

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, March 24, 2015 at 7:30 p.m.** in the 239th year of the Commonwealth and the 381th year of the County.

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

RE: ADOPTION OF AGENDA

Zach Trogdon stated he has one addition to add to the Agenda, bid results for Septic Tank Pump Out Program, as Item 6f. Motion made by Bill Coad to adopt the Agenda with change. The motion passed unanimously.

RE: CONSENT AGENDA

Bill Coad stated he would like to make a correction to the February 24, 2015 regular meeting minutes to reflect David Ledbetter’s comment under Public Comment to state “when compared to other localities and libraries we are the 8th lowest”. Motion made by Bill Coad to approve the following Consent Agenda with the correction made to the February 24, 2015 regular meeting minutes. Motion passed unanimously.

- a. Approval of Minutes:
 - February 24, 2015 Regular Meeting Minutes
 - March 4, 2015 Work Session Minutes
- b. CH2M Hill Invoice for Services through February 20, 2015
- c. Refund of Personal Property and Real Estate Taxes
- d. Appropriations for the month of April 2015

April 2015 Appropriations:

*Deputy
County
Administrator
Recommends*

General Fund Agencies

11010	Board of Supervisors	\$	5,783
12100	County Administrator		10,094
12210	Legal Services		-
12220	Non Departmental		-
12221	Non Departmental-Telecom		-

12240	Audit	-
12310	Commissioner of Revenue	15,539
12410	Treasurer	13,801
12420	Management Services	15,300
12425	Information Technology	-
12520	Motor Pool	7,000
12530	Central Gas	-
12600	Memberships	-
13100	Electoral Board	-
13200	Registrar	-
21100	Circuit Court	2,500
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	18,396
21700	Sheriff Judicial	13,700
21800	Courthouse Security Fund	2,155
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	17,476
31200	Sheriff Law Enforcement	50,506
31900	Sheriff Support	4,185
31920	County-School Resource Officer	4,642
32200	Fire Protection	-
32300	Emergency Medical Response	46,000
32350	E 911	-
32400	Wireless E911	2,155
33150	Correction & Detention	20,000
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	9,907
35100	Animal Control	-
35300	Medical Examiner	-
35500	Emergency Management	1,047
42400	Landfill Monitoring	5,000
43200	General Properties	46,948
51100	Health Department	-
52200	MH/MR Services Board	-
53600	Contributions	-

68010	John Tyler Community College	-
71100	Parks and Recreation	26,147
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	-
73210	Center For Local History	-
81100	Planning Commission	
81200	Planning Department	20,502
81600	Com Development Cont	-
82650	Environmental Mgt Cont	-
83300	Cooperative Extension	-
91400	General Fund Contingency	-
94000	Cap Outlay-Repair/Renovation	-
95000	Debt Service	36,188
	Total General Fund	\$ 394,971
43400	Public Utility Fund	37,436
	Total Board of Supervisors	\$ 432,407

***FY15- 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	77,030
213	Self-Sustaining Fund	120,000
214	Textbook Fund	-
215	Food Service Fund	(24,442)
	School Fund Total	\$ 852,588

ALL FUNDS

BOARD OF SUPERVISORS	432,407
SCHOOL OPERATING	852,588
SOCIAL SERVICES	132,092
SPECIAL WELFARE	-
GRAND TOTAL ALL FUNDS	\$ 1,417,087

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, David Christoph, gave the following monthly report for the month of March 2015:

CHARLES CITY COUNTY
March 2015 – Monthly Report

<p>Maintenance</p> <p>The Area Headquarters responded to two winter storms in the past month. Crews were in full response to the storms and cleared all primary routes and secondary routes as the temperatures permitted. Also, a part of the response to winter weather, all equipment had be cleaned and maintained according to a strict routine. In addition, material supplies have to be replenished timely.</p> <p>Break Beaver Dam</p> <ul style="list-style-type: none">• Rt. 623, Willcox Neck Rd.• Rt. 620, Lewis Tyler Lane• Rt. 612, Ruthville Rd. <p>Limbs & Debris Throw Back</p> <ul style="list-style-type: none">• Rt. 618, Adkins Rd.• Rt. 630, Samaria Lane• Rt. 631, Cool Hill Rd.• Rt. 603, Old Union Rd.• Rt. 604, Warriner Rd.• Rt. 607, Church Lane• Rt.. 607, Wayside Rd.• Rt. 609, Barnetts Rd.• Rt. 650, Cattail Rd.• Rt. 617, Monguy Rd.• Rt. 629, Alpine Rd.• Rt. 615, The Glebe Lane• Rt. 614, Sturgeon Point Rd.• Rt. 623, Willcox Neck Rd.• Rt. 621, Eagles Nest Rd.• Rt. 627, Old Neck Rd.• Rt. 613, Sandy Point Rd.• Rt. 5, John Tyler Mem. Hwy.• Rt. 155, Courthouse Rd.• Rt. 106, Roxbury Rd.• Rt. 620, Lewis Tyler Lane	
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- Rt. 641, Little Elam Rd.
- Rt. 625, Stagg Run Rd.
- Rt. 658, Kimages Rd.

