

**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, August 25, 2015 at 7:30 p.m.** in the 240<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. Coda

RE: ADOPTION OF AGENDA

Bill Coda motioned to adopt the agenda as presented. Motion passed unanimously.

RE: CONSENT AGENDA

Floyd Miles motioned to approve the Consent Agenda as presented. Motion passed unanimously.

- a. Approval of Minutes:
  - July 28, 2015 Regular Meeting Minutes
- b. Refund of Personal Property Taxes
- c. CH2M Hill Invoice for Services through July 17, 2015

RE: PRESENTATIONS

*VIRGINIA DEPARTMENT OF TRANSPORTATION*

VDOT Residency Administrator, Bruce McNabb, gave the following monthly report for the month of August 2015:

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

<b>Maintenance</b>  Ditching W/Gradall <ul style="list-style-type: none"><li>• Rt. 623 Willcox Neck Rd / Rt.5 John Tyler Mem. Hwy. Bike Trail</li><li>• Rt. 637, Wyatt’s Lane, Open pipe</li><li>• Rt. 602, Lott Cary Rd. Stone In Driveway</li><li>• Rt. 155, Courthouse Rd.</li><li>• Rt. 603, Old Union Rd. at Rt. 609, Barnett Rd.</li><li>• Rt. 5, John Tyler Mem. Hwy. Clean Beaver Dam</li></ul> Litter & Trash Bag Pickup <ul style="list-style-type: none"><li>• Rt. 631, Cool Hill Rd.</li></ul>	<b>David Christoph</b>
---	------------------------

- Rt. 641, Little Elam Rd.
- Rt. 618, Adkins Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 609, Barnett's Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 600, Charles City Rd.
- Rt. 602, Lott Cary Rd.

Cut Grass / Slope Mower

- Rt. 5, John Tyler Mem. Hwy. & Rt. 608 Shirley Plantation Rd.
- Rt. 156, Roxbury Rd.

Bike Trail Cleanup

- Grass Cutting
- Blowing Trail with jet blower
- Install (3) pipes under Trail (Rt.5 – 623)
- Cover Pipes w/ Asphalt
- Limbs & Brush Removal
- Cut/Removed 152 Dead Trees
- Cut w/ Side Arm Tractor
- Weed eating slopes
- Cut Small Leaning Pine Trees
- Put up Sign Post & Mile Markers

Clean Up Trees & Debris

- Rt. 618, Adkins Rd.
- Rt. 629, Alpine Rd.
- Rt. 632, Tyler Mills Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 600, Charles City Rd.
- Rt. 615, The Glebe Lane
- Rt. 656, Bradley Rd.
- Rt. 155, Courthouse Rd.

Pot Hole Repair / Cold Mix

- Rt. 604, Warriner Rd.
- Rt. 618, Adkins Rd.
- Rt. 610, Green Oak Rd.
- Rt. 611, Kizzie Rd.
- Rt. 609, Barnett's Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 617, Monguy Rd.
- Rt. 632, Tyler Mills Rd.

Pot Hole Repair / Ender

- Rt. 623, Willcox Neck Rd.
- Rt. 627, Old Neck Rd.
- Rt. 641, Little Elam Rd.

- Rt. 629, Alpine Rd.
- Rt. 654, Deerfield Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 637, Wyatt's Lane
- Rt. 617, Monguy Rd.
- Rt. 669, Charles City Village
- Rt. 631, Cool Hill Rd.
- Rt. 653, Mt. Pleasant Rd.
- Rt. 609, Barnett's Rd.
- Rt. 625, West Run Rd.
- Rt. 618, Adkins Rd.
- Rt. 634, Sterling Heights Lane
- Rt. 614, Sturgeon Point Rd.

#### Daylight Signs

- Rt. 5, John Tyler Mem. Hwy. At Rt. 106, Roxbury Rd.
- Rt. 5, John Tyler Mem. Hwy. At Rt. 155, Courthouse Rd.
- Rt. 609, Barnett Rd. at Rt. 637, Wyatt's Lane
- Rt. 5, John Tyler Mem. Hwy. at Rt. 609, Barnett's Rd.
- Rt. 106, Roxbury Rd. at Rt. 617, Monguy Rd.
- Rt. 609, Barnett's Rd.
- Rt. 612, Ruthville Rd.
- Rt. 155, Courthouse Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 615, The Glebe Lane
- Rt. 623, Willcox Neck Rd.
- Rt. 5, John Tyler Mem. Hwy. at Rt. 156, Roxbury Rd.

