

**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, April 22, 2014 at 7:30 p.m.** in the 238<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

Bill Coada motioned to add to the agenda a work session with the Economic Development Authority and Board of Supervisors, as Item 7 (g). Motion passed unanimously.

Motion made by Gilbert Smith to adopt the agenda with the change. 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:
  - March 25, 2014 Regular Meeting Minutes
- b. CH2M Hill Invoice for Service through March 21, 2014

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Acting Residency Administrator, Marshall Wynn, gave the following monthly report for the month of April 2014:

**Charles City County  
April 2014 – Monthly Report**

| <b>MAINTENANCE</b>  | <b>Marshall Winn/David Christoph</b> |
|---|--------------------------------------|
| Maintenance Activities past 30 days:  |                                      |
| Asphalt, Hot Box/Patch Holes  |                                      |
| <ul style="list-style-type: none"><li>• Rt. 632, Tyler Mills Rd.</li><li>• Rt. 613, Sandy Point Rd.</li></ul> |                                      |

- Rt. 612, Ruthville Rd.
- Rt. 618, Adkins Rd.
- Rt. 607, Church Ln.
- Rt. 629, Alpine Rd.
- Rt. 636, Shady Ln.
- Rt. 617, Monguy Rd.

Asphalt, Plant Mix/w Grader/Gradall

- Rt. 632, Tyler Mills Rd.
- Rt. 617, Monguy Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 618, Willcox Neck Rd.

Repair Pot Holes w/cold mix

- Rt. 623, Willcox Neck Rd.
- Rt. 658, Kimages Rd.
- Rt. 629, Alpine Rd.
- Rt. 639, The New Rd.
- Rt. 642, Stagg Run Rd.
- Rt. 615, The Glebe Ln.
- Rt. 650, Cattail Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 618, Willcox Wharf Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 106, Roxbury Rd.

Broke, Clean Out Beaver Dams

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

Repair Shoulder/Gradall

- Rt. 600, Charles City Rd.
- Rt. 622, CC Rd.

Repair & Straighten Signs

- Rt. 619, Weyanoke Rd.
- Rt. 653, Mt. Pleasant Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 625, West Run Rd.
- Rt. 616, Adams Bridge Rd.
- Rt. 156, Roxbury Rd.

Blade Dirt Roads

- Rt. 648, New Quarter Rd.

- Rt. 654, Deerfield Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 616, Adams Bridge Rd.

Cut Up Throw Back Trees/Limbs

- Rt. 609, Barnett Rd.
- Rt. 5, John Tyler Mem. Hwy.

Folking Leaves/High Water

- Rt. 623, Willcox Neck Rd.
- Rt. 658, Kimages Rd.
- Rt. 641, Little Elam Rd.
- Rt. 615, The Glebe Ln.
- Rt. 630, Samaria Ln.
- Rt. 613, Sandy Point Rd.

Litter Pickup

- Rt. 155, Courthouse Rd.
- Rt. 106, Roxbury Rd.

Trash Bags Pickup/Comm. Service/Adapt a Highway

- Rt. 5, John Tyler Mem. Hwy./ adapt a Hwy.
- Rt. 607, Wayside Rd./Comm. Ser.
- Rt. 631, Cool Hill Rd. /Comm. Ser.
- Rt. 106, Roxbury Rd./vdot

Bike Trail

- Raking Herring Creek
- Trash pickup/Herring Creek
- Blowing Bike Trail
- Remove Limbs & brush
- Grass Cutting

Maintenance Plans for the next 30 days:

- Pavement Repair / Secondary
- Litter Control / Primary & Secondary
- Debris Removal Bike Trail
- Shoulder Repair / Primary & Secondary
- Break Beaver Dams
- Sign Maintenance / Primary & Secondary
- Culvert Repair, Replacement, Rt. 5, 623

|  |                           |
|--|---------------------------|
| <p><b>PERMITS/Land Development</b><br/>No report this session.</p> | <p><b>Rob Butler</b></p>  |
| <p><b>Bridge :</b><br/>Nothing to report this Session.</p>         | <p><b>Robert Dunn</b></p> |

|  |                          |
|--|--------------------------|
| <b>CONSTRUCTION</b>  | <b>Keith Rider, P.E.</b> |
| Nothing to Report this Session   |                          |
| <b>TRAFFIC STUDIES/SPECIAL REQUESTS</b>  | <b>Jeff Kuttesch</b>     |
| <ul style="list-style-type: none"> <li>• Nothing to report this Session</li> </ul> |                          |

