

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, July 28, 2015 at 7:30 p.m.** in the 240th year of the Commonwealth and the 381st year of the County.

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

RE: ADOPTION OF AGENDA

Zach Trogdon, County Administrator, recommended adding a resolution to commit to the Fund Balance as Item I. under County Administrator’s report. Motion made by Floyd Miles to adopt the Agenda adding Item I. under County Administrator’s report as presented. The motion passed unanimously.

RE: CONSENT AGENDA

Bill Coada motioned to approve the Consent Agenda as presented. Motion passed unanimously.

- a. Approval of Minutes:
 - June 23, 2015 Regular Meeting Minutes
- b. CH2M Hill Invoice for Services through June 19, 2015

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

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

CHARLES CITY COUNTY
July 2015 – Monthly Report

<p>Maintenance</p> <p>Grass Cutting</p> <ul style="list-style-type: none">• Rt. 609, Barnett’s Rd.• Rt. 618, Adkins Rd.• Rt. 607, Church Lane• Rt. 615, The Glebe Lane• Rt. 603, Old Union Rd.• Rt. 612, Ruthville Rd.• Rt. 646, Oak Wood Rd.• Rt. 641, Little Elam Rd.• Rt. 648, New Quarter Rd.• Rt. 666, Waymacks Rd.• Rt. 680, Perk’s Lane• Rt. 622, CC Rd.• Rt. 803, Old Holly Hills Rd.• Rt. 650, Cattail Rd.• Rt. 614, Sturgeon Point Rd.• Rt. 600, Charles City Rd.• Rt. 658, Kimages Rd.• Rt. 607, Wayside Rd.• Rt. 639, The New Road• Rt. 642, Stagg Run Rd.• Rt. 604, Warriner Rd.• Rt. 661, The Loop Rd.• Rt. 601, Liberty Church Rd.• Rt. 617, Monguy Rd.• Rt.. 650, Cattail Rd.	<p>David Christoph</p>
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- Rt. 655, Salem Run Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 621, Eagles Nest Rd.
- Rt. 627, Old Neck Rd.
- Rt. 610, Green Oak Rd.
- Rt. 660, Munford Rd.
- Rt. 651, Legion Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 645, Chickahominy Bluff Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 618, Willcox Wharf Rd.

Litter & Trash Bag Pickup

- Rt. 602, Lott Cary Rd.
- Rt. 612, Ruthville Rd.
- Rt. 607, Church Lane
- Rt. 641, Little Elam Rd.
- Rt. 603, Old Union Rd.
- Rt. 803, Old Holly Hills Rd.
- Rt. 680, Perk's Lane
- Rt. 653, Mt. Pleasant Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 607, Wayside Rd.

Bike Trail Cleanup

- Grass Cutting
- Jet Blowing Trail
- Weed Eating Banks
- Installing Mile Marker & Way Finder Signs
- Limbs on Trail
- Repair Washout / #3 Stone
- Cut Tree

Pot Hole Repair / Cold Mix

- Rt. 612, Ruthville Rd.
- Rt. 615, The Glebe Lane
- Rt. 625, West Run Rd.
- Rt. 607, Wayside Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 631, Cool Hill Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 614, Sturgeon Point Rd.
- Rt. 603, Old Union Rd.
- Rt. 618, Adkins Rd.
- Rt. 106, Roxbury Rd.(RailRoad Track)

Clean Beaver Dam

- Rt. 5, John Tyler Mem. Hwy.
- Rt. 612, Ruthville Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 616, Adams Bridge Rd.

Fill In Hole In Ditchline

- Rt. 618, Adkins Rd.

Remove Fallen Trees

- Rt. 5, John Tyler Mem. Hwy
- Rt. 156, Roxbury Rd.

CONSTRUCTION (No updates rec'd)	Keith Rider, P.E.
<ul style="list-style-type: none"> • Surface Treatment 2015: Work Complete • Rt. 618 Bike Trail: Construction Complete; Punch list items to finish. • Contractor began placing the surface treatment on 5/18. Should finish this contract in about 2 weeks. • Rte. 5 over Herring Creek: project is behind schedule. Original completion date was 7/31/15. New estimated completion date is September 15th. Contractor poured the concrete for the deck in phase one on 7/23/15. 	
TRAFFIC STUDIES/SPECIAL REQUESTS	Jeff Kuttesch, P.E.
Nothing to report this month	
Residency Report from David Christoph:	
<ul style="list-style-type: none"> • It was reported that on Route 636 (Shady Lane) that there was two potholes that needed repairs. Maintenance crew has since filled the potholes. • Mr. Byron Cox had asked if there was a way of notifying people of upcoming events associated with the Bike Trail. Upon talking with Beth Westbrod of the Capital Bike Trail Foundation, she advises that there is a monthly newsletter that she posts that lists all the events that she is aware of. • Mr. Miles asked about the deep ditch at the intersection of Route 5 and Route 623 (Willcox Neck Road). I advised I will add up to two additional delineators along the top of the ditch. • Mr. Smith advised that at 8740 Kimages Road (Route 658) that the grass was blocking the view coming out the out of the driveway looking south. Maintenance forces have since mowed the roadside. Recent inspection revealed a small amount of brush missed by the mowers and that will be taken care of. • Ms. Elnora Robinson advised the Charles City Public School sign was missing on Route 5 heading westbound from the Judith M. Dresser Bridge. The sign is in place. • Maintenance crew is busy installing the Capital Bike Trail signage. 	

