

**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, June 24, 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

Motion made by Floyd Miles to adopt the agenda as written. 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:
  - May 27, 2014 Regular Meeting Minutes
  - June 4, 2014 Work Session Minutes
- b. CH2M Hill Invoice for Services through May 16, 2014

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

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

**June 2014 – Monthly Report**

<b>MAINTENANCE</b>	<b>Marshall Winn/David Christoph</b>
Maintenance Activities past 30 days:  Grass Cutting <ul style="list-style-type: none"><li>• Rt. 5, John Tyler Mem. Hwy.</li><li>• Rt. 155, Courthouse Rd.</li><li>• Rt. 156, Roxbury Rd.</li><li>• Rt. 106, Roxbury Rd.</li><li>• Rt. 609, Barnett Rd.</li><li>• Rt. 602, Lott Cary Rd.</li><li>• Rt. 685, Chamber Rd.</li><li>• Rt. 618, Adkins Rd.</li></ul>	

- Rt. 629, Alpine Rd.
- Rt. 615, The Glebe Ln.
- Rt. 654, Deerfield Rd.
- Rt. 637, Wyatt's Ln.
- Rt. 647, Indian Rd.
- Rt. 625, West Run Rd.
- Rt. 649, Woodbourne Rd.
- Rt. 658, Kimages Rd.

#### Site Distance Problems / Complaints

- Rt. 106, Roxbury Rd. at Rt. 607, Wayside Rd.
- Rt. 609, Barnett Rd. at Rt. 602, Lott Cary Rd. Intersection

#### Daylight Signs & Intersections

- Rt. 615, The Glebe Ln. at Rt. 614, Sturgeon Point Rd
- Rt. 659, Old Ferry Rd.
- Rt. 617, Monguy Rd.
- Rt. 602, Lott Cary Rd.
- Rt. Rt. 641, Little Elam Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 5, John Tyler Mem. Hwy.

#### Break Beaver Dam

- Rt. 623, Wilcox Neck Rd.
- Rt. 612, Ruthville Rd.
- Rt. 616, Adams Bridge Rd.
- Rt. 620, Lewis Tyler Ln.

#### Litter & Trash Bag Pickup

- Rt. 641, Little Elam Rd.
- Rt. 607, Wayside Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 604, Warriner Rd.
- Rt. 155, Courthouse Rd.
- Rt. 685, Chamber Rd.
- Rt. 609, Barnett Rd.
- Rt. 106, Roxbury Rd.
- Rt. 637, Wyatt's Ln.
- Rt. 625, West Run Rd.
- Rt. 647, Indian Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 607, Church Ln.

#### Sign Repair

- Rt. 607, Church Ln.
- Rt. 619, Weyanoke Rd.

#### High Water Signs

- Rt. 615, The Glebe Ln.
- Rt. 623, Wilcox Neck Rd.
- Rt. 658, Kimages Rd.

#### Inmates Litter Pickup

- Rt. 609, Barnett Rd.
- Rt. 653, Mt. Pleasant Rd.

#### Sweep Intersection / Loose Gravel Off Roadway

- Rt. 619, Weyanoke Rd. at Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.
- Rt. 671, Roxbury Industrial Center A
- Rt. 615, The Glebe Ln. at Rt. 626, Old Elam Cemetery Rd. Intersection

#### Tree Removal, Cleanup

- Rt. 613, Sandy Point Rd.
- 2.Rt. 602, Lott Cary Rd.
- 3.Rt. 618, Adkins Rd.

#### Pot Hole Repair

- Rt. 602, Lott Cary Rd.

#### Bike Trail / Grass Cutting / Weed Eating

#### Liquid Asphalt & # 8 Stone

- Rt. 619, Weyanoke Rd. at Rt. 5, John Tyler Mem. Hwy. Intersection
- Rt. 671, Roxbury Industrial Center A

#### Cleaning Leaves From Ditch & Pipe

- Rt. 630, Samaria La.
- Rt. 155, Courthouse Rd.
- Rt. 615, The Glebe Ln.

#### Stone In Driveway / Mail Boxes

- Rt. 661, The Loop Rd.
- Rt. 618, Adkins Rd.

#### Emergency / Detour Traffic / Accident

- Rt. 5, John Tyler Mem. Hwy.

#### Pot Hole Repair / Secondary Rd.

- Rt. 670, Salem Heights Drive

#### Emergency Call Out

- Trees, Rt. 614, Sturgeon Point Rd.
- Trees, Rt. 619, Weyanoke Rd.
- High Water, Rt. 615, The Glebe Ln.
- Low Hanging limb, Rt. 5, John Tyler Mem. Hwy.