Sign Repair

- Rt. 629, Alpine Rd.
- Rt. 156, Roxbury Rd.
- Rt. 618, Adkins Rd.

Pot Hole Repair / Cold Mix

- Rt. 612, Ruthville Rd.
- Rt. 618, Adkins Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 609, Barnetts Rd.
- Rt. 602, Lott Cary Rd.
- Rt.603, Old Union Rd.

Hand Clean Pipes

- Rt. 613, Sandy Point Rd.

Shoulder Repair

- Rt. 609, Barnetts Rd.

Tree Removal, Cleanup

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 602, Lott Cary Rd.
- Rt. 612, Ruthville Rd.
- Rt. 615, The Glebe Lane
- Rt. 106, Roxbury Rd.

Forking Leaves by Hand

- Rt. 614, Sturgeon Point Rd.
- Rt. 615, The Glebe Lane
- Rt. 623, Willcox Neck Rd.
- Rt. 618, Adkins, Rd.
- Rt. 631, Cool Hill Rd.
- Rt. 609, Barnetts Rd.
- Rt. 625, West Run Rd.
- Rt. 613, Sandy Point Rd.
- 155, Courthouse Rd.
- Rt. 5, John Tyler Mem. Hwy.

<p>Litter & Trash Pickup</p> <ul style="list-style-type: none"> • Rt. 602, Lott Cary Rd. • Rt. 609, Barnetts Rd. • Rt. 618, Adkins Rd. • Rt. 155, Courthouse Rd. <p>Hand Clean Ditch</p> <ul style="list-style-type: none"> • Rt. 155, Courthouse Rd. <p>Bike Trail Cleanup</p> <ul style="list-style-type: none"> • Clean Snow Piles off Trail • Blowing Off Trail • Throw Back Limbs • Cut Pine Trees Off Trail • Fork Leaves <p>Next Month's Agenda</p> <ul style="list-style-type: none"> • Shoulder Repair / Primary • Ditching / Secondary • Pavement Repair / Secondary • Litter Control / Secondary • Bike Trail Cleanup • Beaver Control 	
CONSTRUCTION	Keith Rider, P.E.
<ul style="list-style-type: none"> • Work continues on Rte. 5 bridge at Herring Creek. Contractor may be able to set the beams for Stage I next week. The temporary signal will continue to be in use till the project ends in August 2015. 	
TRAFFIC STUDIES/SPECIAL REQUESTS	Jeff Kuttesch, P.E.
<ul style="list-style-type: none"> • Nothing to report this session. 	
<p>Residency Report from David Christoph:</p> <p>Mr. Miles mentioned that the area around the Herring Creek bridge repair was very rough with potholes. I got with the lead inspector and he advised that they were having a tough time getting hot mix asphalt and had to resort to a cold mix instead. Due to the very cold weather that mix was not performing well. Hopefully with the change in the weather we will be able to make a more permanent fix.</p> <p>In regards to Mr. Coad's concern with the speed limit on Route 650 (Cattail Road), I had advised the board that our Traffic Engineer was going to be in touch with Mr. Bradley Moore about the speed limit. As of 3/16 I have not heard anything back from our TE on a conversation.</p>	

Helen Payne-Jones, 9096 Kimages Road - Charles City, stated the street name sign at the intersection of Wayside and John Tyler Memorial Highway, Route 607, has not been replaced; it was knocked down doing the snow removal. Mr. Christoph will check into this.

Gilbert Smith stated he really appreciates VDOT picking up trash in the County. Trash was picked up on Route 607 between Route 106 and Route 5 in February; it presently looks like it was never picked up. Gilbert Smith also asked Mr. Christoph to check on the stop sign at Route 658, it has been placed back up with a pin. Mr. Christoph stated he will check into both of these items.

