

**VIRGINIA:**

At the recessed meeting of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on **Tuesday, May 26, 2015 at 5:00 p.m.** in the 239<sup>th</sup> year of the Commonwealth and the 381<sup>st</sup> year of the County.

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

Motion was made by Bill Coad to go into Executive Session to discuss a prospective business or industry pursuant to Section 2.2-3711(A)(5), of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Bill Coad to return to Open Session. Motion passed unanimously. Motion was made by Bill Coad 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 adjourned until Tuesday, May 26, 2015 at 7:30 p.m.

**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, May 26, 2015 at 7:30 p.m.** in the 239<sup>th</sup> year of the Commonwealth and the 381<sup>st</sup> year of the County.

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

RE: ADOPTION OF AGENDA

Motion made by Bill Coad to adopt the Agenda as presented. The motion passed unanimously.

RE: CONSENT AGENDA

Floyd Miles stated he would like to remove the April 28, 2015 Regular Meeting Minutes to County Administrator Report Item 6(a) for a correction. Motion made by Floyd Miles to approve the Consent Agenda with the removal of April 28 meeting minutes as discussed. Motion passed unanimously.

- a. Approval of Minutes:
  - April 28, 2015 Recessed Meeting Minutes
  - April 28, 2015 Regular Meeting Minutes

- May 18, 2015 Special Meeting Minutes
- b. CH2M Hill Invoice for Services through April 17, 2015
- c. Appropriations for the month of June 2015

June 2015 Appropriations:

Charles City County June Appropriations	<i>Deputy County Administrator Recommends</i>
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**General Fund Agencies**

11010	Board of Supervisors	\$ 5,451
12100	County Administrator	9,586
12210	Legal Services	-
12220	Non Departmental	(5,617)
12221	Non Departmental-Telecom	5,617
12240	Audit	-
12310	Commissioner of Revenue	(1,220)
12410	Treasurer	13,105
12420	Management Services	-
12425	Information Technology	11,808
12520	Motor Pool	-
12530	Central Gas	-
12600	Memberships	-
13100	Electoral Board	-
13200	Registrar	-
21100	Circuit Court	-
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	28,411
21700	Sheriff Judicial	10,085
21800	Courthouse Security Fund	1,725
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	35,033
31200	Sheriff Law Enforcement	116,410
31900	Sheriff Support	5,129
31920	County-School Resource Officer	5,491
32200	Fire Protection	-
32300	Emergency Medical Response	56,268
32350	E 911	-

32400	Wireless E911	10,800
33150	Correction & Detention	90,500
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	1,899
35100	Animal Control	-
35300	Medical Examiner	-
35500	Emergency Management	-
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	-
71200	Lewis Park Boat Ramp	-
73200	Library/Cultural	-
73210	Center For Local History	-
81100	Planning Commission	1,450
81200	Planning Department	25,647
81600	Com Development Cont	-
82650	Environmental Mgt Cont	-

*General Fund Agencies Continued*

83300	Cooperative Extension	-
91400	General Fund Contingency	(100,000)
94000	Cap Outlay-Repair/Renovation	-
95000	Debt Service	36,188

<i>Total General Fund</i>	<b>\$ 363,766</b>
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43400	Public Utility Fund	-
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<i>Total Board of Supervisors</i>	<b>\$ 363,766</b>
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*FY15- School Operating Categorical  
Appropriations*

61101	<b>Instruction</b>	516,779
62119	<b>Admin, Attendance &amp; Health Serv.</b>	53,323
63109	<b>Pupil Transportation</b>	86,233
64209	<b>Operations &amp; Maintenance</b>	102,127
68109	<b>Instructional Technology</b>	(31,650)
213	<b>Self-Sustaining Fund</b>	116,145
214	<b>Textbook Fund</b>	-
215	<b>Food Service Fund</b>	-

<i>School Fund Total</i>	<b>\$ 842,957</b>
<b>ALL FUNDS</b>	
<i>BOARD OF SUPERVISORS</i>	363,766
<i>SCHOOL OPERATING</i>	842,957
<i>SOCIAL SERVICES</i>	530,551
<i>SPECIAL WELFARE</i>	-
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 1,737,274</b>

