, Mr. Bowman, was responsible for getting the Lott Cary House placed on the National Register of Historic Places while also getting a historical marker for the Lott Cary House in 1980; and,

WHEREAS, Mr. Bowman was a vital part of integrating the Charles City County schools by initiating a lawsuit that was a companion to *Green v. County School Board of New Kent* that resulted in the dismantling of the “freedom of choice” option to attend schools; and,

WHEREAS, Mr. Bowman attended and served as a deacon at Little Elam Baptist Church, and has served as the moderator of the Dover Baptist Association; and,

WHEREAS, Mr. Bowman departed this life on Thursday, October 30, 2014, and will be profoundly missed by his family, neighbors, friends, and the community at large;

NOW, THEREFORE, BE IT RESOLVED that the Charles City County Board of Supervisors, on behalf of the citizens of this County, extends its sincere condolences to the family of the late Mr. Richard Bowman; and,

BE IT FURTHER RESOLVED that the Board of Supervisors of Charles City County hereby adopts this Resolution in appreciation and recognition of the many contributions Mr. Bowman made to the Charles City County community.

Adopted the 25<sup>th</sup> day of November 2014, at the regular meeting of the Board of Supervisors of Charles City County, upon a motion made by William G. Coad, which motion unanimously carried as follows:

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

Mr. Floyd Miles stated he has been approached by individuals in the County requesting the History Center be named after Mr. Richard Bowman. Floyd Miles made a motion to name the history center ***Richard M. Bowman History Center*** in honor of all the work Mr. Bowman has done over the years. Motion passed unanimously.

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

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

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

<p>MAINTENCANCE:</p> <p>Blade Dirt Roads</p> <ul style="list-style-type: none"> <li>• Rt. 613, Sandy Point Rd.</li> <li>• Rt. 616, Adam Bridge Rd.</li> <li>• Rt. 623, Willcox Neck Rd.</li> <li>• Rt. 626, Old Elam Cemetery Rd.</li> <li>• Rt. 646, Oakwood Rd.</li> <li>• Rt. 651, Legion Rd.</li> <li>• Rt. 648, New Quarter Rd.</li> <li>• Rt. 654, Deerfield Rd.</li> </ul> <p>Throw Back Limbs &amp; Debris , Primary / Secondary</p> <ul style="list-style-type: none"> <li>• Rt. 5, John Tyler Mem. Hwy.</li> <li>• Rt. 106, Roxbury Rd.</li> <li>• Rt. 155, Courthouse Rd.</li> <li>• Rt. 156, Roxbury Rd.</li> <li>• Rt. 618, Adkins Rd.</li> <li>• Rt. 602, Lott Cary Rd.</li> <li>• Rt. 631, Cool Hill Rd.</li> <li>• Rt. 600, Charles City Rd.</li> <li>• Rt. 607, Church Lane</li> <li>• Rt. 607, Wayside Rd.</li> <li>• Rt. 609, Barnett Rd.</li> <li>• Rt. 615, The Glebe Lane</li> <li>• Rt. 623, Willcox Neck Rd.</li> </ul>	
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- Rt. 613, Sandy Point Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 627, Old Neck Rd.

#### Sign Straighten & Repair

- Rt. 616, Adam Bridge Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.
- Rt. 600, Charles City Rd.
- Rt. 615, The Glebe Lane.
- Rt. 618, Adkins Rd.
- Rt. 623, Willcox Neck Rd.

#### Beaver Dams

- Rt. 614, Sturgeon Point Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 612, Ruthville Rd.
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#### Litter & Trash Pickup

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 612, Ruthville Rd.
- Rt. 620, Lewis Tyler Lane.
- Rt. 607, Wayside Rd.
- Rt. 609, Barnett Rd.
- Rt. 600, Charles City Rd.
- Rt. 650, Cattail Rd.

#### Repair Potholes w/Cold Mix

- Rt. 613, Sandy Point Rd.
- Rt. 615, The Glebe Lane.
- Rt. 623, Willcox Neck Rd.

#### Shoulder Repair / w Stone (Motor Grader) Gradall

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 664, Roxbury Industrial Court
- Rt. 623, Willcox Neck Rd.

#### Va. Capital Bike Trail Cleanup

- Blowing off Trail
- Dead Deer on Trail

#### Trees Cut Up / Throw Back

- Rt. 607, Church Lane
- Rt. 609, Barnett Rd.
- Rt. 618, Adkins Rd.
- Rt. 650, Cattail Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 623, Willcox Neck Rd.