<ul style="list-style-type: none"> <li>• Tree, Rt. 5, John Tyler Mem. Hwy.</li> </ul>	
<p>Next Month's Agenda</p> <ul style="list-style-type: none"> <li>• Grass Cutting / Secondary</li> <li>• Litter Control / Primary &amp; Secondary</li> <li>• Shoulder Repair / Primary &amp; Secondary</li> <li>• Sign Maintenance &amp; Daylightning / Primary &amp; Secondary</li> <li>• Debris Removal &amp; Grass Cutting / Bike Trail</li> <li>• Pavement Repair / Secondary</li> <li>• Beaver Control</li> </ul>	
<p><b>PERMITS/Land Development</b> Nothing to Report this Session</p>	<p><b>Rob Butler</b></p>
<p><b>Bridge :</b> Nothing to report this Session.</p>	<p><b>Robert Dunn</b></p>
<p><b>CONSTRUCTION</b> Nothing to Report this Session</p>	<p><b>Keith Rider, P.E.</b></p>
<p><b>TRAFFIC STUDIES/SPECIAL REQUESTS</b> Nothing to report this Session</p>	<p><b>Jeff Kuttesch</b></p>

Floyd Miles stated bike riders are using the unfinished bike trail, moving barriers near Haupt's store, he wanted to know if one of them were to get hurt who would be responsible. He also stated metal barriers should be put up especially on the bridges. Randy Boyd stated the County would not be liable for bikers using unfinished bike-paths that are not open for public use.

Floyd Miles thanked VDOT for the upgrade did on Route 619. He also asked is there a protocol to be used when the County get calls from constituents stating water is standing in the road from beavers jamming up water-flow when it rains. Mr. Wynn stated they can call 1-800-367-ROADS. Mr. Miles also stated beaver-dams are built backup just as fast as they tear them down. He asked Mr. Wynn to have his superintendent call him as he has some suggestions on how to get rid of them. Mr. Wynn stated the only way to alleviate the problem is to have them trapped; he will have the representative meet with Mr. Miles and the land owner.

Gilbert Smith stated he had asked for speed study on Route 659, Old Ferry Road, if he could check into that and let him know when he receives the study.

Bill Coad asked was a traffic study being done on Adkins Road or a traffic count. Mr. Wynn stated it could be either; once a year they do a traffic count and update their data base. Bill Coad asked did he know if Mr. McNabb had received anything from Mrs. Ruth Christian about her mailbox being torn down by a VDOT plow, she had contacted him and VDOT and have not heard anything back. Mr. Wynn said he will look into this.

Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, VA., stated the ditches on Wilcox Neck Road need to be cleaned. Mr. Wynn stated the Maintenance Manager and Superintendent are aware of this problem. He stated he will check into this and give Mrs. Robinson a telephone call.

Steve Fuhrmann, 3400 Adkins Road, Providence Forge, VA., stated last year the contractor that mowed the secondary and primary roads did a superb job, they probably mowed a little more than the VDOT right-a-way, this year they barely mowed 5 feet, he would like to know was there a change in the contractor or was it funding. Secondly, he would like to get the results of the traffic study or speed study being done on Adkins Road. Mr. Wynn stated he will get with traffic engineering and find out what they are doing on Adkins Road and give Mr. Fuhrmann a telephone call and copy Bill Coad on his findings.

Lloyd Carter, 3720 Wayside Road, Charles City, VA., stated he noticed the stop sign at the intersection of Route 5 and Kimages Road needs to be replaced. It is lying on the side of the road and the pole is bent.

Mrs. Almeda Tyler, 7601 Adkins Road, Charles City, VA., stated her daughter's yard is full of water when it rains. Her daughter lives at 9500 Lewis Tyler Road. She stated she has brought this up at several meetings and would like for someone to come out when it rains to look at this. Mr. Wynn stated he will check into this and give Mrs. Tyler a telephone call.

RE: PUBLIC COMMENT PERIOD

Mr. Owen Clark, Jr., 5621 County Woods Drive, Charles City, VA., stated in reference to the vote last month on the subdivision ordinance, Mr. Miles stated there are already too many ordinances on the books, he has checked with the Sheriff Department and there is no ordinance. He also stated Mr. Trogdon sent him a letter that stated there is no ordinance on the book that protects subdivision, the letter referred to an ordinance on the hunting codes. He wishes that a hunt club was shooting around his home as they have rules and regulations governing their shooting. A lot of counties in the state of Virginia have a subdivision ordinance.