#### Sweep Loose Rock In Roadway

- Rt. 106, Roxbury Rd.

#### Clean Beaver Dam

- Rt. 612, Ruthville Rd.
- Rt. 616, Adams Bridge Rd.
- Rt. 620, Tyler Mills Lane
- Rt. 5, John Tyler Mem. Hwy.

#### Clean Ditches w/ Leaf Vac

- Rt. 607, Wayside Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 630, Samaria Lane

#### Cut Grass Complaint

- Rt. 609, Barnett's Rd.
- Rt. 603, Old Union Rd. at Rt. 656, Bradley Rd.

#### Sign Repair

- Rt. 667, Roxbury Industrial Center
- Rt. 658, Kimages Rd. at Rt. 5, John Tyler Mem. Hwy.

<ul style="list-style-type: none"> <li>Rt. 613, Sandy Point Rd.</li> </ul> <p>Seed &amp; Straw</p> <ul style="list-style-type: none"> <li>Rt. 603, Old Union Rd.</li> <li>Rt. 5, John Tyler Mem. Hwy.</li> </ul> <p>Road Way Repair / Project</p> <ul style="list-style-type: none"> <li>Rt. 618, Willcox Wharf Rd.</li> </ul> <p>Next Month's Agenda</p> <ul style="list-style-type: none"> <li>Pavement Repair Secondary</li> <li>Pipe Cleaning / Atlantic</li> <li>Installing &amp; Replacing Pipe Secondary</li> <li>Ditch Cleaning / Secondary</li> <li>Litter Control / Secondary</li> <li>Bike Trail Cleanup</li> <li>Beaver Control</li> </ul>	
<b>CONSTRUCTION (No updates rec'd)</b>	<b>Keith Rider, P.E.</b>
<ul style="list-style-type: none"> <li>Rte. 5 bridge at Herring Creek – the stage I deck pour is complete. Work is now focused on the approaches and bridge parapet &amp; railing in order to switch traffic onto the “new” half. The anticipated project completion is now the end of October.</li> </ul>	
<b>TRAFFIC STUDIES/SPECIAL REQUESTS</b>	<b>Jeff Kuttesch, P.E.</b>
Nothing to report this month	
<p><b>Residency Report from David Christoph:</b></p> <ul style="list-style-type: none"> <li>Mr. Smith brought to our attention tall grass along the edge of Route 609 (Barnett's Road). State forces have since mowed the area.</li> <li>Since the completion of the bike trail along Route 618 (Willcox Wharf Road) the roadway surface was substantially broke up beyond normal repair. State forces have since added some stone to the road and chopped it in along with adding cement. The area was machined/compacted and we are planning on putting a new tar and gravel surface on by the end of the week of the 24<sup>th</sup>.</li> </ul>	

Bruce McNabb stated Mr. William White, VDOT Superintendent for Charles City County, will be retiring effective the end of August. VDOT has been able to secure funding for several part-time seasonal employees and additional equipment to work on the bike trail. Bruce McNabb also stated he is continuing to work on the drainage concerns Gilbert Smith had reported on Wayside Road for Mrs. Rhoades.

Floyd Miles thanked VDOT for taking care of the problem he had with the contract line painters. He also thanked VDOT for taking care of the drainage problem near Willcox Neck Road and Route 5.

Bill Coad asked if bike trail issues be reported to VDOT. The first bridge leaving the County Courthouse has an exposed edge at the joint that will almost flatten the tire of a bicycle. Bruce McNabb stated he will have someone take a look at it.

