

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, **February 25, 2014** at 7:30 p.m. in the 238th year of the Commonwealth and in the 380th year of the County.

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

RE: ADOPTION OF AGENDA

Bill Coad requested to add to the agenda a public hearing on Business Permit for Charles City County, as Item 6 (f). Gilbert Smith motioned to add this item to the agenda. Motion passed unanimously.

Motion was made by Floyd Miles, Sr. to adopt the agenda with the change. The motion passed unanimously.

RE: CONSENT AGENDA

Motion was made by Gilbert Smith to approve the following consent agenda. Motion passed unanimously.

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

General Fund Agencies

| | | |
|--------------------------|----|--------|
| Board of Supervisors | \$ | 8,351 |
| County Administrator | | 22,624 |
| Legal Services | | 5,000 |
| Non Departmental | | - |
| Non Departmental-Telecom | | - |
| Audit | | - |
| Commissioner of Revenue | | 13,934 |
| Reassessment | | - |
| Treasurer | | 18,216 |
| Management Services | | 21,949 |
| Information Technology | | 22,052 |
| Motor Pool | | 6,399 |

General Fund Agencies Continued

| | |
|------------------------------|---------|
| Central Gas | 212 |
| Memberships | - |
| Electoral Board | - |
| Registrar | - |
| Circuit Court | 2,300 |
| Combined GD/JD Court | - |
| County Magistrate | - |
| Clerk of Circuit Court | 54,174 |
| Sheriff Judicial | 15,500 |
| Courthouse Security Fund | 1,650 |
| Crater Criminal Justice T.C. | 2,250 |
| Commonwealth's Attorney | 17,332 |
| Sheriff Law Enforcement | 75,200 |
| Sheriff Support | 4,104 |
| School Resource Officer | 25,304 |
| Fire Protection | 19,044 |
| Emergency Medical Response | 106,922 |
| E 911 | 7,000 |
| Wireless E911 | 1,650 |
| Correction & Detention | 32,100 |
| VJCCCA | 2,650 |
| Col Com Correction jb | 4,084 |
| 9th District Court Services | - |
| Codes Enforcement | 10,742 |
| Animal Control | 12,100 |
| Medical Examiner | - |
| Emergency Services | 23,720 |
| Landfill Monitoring | 47,666 |
| General Properties | 75,776 |
| Health Department | 24,070 |
| MH/MR Services Board | 27,665 |
| Contributions | 13,219 |
| John Tyler Community College | - |
| Parks and Recreation | 32,067 |
| Lewis Park Boat Ramp | 10,136 |
| Library/Cultural | 19,678 |
| Center For Local History | - |
| Planning Commission | - |

General Fund Agencies Continued

| | |
|-----------------------------------|---------------------|
| Planning Department | 25,655 |
| Com Development Cont | 4,980 |
| Environmental Mgt Cont | - |
| Cooperative Extension | 6,750 |
| General Fund Contingency | - |
| Cap Outlay-Repair/Renovation | 153,500 |
| Cap Outlay-New Projects | - |
| Debt Service | 196,099 |
| Total General Fund | \$ 1,173,824 |
| Public Utility Fund | 33,803 |
| Total Board of Supervisors | \$ 1,207,627 |

| | |
|---|-------------------|
| Instruction | 475,000 |
| Admin, Attendance & Health Serv. | 60,000 |
| Pupil Transportation | 60,000 |
| Operations & Maintenance | 125,000 |
| Instructional Technology | 50,000 |
| Self-Sustaining Fund | - |
| Textbook Fund | - |
| Food Service Fund | 50,000 |
| Capital Fund | - |
| School Fund Total | \$ 820,000 |

| | |
|------------------------------|---------------------|
| BOARD OF SUPERVISORS | 1,207,627 |
| SCHOOL OPERATING | 820,000 |
| SOCIAL SERVICES | 130,837 |
| SPECIAL WELFARE | - |
| GRAND TOTAL ALL FUNDS | \$ 2,158,464 |

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, Mike Cade gave the following monthly report for the month of February:

- The month of February was primarily snow removal operations and cleanup operations after.
- Route 618 is now completed and open.

Bill Coad asked Mr. Cade to look at the speed limit on the road going to Lewis Tyler Park, as many people use this road to ride bikes and walk. Mr. Cade stated

the bike trail on Lewis Tyler Road will be separate from the road like the bike trail on Route 5. VDOT will look into the speed limit on Lewis Tyler Road.

Mike Cade stated this will be his last meeting he will be retiring as of April 1, 2014.

Elnora Robinson - 17511 John Tyler Memorial Highway, Charles City, VA. 23030, stated water is still running across Wilcox Neck Road and asked that Mike Cade pass this on to his successor.

Robinson Farmer Cox and Associates

Ann Wall gave a presentation of the 2013 Audit. She stated there were three opinions from the auditors in the financial statement audit, review of internal controls and audit of federal program dollars. She stated she was happy to report the County received unqualified and clean opinions in all three of these areas. This is consistent with prior years but this is something the County has to earn each year.

Adult Basketball League & Youth After School Program

Michael Logan, Youth Coordinator, with Parks and Recreation gave a presentation on the After School Program that is being provided to all students in the seventh through twelfth grades. This program is available Monday through Friday from 3:00 p.m. to 5:30 p.m. Tutoring is the first 45 minutes of the day; Mrs. Robinson will start donating an hour of her time to help with tutoring. This program provides a safe environment, create self-esteem, and builds character. Gilbert Smith stated to keep up the good work.