RE: PRESENTATIONS

*VIRGINIA DEPARTMENT OF TRANSPORTATION*

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

**CHARLES CITY COUNTY  
May 2015 – Monthly Report**

<p><b>Maintenance</b></p> <p>Clean Leaves/ Ditches</p> <ul style="list-style-type: none"> <li>• Rt. 630, Samaria Lane</li> <li>• Rt. 631, Cool Hill Rd.</li> </ul> <p>Asphalt Patching /w Plant Mix/Hot Box</p> <ul style="list-style-type: none"> <li>• Rt. 623, Willcox Neck Rd.</li> <li>• Rt. 612, Ruthville Rd.</li> <li>• Rt. 666, Waymacks Rd.</li> <li>• Rt. 629, Alpine Rd.</li> <li>• Rt. 803, Old Holly Hills Rd.</li> <li>• Rt. 685, Chambers Rd.</li> <li>• Rt. 690, Harrison Point Drive</li> <li>• Rt. 617, Monguy Rd.</li> <li>• Rt. 632, Tyler’s Mill Rd.</li> <li>• Rt. 638, Mapisco Rd.</li> <li>• Rt. 639, The New Rd.</li> <li>• Rt. 658, Kimages Rd.</li> <li>• Rt. 665, Harrison Lake Drive</li> <li>• Rt. 631, Cool Hill Rd.</li> <li>• Rt. 618, Adkins Rd.</li> <li>• Rt. 602, Lott Cary Rd.</li> <li>• Rt. 647, Indian Rd.</li> <li>• Rt. 600, Charles City Rd.</li> <li>• Rt. 649, Woodbourne Rd.</li> </ul> <p>Asphalt Patching / w Cold Mix</p> <ul style="list-style-type: none"> <li>• Rt. 5, John Tyler Mem. Hwy. (near Rt. 607) Wayside Rd.</li> <li>• Rt. 624, Horse Shoe Rd.</li> <li>• Rt. 609, Barnett’s Rd.</li> <li>• Rt. 615, The Glebe Lane</li> </ul>	<p><b>David Christoph</b></p>
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- Rt. 623, Willcox Neck Rd.

Surface Treat Roadway

- Rt. 607, Wayside Rd. (between Rt. 5 & 106)
- Rt. 697, Country Woods Ln.

Break Beaver Dams

- Rt. 616, Adams Bridge Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. 612, Ruthville Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 609, Barnett's Rd. At Rail Road – Xing
- Rt. 620, Lewis Tyler Lane

Litter & Trash Bag Pickup

- Rt. 155, Courthouse Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 602, Lott Cary Rd.
- Rt. 609, Barnett's Rd.
- Rt. 612, Ruthville Rd.
- Rt. 106, Roxbury Rd.

Fallen & Dead Tree Removal

- Rt. 627, Old Neck Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 609, Barnett's Rd.
- Rt. 650, Cattail Rd.
- Rt. 655, Salem Run Rd.
- Rt. 635, Holly Tree Lane

Throw Back Limbs

- Rt. 609, Barnett's Rd.
- Rt. 618, Adkins Rd.
- Rt. 615, The Glebe Lane
- Rt. 623, Willcox Neck Rd.
- Rt. 614, Sturgeon Point Rd.

Sweep Intersection

- Rt. 5, John Tyler Mem. Hwy. At Rt. 155, Courthouse Rd.
- Rt. 653, Mt. Pleasant Rd. At Rt. 609, Barnett's Rd.
- Rt. 603, Old Union Rd. At Rt. 609, Barnett's Rd.

Grass Cutting

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

Sign Repair

- Rt. 604, Warriner Rd.