FY2016 Charles City County Budget Presentation

Michelle Johnson presented the proposed FY2016 budget.

Taxes

	<u>FY2015 Amended Budget</u>	<u>FY2016 Proposed Budget</u>
Real Property Tax (per \$100 of assessed value)	\$0.72	\$0.76
Personal Property Tax (per \$100 of assessed value)	3.75	3.75
Tangible Personal Property (per \$100 of assessed value)	3.75	3.75
Machinery & Tools	3.00	3.00
Merchant's Capital	3.00	3.00
Mobile Home Tax (per \$100 assessed value)	0.72	0.76
Common Carriers (per \$100 of assessed value)	3.00	3.00
E911 Tax	2.00	2.00
Electric Utility Tax (Residential Customer maximum)	2.50	2.50
Gas Utility (Residential Customer maximum)	2.50	2.50

Revenues

	<u>FY2015 Amended Budget</u>	<u>FY2016 Proposed Budget</u>
<u>GENERAL FUND</u>		
Property Taxes	8,160,303.00	8,877,734.00
Local Sales Taxes and Use Taxes	345,054.00	351,588.00
Permit, Fees & Regular Licenses	2,406,862.00	2,495,109.00
Use of Property & Money	26,500.00	22,500.00
Miscellaneous	299,262.00	276,236.00
Revenue from the Commonwealth of Virginia	1,710,480.00	1,776,057.00
SUBTOTAL	<u>\$12,948,461.00</u>	<u>13,799,224.00</u>
TRANSFER TO OTHER FUNDS	<u>(5,458,509.00)</u>	<u>(6,128,724.00)</u>
Total General Fund	<u>\$7,489,952.00</u>	<u>\$7,670,500.00</u>
<u>SCHOOL FUND</u>		
Local & Other Revenues	\$ 105,481.00	\$39,527.00
State Revenue	4,093,974.00	4,080,622.00
General Fund Appropriation	4,436,723.00	4,806,658.00
Federal Funds	66,188.00	71,477.00
Total School System Fund	<u>\$8,702,366.00</u>	<u>\$8,998,284.00</u>
<u>SOCIAL SERVICES FUND</u>		
Local & Other Revenues	\$ 8,140.00	\$8,140.00
State-Aid	1,115,585.00	1,118,736.00

General Fund Appropriation	462,307.00	504,533.00
Total Social Services Fund	<u>\$1,586,032.00</u>	<u>\$1,631,409.00</u>
<u>ENTERPRISE FUND</u>		
Public Utilities Local Receipts	\$81,900.00	\$82,400.00
General Fund Appropriation	530,514.00	494,423.00
Total Public Utilities	<u>\$612,414.00</u>	<u>\$576,823.00</u>
<u>SPECIAL WELFARE FUND</u>		
Special Welfare Fund	19,000.00	19,000.00
Total Special Welfare Fund	<u>\$19,000.00</u>	<u>\$19,000.00</u>
<u>TRANSFER TO STATE FUND</u>		
Transfer to the Commonwealth	5,000.00	5,000.00
Total Transfers to the State Fund	<u>\$5,000.00</u>	<u>\$5,000.00</u>
<u>SPECIAL REVENUE FUND</u>		
Wireless Education Grant	2,000.00	0.00
CPE Upgrade Grant	115,000.00	0.00
DCJS Byrne Grant	1,091.00	0.00
PSAP Grant	582.00	0.00
DMV Grant	7,900.00	0.00
E-911 Grant	24,249.00	0.00
IRS Grant	188.00	0.00
Litter Grant	637.00	0.00
Wireless Grant	67,582.00	0.00
Select Enforcement Grant	4,608.00	0.00
Conservation Grant	18,800.00	0.00
Water Supply Mgmt. Grant	25,000.00	0.00
Litter Prevention & Recycling Program Grant	7,853.00	0.00
National Highway Traffic Safety Admin. Grant	15,400.00	0.00
Total Special Revenue Fund	<u>\$290,890.00</u>	<u>\$0.00</u>
Total Operating Fund Revenue	<u>\$18,705,654.00</u>	<u>\$18,901,016.00</u>

Expenditures

<u>GENERAL FUND-COUNTY OPERATIONS</u>	<u>FY2015 Amended Budget</u>	<u>FY2016 Proposed Budget</u>
Legislative	\$72,666.00	\$67,080.00
General & Financial	1,442,985.00	1,458,192.00
Board of Elections	73,268.00	76,278.00
Constitutional Officers	211,502.00	212,767.00
Judicial Administration – Courts	438,436.00	439,477.00
Fire & Rescue	806,263.00	782,423.00
Public Safety – Other	1,607,211.00	1,569,262.00
Public Works	1,073,751.00	1,202,704.00
Public Health	210,741.00	218,445.00
Miscellaneous	5,000.00	5,000.00
Public Welfare Education	81,744.00	85,648.00