Floyd Miles requested the status of standing water situation on Sturgeon Point Road (Rt. 614). Mr. Miles requested the time frame to complete the removal of island at intersection of Weyanoke Road (Rt 619) and John Tyler Memorial Highway (Rt. 5). Mr. Wynn stated that VDOT have received price quotes for the pipes which will be installed to raise the road so water will run off. Mr. Marshall will look into the island removal and time frame to complete.

Donald Earl Hayes, 12121 Tylers Mill Road, Charles City, VA., indicated that VDOT completed road repairs on Tyler’s Mill Road (Rt 632); but the repairs within the turn are deteriorating and a new pothole has been created.

Richard M. Bowman, P.O. Box 1, Charles City, VA., requested that “Deer Crossing” warning sign be returned on Lott Cary Road (Rt 602) between Courthouse Road (Rt 155) and Adkins Road (Rt 618).

Steve Rula, 11401 Eagles Nest Road, Charles City, VA., indicated there was discussion about two years ago regarding a traffic study for Eagles Nest Road (Rt 621); what became of this study? Mr. Wynn will look into this.

Owen Clark, 5621 Country Wood Drive, Charles City, VA., questioned VDOT on the placement of advertisement signs along roads and at intersection. Mr. Wynn indicated that if signs were outside of their right of way VDOT could not remove them. Matthew Rowe, Planning Director, indicated that the County could take a more proactive stand on removal of signs with the right of way. Board directed Mr. Rowe to be more proactive and remove these signs.

Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, VA., requested VDOT to dredge the ditches on Willcox Neck Road.

Cap2Cap-Virginia Capital Trail

Beth Weisbrod of Virginia Capital Trail Foundation gave a presentation on the upcoming Cap2Cap Bike Ride to be held on May 10, 2014. She indicated the routes have been changed this year; there have been discussions with the Sheriff’s Office and Emergency Services; riders are required to follow the rules given prior to each start; and instructed to stay on the bike trail where construction is completed. Floyd Miles indicated in previous years event coordinators have done a terrible job of policing the riders.

Virginia Cooperative Extension Office 100 years of Service

Cynthia Rowles of Virginia Cooperative Extension Office gave a presentation on the 100 years of service provided by the Virginia Cooperative Extension Office. Ms. Rowles introduced staff members of the Extension Office and invited citizens to visit the display outside of their office which gives a brief history of Extension's work within Charles City County.

RE: PUBLIC HEARINGS

Sale of Property to Memorial United Methodist Church

Memorial United Methodist Church requests to purchase approximately one-half acre from the County of Charles City to add and combine to their existing parcel of land. The church wishes to construct an addition to the back of existing Church and will use the additional land for parking of congregation.

Chairman Coado opened the public hearing to public comment on the sale of property to Memorial United Methodist Church.

Donald Earl Hayes, representing Memorial United Methodist Church indicated that the Church requested to use this area to use for overflow parking during special events the Church held. Membership has increased and the overflow has become a regular parking area, therefore the request to purchase this area of land from the County. The Church has obtained a survey of this area, and the area consists of .494 acres.

Richard M. Bowman indicated during his term as a member of the Board of Supervisors the County installed a drainage pipe within this area, and that this drainage should be identified prior to the closing.

Chairman Coado closed the hearing to public comment. County Attorney, Randolph Boyd indicated the Board should clearly state within the deed to reserve the right for use of drainage and the County maintain this line.