Swept Judith Dresser Bridge

<p>Bike Trail Cleanup</p> <ul style="list-style-type: none"> <li>• Grass Cutting</li> <li>• Used jet blower on pavement</li> <li>• Kleen Line Ltd. Spray vegetation</li> </ul> <p>Dead Animal Removal / Primary &amp; Secondary</p> <p>Next Month's Agenda</p> <ul style="list-style-type: none"> <li>• Grass Cutting / Primary &amp; Secondary</li> <li>• Ditching &amp; Pipe Replacement/Secondary</li> <li>• Litter Control / Secondary</li> <li>• Bike Trail Cleanup / Sign Maint.</li> <li>• Install Bike Trail signs</li> <li>• Beaver Control</li> <li>• Pavement Repair / Secondary</li> </ul>	
<b>CONSTRUCTION</b>	<b>Keith Rider, P.E.</b>
<ul style="list-style-type: none"> <li>• Started placing surface treatment on various routes. Will surface treat Routes 640 and 658 next week.</li> <li>• Surface Treatment 2015: Completed patching routes that will be surface treated. Contractor will begin surface treatment on various routes after they complete the 2014 Contract. Completed patching Routes 607, 612, 623, 624 and 645. Contractor is anticipating starting the surface treatment in two to three weeks. The starting routes are unknown at this time.</li> <li>• Rt. 618 Bike Trail: Contractor is almost finished grading and placing stone throughout the project. The Contractor is anticipating beginning paving next week.</li> <li>• Contractor began placing the surface treatment on 5/18. Should finish this contract in about 2 weeks.</li> <li>• On-call Paving: Contractor will be paving a segment of Rte. 614 Sturgeon Point Rd just north of Rte. 5. This will be done about early June.</li> <li>• Rte. 5 over Herring Creek: project is behind schedule. Original completion date was 7/31/15. A schedule analysis has not yet been done, but we'll hope to finish by Labor Day.</li> </ul>	
<b>TRAFFIC STUDIES/SPECIAL REQUESTS</b>	<b>Jeff Kuttesch, P.E.</b>
<ul style="list-style-type: none"> <li>• Reviewed signing in vicinity of Route 5 / Route 618 intersection and provided recommendations to reduce sign clutter.</li> </ul>	
<p><b>OTHER:</b> VDOT will have alternating lane closures for resurfacing on the Benjamin Harrison Bridge beginning Monday, May 18<sup>th</sup> at 7:00 a.m. until noon on Saturday, June 19<sup>th</sup></p>	
<p><b>Residency Report from David Christoph:</b></p> <ul style="list-style-type: none"> <li>• Mr. Bill Coad brought to our attention a drainage issue on Route 609 (Barnett's Road) between Route 106 and the railroad tracks. He says that water is always standing in the ditches and on the roadway after heavy rainfalls. This is still on our radar to track down just exactly the direction of flow of water. We are getting permission of CSX Railroad to check the cross pipes to make sure they are open and operable. Cleaning of the ditches will be done.</li> <li>• Mr. Smith noted that he had numerous calls about the paving on Route 607 (Wayside Road) between Route 5 and Route 106. The pavement that was placed was done by the contractor to level and patch the weak areas of the roadway. In doing so they left a section of the road along the centerline with no asphalt leaving a little bit of a dip in the center. We had our state forces place a surface treatment the center portion of the road to try and level and build up the road prior to the surface treatment contractor coming back in.</li> </ul>	

- Ms. Hayes of 12121 Tylers Mill Road advised that Route 632 was rough due to numerous potholes. State force crews went through the entire length of roadway and patched the potholes. Also, we are putting that section of road on the next surface treatment schedule.
- Mr. Clarke of County Woods Lane also noted the breakup of the pavement on Route 697. We had the maintenance crew come in and patch out the potholes and seal the patches. This should hold until we get this road resurfaced on the next surface treatment schedule.
- Mr. Lloyd Carter mentioned that in a previous bike event along Route 5 that there were occasions of bicyclists not obeying the traffic laws like riding sometimes 2 and 3 abreast. I talked to one lady that is involved with the Bike Trail and she assured me that prior to any event they do cover safety of the bicyclist along the roadways.
- In response to Mr. Kuttesch's note, I do have the recommendations of reducing the sign clutter along Route 5 near Willcox Wharf Road. Our plans are to complete this as we install the signs for the Bike Trail that should be here on the 28<sup>th</sup> of this month.

Floyd Miles stated he is concerned and bothered about the bicyclists on the road, they were on Route 155 four wide. They do not ride in single file as instructed. Need to stress it to the event organizer that they need to obey the rule.

Bill Coada stated at 7900 Adkins Road there is a pot hole with a pipe sticking up out of the road; VDOT has come and placed a cone over it. David Christoph stated the road was rebuilt back in the late 70's. The pipe maybe coming from a well and he understands it used to be a fire hydrant there. David Christoph stated he is going to pull some paperwork to see what he can find out. If it has anything to do with the well he will check with the Health Department. Bill Coada asked him to keep him posted on his findings.

Bill Coada stated at 4715 Cool Hill Road there is a school bus stop that is obstructed by hills and curves coming from both directions. He asked David Christoph if he could look into placing a School Bus Stop Ahead sign at that address. David Christoph stated he will look into having this done by next school year.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, VA., asked why we are putting money into Route 607 if the road is going to be widened. Gilbert Smith stated the edge of the road is real low and they are trying to build it up. He is not sure exactly when the road will be widened.