Christie Rhoades, 4931 Wayside Road, stated in reference to the project about the ditch and water in her front yard running across the driveway, she had spoken with a gentleman who was rude; Mr. David Christoph was nice when he talked to her about the pipe being enlarged in her driveway. Someone was supposed to be coming by to talk to her and she has not seen anyone yet. She also stated she has a child starting school and there is no School Bus Stop Ahead sign; the speed limit on Wayside Road is 30 mph, a sign needs to be placed closer to the stop sign as it is dangerous when people come around the curve. It was also stated that in reference to the water in the ditch in front of her house and driveway, the child will have to cross over a lot of water to get on the school bus. Bruce McNabb stated he will do a follow-up with David Christoph. Gilbert Smith stated he has been talking to David Christoph in reference to the water in the ditch.

Lloyd Carter, 3720 Wayside Road, Charles City, VA., stated at the intersection of Wayside Road and Route 106 there is shrubbery on the bank that needs to be cut, it is blocking the vision of oncoming traffic. He also stated the Charles City sign on Route 5 entering into the County from Varina has not been put back up; the sign was taken down when the bike trail was being worked on. The bike trail is now finished in that section.

Preston Adkins, 8041 Lott Cary Road, Providence Forge, VA., stated on Route 5 past Shirley Plantation coming into Charles City the curve has right much drop off, it needs to be built-up. He also stated at Berkeley Plantation there are tree limbs that need to be cut back, the limbs are coming over the white lines on the highway.

Joe McCauley, 5031 Old Union Road, Charles City, VA., stated the fire department sign on Roxbury Road is down and needs to be put back up.

CVWMA(Central Va. Waste Management Authority) Presentation and Resolution

Kimberly Hynes, CPA, Executive Director, gave a presentation on CVWMA; this year they are celebrating 25 years of existence.

Zach Trogdon presented a resolution observing the 25<sup>th</sup> Anniversary of Central Virginia Waste Management Authority. Bill Coada motioned to adopt resolution as presented. Motion carried as follows:

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

**RESOLUTION OBSERVING THE 25<sup>TH</sup> ANNIVERSARY  
OF THE CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY**

WHEREAS, CVWMA was formed in 1990 by thirteen localities in the Central Virginia region including the Cities of Colonial Heights, Hopewell, Petersburg and Richmond, the Town of Ashland and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George, which still comprise the Authority; and

WHEREAS, the Central Virginia Waste Management Authority (CVWMA) will celebrate 25 years of regional solid waste management and recycling initiatives in December 2015; and

WHEREAS, since its creation CVWMA has endeavored to provide efficient and economical waste management and recycling solutions for its members and the greater than one million citizens in the region, and

WHEREAS, on behalf of its member localities, CVWMA developed, amended and updated in accordance with the Commonwealth's Solid Waste Management Plan requirements a comprehensive and integrated solid waste management plan that addresses components of the waste management hierarchy (source reduction, reuse, recycling, resource recovery, incineration and landfilling) for a twenty- year period; and

WHEREAS, through the efforts of CVWMA and its members, the central Virginia region's recycling rate (58% in 2014) has consistently exceeded the Commonwealth's requirements imposed on each locality to recycle 25 percent of the solid waste generated in each locality and has diverted over 2.5 million tons from the waste stream, and

WHEREAS, Charles City County has participated in Authority programs, including used oil recycling, battery recycling and disaster recovery; and

WHEREAS, the County and its citizens have benefited and continue to benefit from the regional approach to solid waste management and recycling that make the region and Charles City a better place to live, work and visit;

THEREFORE BE IT RESOLVED that the Board of Supervisors of Charles City County hereby commends and congratulates CVWMA and all its fellow member localities on the occasion of its 25th anniversary.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: PUBLIC HEARING

Ordinance to Establish Fiscal Year as the Tax Year

Zach Trogdon stated the County has been working to align the tax/calendar year, which is currently January 1<sup>st</sup> thru December 31<sup>st</sup>, with fiscal year from July 1<sup>st</sup> to June 30<sup>th</sup>. To make the initial change there will be a short Calendar year; the Board will have to adopt a tax rate in January that will be from January 1, 2016 to June 30, 2016.

Public Hearing was opened for comments by Gilbert Smith. No comments were made. Public Hearing was closed by Gilbert Smith.

Floyd Miles stated this is an initiative the County has been looking at and trying to bring to a conclusion for the last three years; complaints have been received from constituents and citizens on being taxed on June 5<sup>th</sup> when the fiscal year did not start until July 1<sup>st</sup>.