Recreational & Cultural	512,709.00	521,420.00
Planning & Community Development	300,360.00	294,913.00
Contingency	100,000.00	302,635.00
Debt Service	434,256.00	434,256.00
Capital Outlay	119,060.00	0.00
TOTAL	<u>\$7,489,952.00</u>	<u>\$7,670,500.00</u>

SCHOOL FUND

Operations	\$8,702,366.00	\$8,998,284.00
Total School Fund	<u>\$8,702,366.00</u>	<u>\$8,998,284.00</u>

SOCIAL SERVICES FUND

Administration	868,958.00	\$875,345.00
Benefits Program	234,314.00	237,964.00
CSYA	482,760.00	518,100.00
Total Social Services	<u>\$1,586,032.00</u>	<u>\$1,631,409.00</u>

ENTERPRISE FUND

Mt. Zion/Wayside Water	75,671.00	36,768.00
Mt. Zion Wastewater	149,625.00	106,480.00
Industrial Center	198,275.00	171,450.00
Government Utility	92,695.00	262,125.00
Utility Special Projects	96,148.00	0.00
Total Enterprise Fund	<u>\$612,414.00</u>	<u>\$576,823.00</u>

SPECIAL WELFARE FUND

Special Welfare	19,000.00	19,000.00
Total Special Welfare Fund	<u>\$19,000.00</u>	<u>\$19,000.00</u>

TRANSFER TO STATE FUND

Transfer to the Commonwealth	5,000.00	5,000.00
Total Transfer to the State Fund	<u>\$5,000.00</u>	<u>\$5,000.00</u>

SPECIAL FUNDS

Wireless Education Grant	2,000.00	0.00
CPE Upgrade Grant	115,000.00	0.00
DCJS Byrne Grant	1,091.00	0.00
PSAP Grant	582.00	0.00
DMV Grant	7,900.00	0.00
E-911 Grant	24,249.00	0.00
IRS Grant	188.00	0.00
Litter Grant	637.00	0.00
Wireless Grant	67,582.00	0.00
Select Enforcement Grant	4,608.00	0.00
Conservation Grant	18,800.00	0.00
Water Supply Mgmt. Grant	25,000.00	0.00
Litter Prevention & Recycling Program Grant	7853.00	0.00

National Highway Traffic Safety Admin. Grant	15,400.00	0.00
Total Special Fund	<u>290,890.00</u>	<u>\$0.00</u>
TOTAL EXPENDITURES	<u>\$18,705,654.00</u>	<u>\$18,901,016.00</u>

Bill Coada asked Michelle Johnson when was the last time fees on County utilities were examined on water and wastewater. Michelle Johnson stated these fees were looked at five years ago and this is something the County is looking at to propose something in the near future.

Bill Coada stated it has been suggested by Robison Farmer and Cox that the County Fund Balance should be 20% which excludes the restricted amount of fund balance, he asked what is the amount of the 20% without the restricted amount. Michelle stated she will get that figure to him.

Bill Coada expressed how elated he is on having a plan in place with ear marked money that is going to achieve things in our Capital Improvement Plan. This CIP is real and its now, it's not a dream it's a plan.

Mr. Miles stated the staff did good work.

Zach Trogdon stated a scheduled Public Hearing on the Budget will be held on Tuesday, April 7, 2015, at 6:00pm; Tuesday April 14, 2015 the Board will meet to approve the budget.

PUBLIC COMMENT PERIOD

Lloyd Carter, 3720 Wayside Road, Charles City, VA., stated he has a question about an event coming up in a couple of months. When it was sold, it was said how financially good the bicycle race would be a benefit to Charles City County. All of us know it will be major inconvenience. We have not heard any plans on how the County will reap any benefits from it. Can someone give us some information on that or put information on your website so we can have access to it?

Preston Adkins, 8041 Lott Cary Road, Providence Forge, VA., thanked Matt Rowe on the very informative gathering on Broadband telecommunications and that it is a good thing. In reference to trash on the side of the road, he wanted to recognize and thank one of his neighbors, Carolyn Byrd; he has seen her picking up trash from Chambers Road to Lott Cary Road.