Lloyd Carter, 3720 Wayside Road, Charles City, Va., stated Route 607 was closed and he had to go to Route 106, or he could have used Kimages or Barnetts Road to get home. He would appreciate it if notification be given when a road will be closed.

### *CERT (Community Emergency Response Team) PRESENTATION*

Dallas Johnson showed a presentation of the 2015 CERT Training classes that was held March through May, 2015. There were eight people that attended the training this year: Richard Myers, Aurelia Carter, Zachary Dick, Doris Holloman, Justin Moore, Matthew Partain, Jerome Tyler, Jr., and Steve Werner. This year's class makes it a total of 17 people that has been through the CERT classroom training. The trainers were Kathy Butler, Ed Dunnivant, David Street and Steve Wood. Certificates were presented to all participants and trainers. Gilbert Smith thanked the CERT Team for participating and Dallas Johnson for all his hard work and effort he has been putting into this program.

LOTT CARY RESOLUTION

Judy Ledbetter stated she had been contacted by Antoinette Essa with a request from the Lott Carey Alumni Association. The Association is planning a reunion in Richmond this summer and wants to come to Charles City as part of this reunion. They would like to receive from Charles City a key to the County or a resolution of welcome. Judy stated she has drafted a resolution for that purpose. Lott Carey Alumni Association is composed of American residents who graduated from Lott Cary School in Liberia. The school was established more than 100 years ago by Lott Cary Missionary Society. Lott Cary established a mission in the 1880's then later a school. The school was badly damaged by the Civil War in Liberia; the Alumni Association purpose is to raise funds for the school and its restoration. The Lott Carey Alumni Association will be coming to Charles City County in July and the History Advisory Commission is planning a program. Charles City Spiritual Ensemble is being asked to perform.

Bill Coada motioned to approve the resolution welcoming the Lott Carey Alumni Association as presented. Motion passed as follows:

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

RE: PUBLIC COMMENT PERIOD

Bruce Baker, 12104 Weyanoke Road, Charles City, VA., stated he is a member of the Archaeological Society of Virginia and oversee the daily operation of Kittiewan Plantation. This year the Archaeological Society will be celebrating its 75<sup>th</sup> Anniversary as an all-volunteer operation and 10 years of owning Kittiewan Plantation. The second Saturday of every month, from April through December will be open house. On June 13<sup>th</sup> there will be a celebration along with the Open House. There will be tours from 10:00 a.m. until 12:00 p.m. and 1:00 p.m. until 4:00 p.m.; a luncheon will be 1200 p.m. until 1:00 p.m. for the ASV members. Bruce Baker stated he would like for everyone to come and take a tour, and see what they are doing at Kittiewan. All Charles City County resident tours are free.

Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, VA., stated she has a concern that there is not a Resource Officer at the schools. The Board voted to take money from the school to give to the Sheriff Department for a Resource Officer. She stated she would like to know what, when and why was the Resource Officer fired? It is only two more weeks left in school the money needs to be returned back to the school.

RE: APPOINTMENTS

No appointments.

RE: COUNTY ADMINISTRATOR'S REPORT

Floyd Miles stated in reference to the April 28, 2015 minutes under Public Comments change the name of Maggie Payne to Martha Harris. Bill Coada motioned to approve the April 28<sup>th</sup> Regular Meeting Minutes with the name correction. Motion passed unanimously.

Michelle Johnson stated during the budget process the Board agreed to accept the Decide Smart recommendation and hire a full time Mechanic for the Schools. During the time of the decision and implementing the \$55,000 into the FY16 Budget the Schools had already adopted their FY16 Budget. Michelle Johnson requested the Board amend the Schools FY16 Budget to reflect the \$55,000 that will be dedicated to the hiring of full time Mechanic; Schools FY16 Budget of \$4,751,568 be amended to \$4,806,568. Floyd Miles asked if the School Board been notified of the request to have someone from the Board of Supervisors on the interview panel for the Mechanic position. Michelle Johnson stated, yes they have been notified. Floyd Miles motioned to accept the Schools amendment as presented. Motion passed unanimously.