RE: APPOINTMENTS

Bill Coada motioned to appoint William Johnson, 9620 Adkins Road, Charles City, VA. 23030, to the Equalization Board; Reappoint Brenda Adkins, 4410 Cool Hill Road, Providence Forge, VA 23140, to the Planning Commission. Motion was carried unanimously.

Zach Trogdon stated he is the County's representative on the Central Virginia Waste Management Authority and the County needs to have an alternate. He recommends the Planning Director, Matt Rowe. Bill Coada motioned to appoint Matt Rowe as an alternate to the Central Virginia Waste Management Authority. Motion was carried unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

Zach Trogdon requested the Board accept a grant from the United Way of Greater Richmond for the Commissioner of the Revenue office in the amount of \$200.00

for assistance with office supplies. Gilbert Smith motioned to accept grant. Motion passed unanimously.

Michelle Johnson gave a budget update on Fiscal Year 2014. There has been a decline in revenue from our landfill operator, Waste Management. Our revenue is \$489,000.00 less in collections than last year this time. There has been no short-term agreement to rectify this problem. It is her recommendation that all departments and agencies experience a reduction in their budget. Our total projected shortfall for revenue from landfill operations in FY2014 is \$900,000.00. Ms. Johnson stated that this reduction will attempt to not impact public safety agencies. The County will make reductions across all departments and also table a number of projects that were scheduled for FY14 that will allow the County budget to be reduced \$363,268.00. In addition, Social Services will reduce their budget by \$100,000.00, and Charles City County Schools will reduce their budget by \$436,732.00 to reach the total of \$900,000.00 in reductions. Ms. Johnson asked for the Board to allow staff to move \$363,268.00 and \$100,000.00 back to the Contingency fund. If funding is restored this year, the County will be more able to reallocate those funds when able. Floyd Miles made the motion to move \$463,268.00 to the Contingency fund. The motion passed unanimously.

Zach Trogdon spoke on potential changes to the Virginia Stormwater Management Program (VSMP). The General Assembly is proposing several changes to the program in the current legislative session. An important change for the County is that the program would no longer require a single-family residence to go through a full-blown plan. Another major change is the program previously was mandating the County to operate the program locally and that may be changed to allow the County to opt-out and have DEQ operate the program for the County. Mr. Trogdon introduced this as the Board will have to decide in the near future if the County or DEQ will operate the program.

Matt Rowe, Director of Planning, presented the Economic Development information that is now available on the County's website.

Dallas Johnson, Deputy Emergency Coordinator, stated the CERT (Community Emergency Response Team) Program will move forward in hosting a training created by FEMA, which will consist of eight three-hour classes for 8 consecutive weeks starting Thursday, March 13, 2014. At completion of the course, individuals that received the training will not be obligated to become an active volunteer for Charles City County but that will be the desired outcome (Neighbor Helping Neighbor).

Bill Coada stated constituents have been asking about a business permit in Charles City County as they are having difficulty in going to other localities to do business and they do not have a business permit. The Board is asking for Charles City County to require a Business Permit at a flat rate of \$30.00 per year annually and a one-time \$20.00 zoning fee. Randy Boyd, County Attorney, stated he will have a proposal for the Board to review at the March 25 meeting, before we advertise a public hearing.

RE: DIRECTIVES/COMMENTS

Floyd Miles stated we are going through a lot of turmoil because of our revenue shortfalls. We have tried to the best of our ability to deal with the situation. After much dialogue with staff, the direction to them was to cut all non-essential spending. With the projection we have from finance staff of a \$900,000.00 shortfall in revenue from Waste Management, the County has asked all departments and other County agencies to reduce budgets. In the past the Board has sent the County Administrator and Deputy County Administrator to different departments and agencies to state the Board's position and it has been followed through. The Board of Supervisors recently received a request from the School Board to put in writing the budget reduction request to the Schools. Floyd Miles motioned that the County not return any dollars of the \$22,416 Administration Category and the \$86,150 Operations Category that were removed earlier in the fiscal year, and that the Schools be given until the March 25, 2014 meeting to inform the Board what reductions will be proposed to reach the figure of \$436,732.00. Motion was carried unanimously.

Bill Coada stated that we are having a Board of Supervisors' community meeting on **March 6, 2014, at 6:30 pm**. This meeting will be one to allow the Board and citizens to interact and ask and answer questions. He also stated that there has been a lot of communication through the Chronicle and statements made by him, that he stands by. Last year the Board has given 103% more than required by the State of Virginia to our schools because the County had it. The problem is we do not have the money coming in and we are making cuts across the board.

Motion was made by Gilbert Smith to enter into Executive Session to discuss investment of public funds under Section 2.2-3711(A)(6), disposition of public property (A)(3), and personnel issue (A)(1). Motion was passed unanimously.

Motion was made by Gilbert Smith to enter into Executive Session to discuss personnel matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia, location of a prospective business or industry under Section 2.2-3711(A)(5), and investment of public funds under Section 2.2-3711(A)(6). The motion passed unanimously.

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

Motion was made by Floyd Miles 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 passed unanimously.