David Christoph stated Bruce McNabb received a letter today from the School Board requesting VDOT to put up a School Bus Stop Ahead Sign on Cool Hill Road. This sign should be put up before school starts. VDOT will start keeping a list of School Bus Stop Ahead Signs; signs will be taken down as kids graduate.

Gilbert Smith stated on Barnetts Road ¾ mile from West Run Road, on the right hand side of the road, grass is hitting the car and mirror of your car.

Mr. Byron Cox, 10501 Shady Lane, Charles City, VA., stated he appreciates the response time VDOT responds to calls and concerns.

Mrs. Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, VA., thanked VDOT for looking into the Charles City County sign on Route 5 heading west from the Judith M. Dresser Bridge.

VML/VACO Investment Pool Presentation

Michelle Johnson introduced Mr. Steve Mulroy with VML/VACO. She stated during the past couple of months the Board has been discussing financing and investment of funds. Steve Mulroy represents VML (Virginia Municipal League) and Virginia Investment Pool. Steve gave a presentation explaining how the program, Virginia Investment Pool, operates.

Zach Trogon asked is there a penalty for taking money out if it was not left in the account for one year. Steve Mulroy stated no, there is no penalty for taking money out. The average maturity is 1½ years, interest rate will vary. Minimal investment is \$75,000.00.

Bill Coad asked when the program was established Steve Mulroy stated the programs started in 2003 but the Investment Management part of the program started in 2014.

Gilbert Smith asked what number of counties have joined the program. Steve Mulroy named a few and he referred the Board to the list of participants listed in the presentation.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: APPOINTMENTS

Floyd Miles motioned to re-appoint Sheena MacKenize, Kim Blount and Dr. Michelle Whitehurst-Cook to the Health Council with said terms to expire on March 31, 2017. Motion passed unanimously.

Gilbert Smith stated that if anyone in District 1 wants to serve on the Health Council to please let him know.

RE: COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson requested a carryover for the Charles City Public Schools in the amount of \$9,171.00 to cover damages caused by a waterline break on School property. The funds to fix the waterline break were received in FY2015; the work will not be completed until FY2016. Bill Coada motioned to approve carryover request as presented. Motion carried unanimously.

Michelle Johnson stated there is a correction to the appropriations for the month of August 2015; the formula on the report is incorrect on the second page. Total for the Board of Supervisors is \$737,914.00; the total for the School Fund should be 1,069,728.00, with a total recommendation for the month of August as \$1,943,594.00. Floyd Miles motioned to approve August appropriations as presented. Motion carried unanimously.

August 2015 appropriations:

Charles City County August Appropriations		<i>Deputy County Administrator Recommends</i>
<i>General Fund Agencies</i>		
11010	Board of Supervisors	\$ 4,356
12100	County Administrator	11,068
12210	Legal Services	5,000
12220	Non Departmental	5,000
12221	Non Departmental-Telecom	-
12240	Audit	-
12310	Commissioner of Revenue	21,081
12410	Treasurer	14,204
12420	Management Services	25,000
12425	Information Technology	41,500
12520	Motor Pool	13,203
12530	Central Gas	2,136
12600	Memberships	-
13100	Electoral Board	-
13200	Registrar	-
21100	Circuit Court	3,875
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	17,193
21700	Sheriff Judicial	6,020
21800	Courthouse Security Fund	1,450
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	17,681
31200	Sheriff Law Enforcement	13,775
31900	Sheriff Support	16,448
31920	County-School Resource Officer	814
32200	Fire Protection	26,000
32300	Emergency Medical Response	51,000

32350	E 911	3,500
32400	Wireless E911	-
33150	Correction & Detention	32,000
33300	VJCCCA	4,700
33310	Col Com Correction jb	3,153
33320	9th District Court Services	5,000
34400	Codes Enforcement	19,150
35100	Animal Control	6,652
35300	Medical Examiner	-
35500	Emergency Services	1,452
42400	Landfill Monitoring	76,790
43200	General Properties	142,675
51100	Health Department	-
52200	MH/MR Services Board	-
53600	Contributions	-
68010	John Tyler Community College	-
71100	Parks and Recreation	-
71200	Lewis Park Boat Ramp	2,200
73200	Library/Cultural	-
73210	Center For Local History	-
81100	Planning Commission	-
81200	Planning Department	8,840
81600	Com Development Cont	-
82650	Environmental Mgt Cont	-
83300	Cooperative Extension	1,000
91400	General Fund Contingency	-
92100	Ruthville Fitness Center	1,000
95000	Debt Service	36,188
	<i>Total General Fund</i>	<u>\$ 641,104</u>
43400	Public Utility Fund	96,810
Fund		
311	Capital Improvement Plan	-
	<i>Total Board of Supervisors</i>	<u><u>\$ 737,914</u></u>