Motion by Floyd Miles to approve the sale of .494 acres to Memorial United Methodist Church for \$2,500 and \$300 fee for administrative costs and public notices and to include within the deed language to reserve the County's right to utilize the drainage and to maintain this drainage pipe. Motion passed as follows:

|                     |     |
|---------------------|-----|
| William G. Coado    | Aye |
| Gilbert A. Smith    | Aye |
| Floyd H. Miles, Sr. | Aye |

FY2015 Budget

Board of Supervisors presented the FY2015 Budget the public and request citizen comment. Chairman Coado opened the public hearing to public comment.

Mr. David Ledbetter addressed the Board regarding the FY2015 Budget. He indicated that he was concerned with the reduction of the School's Budget and that areas of the County budget should be looked at closely for reduction. He felt that there were areas with both budgets that could be consolidated. He requests the Board consider not reducing the budget for the Local History Center.

Chairman Coado closed the hearing to public comment, and announced a public hearing on the budget will be held and potential action may be taken at the Board meeting scheduled for Tuesday, April 29, 2014 at 6:30 P.M.

RE: PUBLIC COMMENT PERIOD

There were no public comments.

RE: APPOINTMENTS

There were no appointments at this time.

RE: COUNTY ADMINISTRATOR'S REPORT

Zach Trogdon presented a request from the Charles City County School Board to amend and appropriate the FY 2014 Budget in the amount of \$4,000. This is a monetary donation to be used to supplement the substitute teacher line in the budget. Gilbert Smith made the motion to approve the School Board's request as presented, to amend and appropriate the FY2014 Budget in the amount of \$4,000, a monetary donation to supplement teacher line within the budget. Motion was carried unanimously.

Michelle Johnson presented the appropriations for the month on May, 2014.

*General Fund Agencies*

|                          |    |         |
|--------------------------|----|---------|
| Board of Supervisors     | \$ | 11,881  |
| County Administrator     |    | -       |
| Legal Services           |    | 4,000   |
| Non Departmental         |    | 3,466   |
| Non Departmental-Telecom |    | -       |
| Audit                    |    | (3,500) |
| Commissioner of Revenue  |    | 13,000  |

|                              |         |
|------------------------------|---------|
| Reassessment                 | -       |
| Treasurer                    | 16,916  |
| Management Services          | 21,621  |
| Information Technology       | -       |
| Motor Pool                   | 12,788  |
| Central Gas                  | -       |
| Memberships                  | -       |
| Electoral Board              | -       |
| Registrar                    | 5,466   |
| Circuit Court                | 360     |
| Combined GD/JD Court         | -       |
| County Magistrate            | -       |
| Clerk of Circuit Court       | (2,734) |
| Sheriff Judicial             | 5,533   |
| Courthouse Security Fund     | 3,295   |
| Crater Criminal Justice T.C. | 2,250   |
| Commonwealth's Attorney      | 17,131  |
| Sheriff Law Enforcement      | 46,300  |
| Sheriff Support              | 8,317   |
| School Resource Officer      | -       |
| Fire Protection              | -       |
| Emergency Medical Response   | 44,000  |
| E 911                        | 1,000   |
| Wireless E911                | 5,471   |
| Correction & Detention       | -       |
| VJCCCA                       | -       |
| Col Com Correction jrb       | -       |
| 9th District Court Services  | -       |
| Codes Enforcement            | 12,900  |
| Animal Control               | 12,100  |
| Medical Examiner             | -       |
| Emergency Services           | -       |
| Landfill Monitoring          | 39,404  |
| General Properties           | 77,154  |
| Health Department            | -       |
| MH/MR Services Board         | -       |
| Contributions                | -       |
| John Tyler Community College | -       |
| Parks and Recreation         | 32,076  |

|                                   |                   |
|-----------------------------------|-------------------|
| Lewis Park Boat Ramp              | -                 |
| Library/Cultural                  | (7,500)           |
| Center For Local History          | -                 |
| Planning Commission               | -                 |
| Planning Department               | 25,055            |
| Com Development Cont              | -                 |
| Environmental Mgt Cont            | -                 |
| Cooperative Extension             | 1,336             |
| General Fund Contingency          | -                 |
| Cap Outlay-Repair/Renovation      | -                 |
| Cap Outlay-New Projects           | -                 |
| Debt Service                      | -                 |
| <b>Total General Fund</b>         | <b>\$ 409,086</b> |
| Public Utility Fund               | 7,709             |
| <b>Total Board of Supervisors</b> | <b>\$ 416,795</b> |