<p>Clean Ditches</p> <ul style="list-style-type: none"> <li>Rt. 615, The Glebe Lane</li> </ul> <p>Replace Drainage Pipe</p> <ul style="list-style-type: none"> <li>Rt. 615, The Glebe Lane</li> </ul> <p>Seed &amp; Straw</p> <ul style="list-style-type: none"> <li>Rt. 615, The Glebe Lane</li> </ul> <p>NEXT 30 DAYS:</p> <ul style="list-style-type: none"> <li>Shoulder Repair / Primary</li> <li>Pavement Repair / Primary &amp; Secondary</li> <li>Litter Control / Secondary</li> <li>Sign Maintenance</li> <li>Va. Capital Bike Trail Cleanup</li> <li>Beaver Control</li> </ul>	
<p><b>BRIDGE :</b> <span style="float: right;"><b>Robert Dunn</b></span> Nothing to report this Session</p>	
<p><b>CONSTRUCTION</b></p>	<p><b>Keith Rider, P.E.</b></p>
<ul style="list-style-type: none"> <li>Bridge Over Herring Creek – UPC 98134, 0005-018-575,B633. The contractor is nearly finished setting up signs needed to detour over-width trucks and implement a temporary signal at the bridge site. The traffic change will most likely not occur until after the holidays. The temporary signal could go into operation as soon as Jan. 5, 2015. Traffic will alternate across the bridge so that the contractor can work on one side of the bridge at a time. Once the traffic change starts, it will remain in place until the project is nearly complete (7/31/2015).</li> </ul>	
<p><b>TRAFFIC STUDIES/SPECIAL REQUESTS</b></p>	<p><b>Jeff Kuttesch, P.E.</b></p>
<ul style="list-style-type: none"> <li>Nothing to report this session.</li> </ul>	
<p><b>Residency Report from David Christoph:</b></p> <ul style="list-style-type: none"> <li>Mr. Miles notified us about a concern about a “deep ditch” on Route 623 (Wilcox Neck Road) at the stop sign for Route 5. State Forces investigated this area and determined that we could delineate the ditch line with some delineators. The signs have been ordered and will be installed by 12/12.</li> <li>Mr. Miles had a question about Right of Way in the area of Route 615 (The Glebe Lane) at the intersection of Route 601 (Liberty Church Road). He was contacted and advised that the right of way on both roads in the area was 30 feet which was 15 feet from center in both directions.</li> <li>There were two concerns involving Historical Markers, one was a leaning sign in the area of Route 615 (The Glebe Lane) and Route 601 (Liberty Church Road). State Forces have since straightened the sign. The second concern was the missing Historical Marker in front of Haupt’s Store on Route 5. Residency personnel along with the District personnel are investigating as to the location of the missing sign that appears to have been removed during the construction of the Trail in front of the store.</li> </ul>	

Mr. Christoph stated the project manager working on Route 5 Herring Creek Bridge has informed him that a message board has been placed on Route 5 to alert traffic of the traffic light that has been put up for the project and will be working any day now.

Floyd Miles asked Mr. Christoph had he found out anything further on the sign going into Jerusalem. Mr. Christoph stated he had not but will check into it.

Bill Coady stated a school bus "Stop Ahead" sign has fallen down on Cool Hill Road and needs to be put back up.

Judith Ledbetter, 16530 The Glebe Lane - Charles City, Va., stated she wanted VDOT to be made aware of a church archaeological site, St. Mary's Baptist Church, in the area of Lott Cary and Barnetts Road intersection. Judith stated before the project in this area begins VDOT may want to make sure they are not digging into a graveyard as they would not want to incur a fine. Mr. Christoph stated he will inform the project manager.

Douglas Moore, Route 600 - Charles City Road, stated within the last year and half he have seen a lot more tractor trailers and dump trucks on this road which coincide with New Kent and Providence Forge; since the courier opened up on Route 106 more trucks are coming through Old Union Road and Charles City Road, when the trucks meet each other they wipe the ditch out. Half the time they are on the wrong side of the road and are ruining the sides of the road. He has a work trailer and it is not easy when you meet one of those trucks on the road. Douglas stated he is not sure who can put up a no truck sign, whether it is the Board of Supervisors or VDOT.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, Va., stated in reference to the Barnetts and Lott Cary project supposedly the road is being designed the way it used to be.