Zach Trogdon stated at the April 28<sup>th</sup> Regular Meeting there was a public hearing regarding the Secondary Six Year Plan. It was a consensus to think of any projects for the County as there is only \$20,000.00 odd dollars to use per year. Zach Trogdon recommended the funds be put into Engineering to carry the funds over for a project in the future. Bill Coada stated that the funds can only be banked for six years, to keep it on the radar as we do not want to lose the money. Floyd Miles motioned for approval of the resolution to adopt the Secondary Six-Year Plan. Motion passed as follows:

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

Zach Trogdon stated he needed approval for the Department of Health Annual Agreement. ~~Floyd Miles stated to correct the beginning date to July 1, 2015.~~ Bill Coada motioned to accept the Agreement with correction to the beginning date. Motion passed unanimously. *(Note: At the June 25, 2015 Board meeting, Zach Trogdon stated the date for the Department of Health Annual Agreement was correct, the agreement beginning date should have been July 1, 2014. Approval of minutes was approved with the beginning date of the agreement as July 1, 2014. )*

Zach Trogdon stated a policy for the Fund Balance has been drafted it addresses what the County fund balance is being used for. Mr. Trogdon asked the Board to consider the policy further and staff would bring it back for adoption next month if the Board pleases.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: DIRECTIVES AND COMMENTS

Bill Coada stated in reference to the comment made by Mrs. Elnora Robinson about the School Resource Officer, the Board did not take any action on what happened with the officer. Any questions and/or concerns needs to be directed to the Sheriff Department.

Bill Coada stated he hopes the information provided answers any questions about the Fund Balance.

Bill Coada asked for an update on naming the History Center after Mr. Richard M. Bowman. Zach Trogdon stated Lesa Jones met with the History Center Advisory Commission Board and the sign has been ordered.

Bill Coada stated in reference to the County Vehicle Policy that was deferred until 2016 fiscal year on the request of Sheriff Department, he would like to have the vehicle policy placed on the agenda and take action at the June 2015 regular meeting. Bill Coada stated the Board had requested, but has not received the Sheriff Department Vehicle Policy to review.

Floyd Miles stated the Board is being requested to come up with two unmarked law enforcement vehicles to replace two totaled in a recent accident. If the Board enforces the take-home vehicle policy now under consideration there will be four vehicles in the parking lot that can be utilized until the County receives the replacement vehicles that are being requested. Floyd Miles stated he does not know how long it will take to get the vehicles once the order has been placed. Michelle Johnson stated it will be at least 60+ days before the County can replace the cars that were in the accident. Once we receive the accident report it will depend on how soon the insurance company is able to pay a claim, if at all. The Board needs to decide if we will get leased or surplus vehicles and the availability of the cars at the dealership. Bill Coada asked how many vehicles has the Sheriff Department lost or damaged in the last twelve months. Michelle stated from July 1, 2014 until now there have been seven sheriff's vehicles involved in accidents. The County has paid out in the range of \$3,000.00 in deductibles and \$12,000.00 in insurance claims. It was agreed by the Board to take action on a vehicle policy at the next Board meeting.

Floyd Miles stated he has been requesting for the last three or more years to take care of the concern of paying the taxes on June 5<sup>th</sup> that are intended to apply to the budget that begins July 1<sup>st</sup> as the fiscal year does not start until that date. The County Administrator has given some suggestions and Mr. Miles would like to have this placed on the agenda for the Board's June meeting. Bill Coada asked what would be the impact on next year's fiscal budget if it is decided next month to approve a change to the due date of the taxes. Michelle Johnson stated if any action is taken to change the tax due date it will not take effect until July 2017, as the Board has already approved the budget for 2016.

Michelle Johnson stated the 2<sup>nd</sup> Annual Senior Citizens Health & Wellness Expo will be held on Friday, June 5<sup>th</sup> at the Charles City Social Center from 10:00 a.m. until 1:00 p.m. She encouraged everyone to call the Recreation Center to RSVP. There are over 30 vendors committed to being at the event. Dominion Power will be paying for the lunch that will be provided by GFC Catering; there will be door prizes, games and popcorn. She invited all seniors and caregivers to come out to this event.

Zach Trogdon stated the County is in compliance with the Consent Orders that were issued to the County by the Department of Environmental Quality. The Orders are to ensure the County operates its wastewater facilities in accordance with the discharge permits that govern the facilities. The County no longer is receiving Notices of Violations and is complying with the discharge permits. Further operators have been trained properly as well. There are still things on the Capital Improvement Plan that will be addressed to improve the facilities.

RE: EXECUTIVE SESSION

Motion was made by Bill Coady to go into Executive Session to discuss award of public contract under Section 2.2-3711(A)(29) and personnel under Section 2.2-3711(A)(1), respectively, of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Bill Coady to return to 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 Executive Session. Motion passed unanimously.

There being no further business the Board adjourned until Thursday May 28, 2015, 7:00 p.m.