***FY16- School Operating Categorical
Appropriations***

61101	Instruction	488,355
62119	Admin, Attendance & Health Serv.	74,721
63109	Pupil Transportation	60,313
64209	Operations & Maintenance	88,964
65000	Instructional Technology	32,914
213	Self-Sustaining Fund	203,314
214	Textbook Fund	64,467
215	Food Service Fund	56,680
	<i>School Fund Total</i>	<u><u>\$ 737,914</u></u> → \$1,069,728

ALL FUNDS

BOARD OF SUPERVISORS	737,914	
SCHOOL OPERATING	737,914	→ \$1,069,728
SOCIAL SERVICES	135,952	
SPECIAL WELFARE	-	
GRAND TOTAL ALL FUNDS	<u><u>\$ 1,611,780</u></u>	→ \$1,943,594

Matt Rowe gave a brief update on the Broadband Fiber Project. Matt stated on June 21, 2015 the County meet with pre-contractors on activities with DHCD; the County has done all the environmental and historical review using in-house County resources; an engineer has been hired and they have completed 95% of all engineering work needed for the project. A company has been hired to provide the fiber for the project. The County is working on getting permits with the railroad and VDOT. Matt Rowe also stated there will be a pre-bid meeting with installation contractors. Construction of the project is to begin either late August or early September. The Broadband Project is estimated to be finished by the end of October, depending on the weather. Bill Coadá asked if there are any providers. Matt stated we have two potential providers and we are presently working through the legal paper work and agreements. There will be two meetings in September, one meeting will be to meet with the Industrial Park and the other will be a meeting with the larger community to receive feedback.

Zach Trogdon stated part of the Broadband Project is to get wireless broadband out into the community. Two new small towers will be installed and modification will be made to the tower in the Courthouse area. The County has received three bids for this project. Zach Trogdon recommended the County award the contract to the lowest responsible bidder, RCS Communications, in the amount of \$90,638.00. Floyd Miles motioned to award bid to RCS Communications as recommended. Motion passed unanimously.

Zach Trogdon stated staff had been asked to find a way to align tax payments with the County Fiscal Year. An ordinance has to be passed to change the County Code to align the Fiscal Year with the Calendar/Tax Year. Zach Trogdon provided a draft ordinance for the Board to review, which will require a public hearing. He has been working with the Commissioner of the Revenue, County Treasurer, as well as the Deputy County Administrator. Bill Coadá motioned for approval to advertise and move forward to align the County's Calendar/Tax Year with the County's Fiscal Year. Motion passed unanimously.

Zach Trogdon presented a draft ordinance to amend sections of Chapter 4, relating to billing and collecting past due bills for County utilities, as well as how to handle security deposits. The County has not changed some of these ordinances since 1993 as it requires a change to the County Code. Mr. Trogdon recommends removing the schedule of fees from the County Code although the Code of Virginia still requires a duly advertised and adopted ordinance to adjust the fees. Randy Boyd, County Attorney, suggested the Board take a look at the draft ordinance and come back to next month meeting with any questions and concerns before a decision is made.

Zach Trogdon presented a policy for water and sewer on sending out utility bills, collecting on delinquent bills and adjusting high bills due to leaks. The policy is based on the Code of Virginia 15.2-2119. The policy includes notifying customers that their service will be disconnected if their bill is past due and not paid. The County will work with people that may have a leak, or have requested payment arrangements. Zach Trogdon also stated the County is looking at changing the size of the water/sewer bill to be on 8 ½ x 11 paper so that the County can provide more information about payment and other policies. Bill Coadá motioned to approve the Water/Sewer policy as presented. Motion passed unanimously.

Zach Trogdon suggested the Board review the Strategic Economic Development Plan; this will be added to the August agenda for potential adoption.

Zach Trogdon stated the Board had adopted a Fund Balance policy setting aside Committed Fund Balance by resolution. Mr. Trogdon presented a resolution to allocate \$16,850.00 from the Committed Fund Balance to have County property on Route 106/Roxbury Road (7-12-C) surveyed to determine the environmental constraints. Floyd Miles motioned for approval of the resolution allocating Committed Fund Balance for Economic Development purposes. Motion carried as follows:

Gilbert Smith Aye
Floyd Miles Aye
Bill Coadá Aye

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: DIRECTIVES AND COMMENTS

Bill Coada thanked Administration especially Planning Department for the great job that is being done.

RE: EXECUTIVE SESSION

Motion was made by Floyd Miles to go into Executive Session to discuss Location of Potential Business under Section 2.2-3711(A)(5) 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 **adjourned until Tuesday, August 25, 2015, 7:30 p.m.**