RE: PRESENTATIONS - Robinson, Farmer, Cox Associates

Aaron Hawkins, *Robinson, Farmer, Cox Associates*, reviewed the 2014 Annual Financial Audit. Recommendations will be sent under separate cover at a later date.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: PUBLIC HEARING

Zach Trogdon reviewed the public hearing announcement, Green Zone Investments, LLC, property located at 2640 Roxbury Road, applicant request to amend proffers associated with the property's conditional zoning. The hearing was turned over the Planning Commission.

Matt Rowe, Director of Planning, stated the requested action tonight is to amend the accepted proffers that were approved by the Board of Supervisors on June 27, 2000. The

property was conditionally rezoned into M-Z-C (Heavy Industrial Conditional District); the amended proffers, if approved, will replace the proffers approved in June 2000, once it is recorded in the Clerk's office. The amended proffers conform to the Comprehensive Plan and are better aligned with actual business practices and regulations of DEQ (Department of Environmental Quality).

Mr. Michael Fiore with Resource International, Ltd., who provides consulting and engineering support to Green Zone Investments to help with permitting and operational issues, spoke on behalf of Green Zone. He stated Green Zone handles 40% of the state recycled tires. Tires are delivered by tractor trailer and remains on the tractor trailer until they are put into the conveyor and processed. They are in compliance with DEQ.

The Planning Commission moved and carried unanimously to recommended approval of the proffers to the Board of Supervisors. Gilbert Smith motioned to approve Green Zone Investments, LLC request to amend proffers as presented. Motion carried as follows:

Gilbert Smith	Aye
Floyd Miles	Aye
Bill Coad	Aye

RE: APPOINTMENTS

Motion was made by Floyd Miles to reappoint the following individuals:

- Alfred Crump to the *Capital Area Workforce Investment Board* with term expiring January 31, 2019;
- Michelle Johnson to the *Central Virginia Health Planning Agency* with term expiring January 31, 2019;
- Michelle Johnson and Regina Harris to the *Community Policy and Management Team* with term expiring January 31, 2019;
- Denise Williams and Alfred Crump to the *James River Advisory Council* with term expiring January 31, 2019;
- Michelle Johnson to the *Senior Connection*, as the Board Representative, with term expiring January 31, 2016.

Motion passed unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

Zach Trogdon presented a resolution in recognition of Judge Hoover who will be retiring December 31, 2014. Gilbert Smith motioned to accept resolution as presented. Motion passed unanimously.

### **RECOGNITION OF JUDGE THOMAS B. HOOVER**

WHEREAS, Judge Thomas B. Hoover will be retiring as Judge of the Ninth Circuit Court on December 31, 2014; and,

WHEREAS, Judge Hoover has served Charles City County honorably as Judge and Chief Judge since 1994; and,

WHEREAS, Judge Hoover has had a lasting impact on Charles City County through his influence on the new Charles City County Courthouse;

NOW, THEREFORE, BE IT RESOLVED that the Charles City County Board of Supervisors, on behalf of the citizens of this County, extends its sincere appreciation to Judge Thomas B. Hoover for his long and valuable service to Charles City County.

Bill Coada requested Zach Trogdon to make an appointment with Judge Hoover before December 31, 2014, to present the resolution to him before he retires.

Zach Trogdon stated on Friday, December 12, 2014, the County received bids on the drilling of two wells at the Mt. Zion Water System Site. The tank has already been upgraded and the wells need to be upgraded in order to provide two wells that in order to provide redundancy. The site is presently operating off of one well. The Virginia Department of Health has mandated the County to get both wells up and running. Zach Trogdon requested the County accept the bid of \$88,045.00, which includes steel casing, and award the project to Sydney Hydro in Richmond VA. Bill Coada motioned to accept the bid as presented. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: DIRECTIVES AND COMMENTS

Mr. Miles motioned to delay implementation of the new Vehicle Policy that was voted on to be effective as of January 1, 2015, until July 2015, the new Fiscal Year. Motion passed unanimously.

Mr. Miles announced that he will be a candidate for the 74<sup>th</sup> House District effective tonight. The election will be held on January 13, 2015.

Bill Coada wished everyone a Merry Christmas and a Happy New Year. He thanked everyone that comes out to the meetings on a regular basis; it is appreciated.

RE: EXECUTIVE SESSION

Motion was made by Gilbert Smith to go into Executive Session to discuss legal matters pursuant to Section 2.2-3711(A)(7). 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.

The Board **recessed until Thursday, January 15, 2015, 9:00 a.m.**, the Annual Organizational Meeting and to receive presentations for the Fiscal Year 2016 budget.