APPOINTMENTS

Bill Coada stated he needs someone in District II to serve on the Recreation Advisory Board. If anyone is interested, please contact him.

COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated the School Board has a budget amendment in the amount of \$1,680.00, as we get closer to the end of the fiscal year reconciliation start and money starts to come in; it's a small amendment to the budget as well as a grant received. Michelle Johnson requested the Board of Supervisors approve the amendment. Floyd Miles motioned to approve the amendment as presented. Motion passed unanimously.

Zach Trogdon stated last month the Board deferred the Subdivision Ordinance. When the Planning Commission met staff was out and could not meet, he recommended deferring the meeting to the Board's April 28 meeting. Everyone agreed.

Zach Trogdon stated the Board has asked staff to provide information on signage naming the History Center after Mr. Richard M. Bowman. Lesa Jones has been working on the sign. Since the History Center Advisory Commission does not meet until early April, he asked to give the History Center Advisory Commission Board a chance to look at the sign and have some input. Everyone agreed.

Zach Trogdon stated NACo provides a prescription card that citizens can pick up from our office and take to the drug store for a prescription discount; a live healthy initiative. Mr. Smith stated there are certain qualifications or a certain criteria you must meet to get the discount, but it does not hurt to take it to the drug store to see if you qualify. Zach Trogdon stated the Board must agree for us to go forward to get new cards, as the County logo is on the card. Everyone agreed.

Zach Trogdon presented a resolution to amend to the personnel policy in two separate sections. One amends the section on political activity during work hours at the work place and the second is to clarify for our purposes the seven day work week is from 12:01 a.m. Monday thru midnight Sunday. Bill Coada motioned to accept resolution amending the personnel policy as presented. Motion passed as follows:

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

Zach Trogdon stated the Planning Department has received a grant for the Chesapeake Pay Implementation, Septic Tank Pump Out, and have received quotes for the work. Staff recommends accepting the bid from J.L. Bishop for \$814.00 per tank, 41 tanks can be pumped out. Floyd Miles motioned to accept approval on Septic Tank Pump Out Program. The motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: DIRECTIVES AND COMMENTS

Bill Coada stated he wanted to review more details on the Decide Smart Study the County is working on with the Schools; the contract or memorandum of understanding has been signed to start the custodial services between the County and the School Board Office. \$55,000.00 will be amended in the budget later to fund an additional mechanic at the school bus garage; County vehicles will be repaired at the school bus garage instead of sending them out to be repaired. County employees will be on County lawn mowers cutting grass at the schools this year. You will see a collaborative effort between the School Board and the Board of Supervisors. Team work makes a dream work.

Floyd Miles stated he had a question on the issue of combining the maintenance of vehicles, which vehicles will be repaired, as Social Services own their own vehicles. If the Sheriff's Office vehicles go down, their vehicles need to be a priority to be repaired. Bill Coada stated discussions are ongoing and those topics have been introduced; the plan is that the Sheriff's Office vehicles will take first priority in being repaired, then the school buses, then the County vehicles. Social Services owns their own vehicles, as we cannot tell them where to take their vehicles for services.

Gilbert Smith stated at the last Board meeting it was mentioned that the Town Hall Meeting scheduled for Wednesday, June 3rd at 6:00 p.m. would include the School as a joint forum; at the School Board Meeting it was suggested the Boards meet but not as a Town Hall Meeting. Gilbert Smith asked that he be given authorization to sit down with the Superintendent, School Board Chairman and County Administrator to come up with a meeting with an agenda. It was agreed upon that Gilbert Smith has this meeting and report back as to what type of meeting the Boards will have together.

Zach Trogdon asked Mr. Lloyd Carter for clarification what bicycle race he was referring to when he made his public comment. Mr. Lloyd Carter stated he was referring to the Cap2Cap race.

Gilbert Smith acknowledged and thanked Rev. Burwell Smith for attending the Board meeting, representing the ministers in Charles City County. He stated there are 17 churches in the County and it is a good way to get the word out on what is being discussed. Maybe more people will come out to our meetings.

RE: EXECUTIVE SESSION

Motion was made by Bill Coada to go into Executive Session to discuss investment of County funds and personnel under Section 2.2-3711(A)(6) and (A)(1), respectively, of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Bill Coada to return to open session. Motion passed unanimously. Motion was made by Bill Coada 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.

There being no further business the Board **recessed until Tuesday April 7, 2015, 6:00 p.m.**