RE: APPOINTMENTS

Zach Trogdon stated an appointed official needs to be appointed to the Riverside River Jail Authority Board to represent Charles City County. Bill Coad motioned that Zach Trogdon, County Administrator, be appointed for four years (2014 – 2018) to the Riverside River Jail Authority Board. Motion passed unanimously.

Motion was made by Floyd Miles to reappoint William Talbott, who replaced Harrison Tyler, to the Economic Development Authority, said term to expire June 30, 2018; reappoint Sammie Cotman to the John Tyler Community College Local Board, she is coming up for presidency of the board, said term to expire June 30, 2018. Motion passed unanimously.

Gilbert Smith asked that the District for Vanessa Taylor-Holland, Housing Task Force, be changed to District II not District I. This will make District 1

only have one representative. Zach Trogdon will check the bylaws on the Housing Task Force.

Mr. Miles stated that Thomas Jones who is on the Recreation Advisory Board be changed to District I not District III. Zach Trogdon will check to see what district Thomas Jones lives in.

RE: COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated the School Board has requested and she recommends a FY14 budget amendment in the amount of \$25,000.00; \$20,000.00 from the Operations and Maintenance Service and \$5,000.00 from Transportation Services to the Administration category. Motion was made by Floyd Miles to transfer \$25,000.00 to the School Board Administration category. Motion passed unanimously.

Michelle Johnson presented and recommended the following appropriations for the month of July 2014 (FY2015 budget).

*General Fund Agencies*

11010	Board of Supervisors	\$	6,095
12100	County Administrator		13,140
12210	Legal Services		8,000
12220	Non Departmental		3,400
12221	Non Departmental-Telecom		84,915
12240	Audit		3,100
12310	Commissioner of Revenue		13,934
12410	Treasurer		14,779
12420	Management Services		19,825
12425	Information Technology		65,204
12520	Motor Pool		15,453
12530	Central Gas		4,629
12600	Memberships		2,950
13100	Electoral Board		19,049
13200	Registrar		13,906
21100	Circuit Court		6,200
21200	Combined GD/JD Court		7,070
21300	County Magistrate		500
21600	Clerk of Circuit Court		16,257
21700	Sheriff Judicial		14,755
21800	Courthouse Security Fund		1,740
21930	Crater Criminal Justice T.C.		6,500
22100	Commonwealth's Attorney		17,776

31200	Sheriff Law Enforcement	119,388
31900	Sheriff Support	4,184
31920	County-School Resource Officer	4,641
32200	Fire Protection	24,850
32300	Emergency Medical Response	49,300
32350	E 911	2,605
32400	Wireless E911	2,155
33150	Correction & Detention	32,500
33300	VJCCCA	3,134
33310	Col Com Correction jb	1,900
33320	9th District Court Services	5,000
34400	Codes Enforcement	12,000
35100	Animal Control	10,000
35300	Medical Examiner	300
35500	Emergency Services	3,048
42400	Landfill Monitoring	333,050
43200	General Properties	87,390
51100	Health Department	25,316
52200	MH/MR Services Board	28,495
53600	Contributions	25,889

*General Fund Agencies Continued*

68010	John Tyler Community College	1,166
71100	Parks and Recreation	103,886
71200	Lewis Park Boat Ramp	6,100
73200	Library/Cultural	18,429
73210	Center For Local History	17,450
81100	Planning Commission	-
81200	Planning Department	18,693
81600	Com Development Cont	16,314
82650	Environmental Mgt Cont	6,500
83300	Cooperative Extension	8,000
91400	General Fund Contingency	50,000
92100		5,000
94000	Cap Outlay-Repair/Renovation	19,060
95000	Debt Service	36,188
	<i>Total General Fund</i>	<u>\$ 1,441,108</u>
43400	Public Utility Fund	91,497
	<i>Total Board of Supervisors</i>	<u>\$ 1,532,605</u>

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

<b>61101</b>	<b>Instruction</b>	150,000
<b>62119</b>	<b>Admin, Attendance &amp; Health Serv.</b>	75,000
<b>63109</b>	<b>Pupil Transportation</b>	66,000
<b>64209</b>	<b>Operations &amp; Maintenance</b>	95,000
<b>65000</b>	<b>Instructional Technology</b>	130,000
<b>213</b>	<b>Self-Sustaining Fund</b>	60,000
<b>214</b>	<b>Textbook Fund</b>	65,348
<b>215</b>	<b>Food Service Fund</b>	5,000
	<b><i>School Fund Total</i></b>	<b><u>\$ 646,348</u></b>

***ALL FUNDS***

<i>BOARD OF SUPERVISORS</i>	1,532,605
<i>SCHOOL OPERATING</i>	646,348
<i>SOCIAL SERVICES</i>	130,837
<i>SPECIAL WELFARE</i>	19,000
<b><i>GRAND TOTAL ALL FUNDS</i></b>	<b><u>\$ 2,328,790</u></b>

Motion was made by Gilbert Smith to approve appropriations as presented. Motion passed unanimously.