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

|  |                   |
|--|-------------------|
| <b>Instruction</b>                         | 490,000           |
| <b>Admin,Attendance &amp; Health Serv.</b> | 73,000            |
| <b>Pupil Transportation</b>                | 55,000            |
| <b>Operations &amp; Maintenance</b>        | 100,000           |
| <b>Instructional Technology</b>            | 20,000            |
| <b>Self-Sustaining Fund</b>                | -                 |
| <b>Textbook Fund</b>                       | -                 |
| <b>Food Service Fund</b>                   | 6,212             |
| <b>Capital Fund</b>                        | -                 |
| <b>School Fund Total</b>                   | <b>\$ 744,212</b> |

***ALL FUNDS***

|                              |                     |
|------------------------------|---------------------|
| <i>BOARD OF SUPERVISORS</i>  | 416,795             |
| <i>SCHOOL OPERATING</i>      | 744,212             |
| <i>SOCIAL SERVICES</i>       | 130,837             |
| <i>SPECIAL WELFARE</i>       | -                   |
| <b>GRAND TOTAL ALL FUNDS</b> | <b>\$ 1,291,844</b> |

Bill Coada made a motion to reduce the School Board's appropriation in the amount of \$223,346. Motion passed unanimously. Bill Coada made a motion to approve the appropriations for the month of May 2014 less the \$223,346 from the School's appropriations. Motion passed unanimously.

Frank Bates, Animal Control Officer, requests the Board of Supervisors adopt a schedule for the Rabies Clinics sponsored by the Charles City County Animal Control Office. The adopted schedule could be posted in County shelter and the Virginia Department of Health could grant an annual approval. The clinics are held on the first Saturday in the months of February, June, and October. Bill Coada made a motion to hold annually three Rabies Clinics to be held on the first Saturday in the months of February, June, and October. Motion passed unanimously.

Matt Rowe, Director of Planning, presented a brief overview of the Draft Comprehensive Land Use Plan, and request direction from the Board to hold informational meetings to receive citizen comments. Board of Supervisors, by consensus, requests staff to schedule three informational meetings in May to receive citizen comments.

Zach Trogdon presented a resolution recognizing the month of May 2014 as National Cooperative Extension Centennial Celebration Month. Floyd Miles made a motion to adopt a resolution to recognize May 2014 as National Cooperative Extension Centennial Celebration Month. Motion passed unanimously.

Zach Trogdon presented a request to proclaim May 2014 as Older Americans Month. Gilbert Smith made a motion to adopt May 2014 as Older Americans Month. Motion passed unanimously.

Bill Coada requested and motioned that the Board of Supervisors and the Economic Development Authority Board hold a work session on Tuesday, May 6, 2014 at 6:30 PM. in the auditorium of the Government and School Board Administration Building. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

There were no public comments.

RE: DIRECTIVES/COMMENTS:

Bill Coada indicated that work is continuing on the Procurement Policy Update. He is continuing to review the issues with zip codes and returns of sales tax to proper localities. Mr. Coada commented on several mileage logs. Mr. Coada asked Mrs. Crawley to look into providing information requested several months ago from Mrs. Tina Smith.

Motion made by Bill Coada to enter into Executive Session to discuss personnel matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia; and, to discuss location of a prospective business or industry under Section 2.2-3711 (A)(5) of the 1950 Code of Virginia; and, to consult with legal counsel under Section 2.2-3711 (A)(7) of the 1950 Code of Virginia. Motion passed unanimously.

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

Motion was made by Gilbert A. Smith 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. Motion passed unanimously.

The Board recessed until 6:30 p.m., Tuesday, April 29, 2014.