Michelle Johnson stated the County has received a grant from the Virginia Department of Emergency Management (VDEM) in the amount of \$3,000.00 to assist with the Community Emergency Response Team (C.E.R.T.). Michelle Johnson recommended we amend the FY14 budget to include the \$3,000.00 from VDEM. There is no match for this funding. Motion was made by Floyd Miles to amend the FY14 Budget as recommended. Motion passed unanimously.

Michelle Johnson stated the County has received a grant from Virginia Department of Emergency Management (VDEM), in the amount of \$66,885.00, for the MSA Shelter Enhancement. There is no match for this funding. This funding has allowed the installation of the generator switch at the Charles City County High School to provide a shelter in the event of a local emergency. The County also received a grant from VDEM in the amount of \$14,034.00 for the Local Emergency Management Planning Grant. This funding will assist with emergency management planning and implementation. Michelle stated there is a local match for this fund; we will use the Emergency Coordinator's salary as the match for this grant. Michelle Johnson recommended we amend the FY14 budget to include both these grants. Motion was made by Gilbert Smith to amend the FY14 Budget as recommended. Motion passed unanimously.

Michelle Johnson stated she recently received information from Troy & Banks, who specializes in utility studies, requesting an opportunity to analyze the

County's utility billing. They will audit all of our utility accounts for the last 12 months. There is no cost to the County to have the research completed and if there are no findings the County **will not** have to pay Troy & Banks anything. If there are savings found, Troy & Banks will charge 24% of the savings and 24% for the first 12 months of savings that are incurred. As verified they will also research to see if the County is in fact receiving the proper allocation from citizens who live in Charles City and may have a different zip code. Michelle Johnson requested the County enter into an agreement with Troy and Banks to perform a utility study. Motion was made by Floyd Miles that the County enter into an agreement with Troy and Banks to conduct a utility study. Motion passed unanimously.

RE: PUBLIC COMMENTS:

No public comments.

RE: DIRECTIVES AND COMMENTS

Floyd Miles stated he along with the County Administrator, Zach Trogdon, has been looking into complaints about Greenyard Estates. In doing the investigation and research they found Greenyard Estates to be a private road. The Sheriff's Department is not able to enforce traffic laws on private roads. Zach Trogdon stated that doing his research, per the Code of Virginia, he found that localities can choose to enforce traffic laws on private roads that have 100 lots. Randy Boyd stated Greenyard Estates is not a subdivision, it is land sub-divided into lots, and this was done when the County had five acre exemption; that is the reason for the sub-division ordinance to do way with the five acre exemption. Randy will research this to see what can be done to rectify this.

Floyd Miles recommended that the Board do another Town Hall meeting in September instead of a Work Session. Everyone agreed that on Wednesday, September 3, 2014, at 6:30 p.m. there will be a Town Hall Meeting, with all three Board members in attendance. The County Administrator will advertise this meeting.

Floyd Miles stated he along with Zach Trogdon attended a MPO Richmond Regional special call meeting; to be able to vote at these meeting you have to be a local elected official. As a representative he needs an elected official as an alternate. Bill Coada stated he will serve as the alternate. Floyd Miles motioned Mr. Coada will be the alternate on the MPO-Richmond Regional Board. Motion passed unanimously.

Bill Coada stated to Mr. Owen Clark that in reference to his comment made during Public Comments he referred to the Board commenting on a subdivision ordinance, it was a request to look at a Firearms Discharge Ordinance not a Subdivision Ordinance or General Ordinance. His vote was not to impose more restrictions on County citizens.

Motion was made by Gilbert Smith to go into Executive Session to consult with legal counsel pursuant Section 2.2-3711(A)(7) on actual or pending litigation. All were in favor.

Floyd Miles, Sr. made a motion to return to open session. All were in favor.

Miles made a motion to certify that while in closed session the Board of Supervisors discussed only those matters exempted from statutory open meeting requirements and public business identified in the motion to convene to Executive Session. All were in favor.

The next Board meeting will be held on **Tuesday, July 22, 2014** at 7:30 p.m.