Bill Coada stated the County will only have a short calendar year once; going forward the tax/calendar year will be aligned.

**AN ORDINANCE TO ESTABLISH FISCAL YEAR AS REAL ESTATE TAX YEAR**

**WHEREAS**, Section 58.1-3010 permits counties by ordinance to levy taxes on the fiscal year basis of July 1 to June 30 as the tax year; and,

**WHEREAS**, Section 58.1-3010 provides that in order to affect the change to a fiscal tax year, a locality may establish a short calendar year from January 1 to June 30; and,

**WHEREAS**, Section 58.1-3011 permits counties by ordinance to set July 1 of each year as the date by which taxable real estate shall be assessed ; and

**WHEREAS**, Charles City County desires to make the change to a fiscal tax year and to establish a short calendar year necessary to effect the change; and,

**WHEREAS**, on August 25, 2015, a duly advertised public hearing was held to gain public comment on the question of setting a fiscal tax year of July 1 to June 30 on which real estate shall be levied and imposed and on establishing a short calendar year for the period of January 1, 2016 to June 30 2016;

**NOW THEREFORE, BE IT ORDAINED** that the Board of Supervisors of the County of Charles City, Virginia hereby amends Chapter 23, Article VII of the Code of the County of Charles City, Virginia to state:

Section 185. – Short Calendar Year; Fiscal Tax Year

a) The period of January 1, 2016 to June 30, 2016, shall be deemed a calendar year for purposes of levying real estate taxes. The rate for such taxes shall be levied in accordance with Section 58.1-3001 of the Code of Virginia, as amended. The tax due shall be based on the assessment of January 1, 2016 and is payable on or before June 5, 2016.

b) Beginning on July 1, 2016, taxes on real estate shall be levied and imposed on a fiscal year basis of July 1 to June 30 based on land values as of the immediately preceding January 1 in accordance with Section 58.1-3010 of the Code of Virginia, as amended.

This Ordinance shall be in effect on the date of its adoption.

Floyd Miles motioned to approve the ordinance to establish fiscal year as real estate Tax Year. Motion carried as follows:

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

**RE: APPOINTMENTS**

Bill Coada motioned to appoint Amanda Hall with Memorial Regional Medical Center to the Charles City Health Council with said terms to expire on March 31, 2017. Motion passed unanimously.

RE: COUNTY ADMINISTRATOR’S REPORT

Michelle Johnson requested three carryovers for the Charles City Sheriff Office; \$1,355 Asset Forfeiture; \$1,103.00 Edward Byrne Grant; \$2,295.50 DMV Selective Enforcement. This is grant monies that will not be closed until FY2016. Bill Coada motioned to approve carryover requests as presented. Motion carried unanimously.

Michelle Johnson presented the appropriations for the month of September 2015. Floyd Miles motioned to approve September appropriations as presented. Motion carried unanimously.

September 2015 appropriations:

<p><b>Charles City County September Appropriations</b></p>	<p><i>Deputy County Administrator Recommends</i></p>
--	--

***General Fund Agencies***

<b>11010</b>	Board of Supervisors	\$ 5,936
<b>12100</b>	County Administrator	12,183
<b>12210</b>	Legal Services	6,000
<b>12220</b>	Non Departmental	7,000
<b>12221</b>	Non Departmental-Telecom	39,915
<b>12240</b>	Audit	-
<b>12310</b>	Commissioner of Revenue	18,226
<b>12410</b>	Treasurer	14,408
<b>12420</b>	Management Services	25,000
<b>12425</b>	Information Technology	54,247
<b>12520</b>	Motor Pool	397
<b>12530</b>	Central Gas	64
<b>12600</b>	Memberships	-
<b>13100</b>	Electoral Board	-
<b>13200</b>	Registrar	-
<b>21100</b>	Circuit Court	3,775
<b>21200</b>	Combined GD/JD Court	-
<b>21300</b>	County Magistrate	-
<b>21600</b>	Clerk of Circuit Court	19,442
<b>21700</b>	Sheriff Judicial	9,145
<b>21800</b>	Courthouse Security Fund	5,100
<b>21930</b>	Crater Criminal Justice T.C.	-
<b>22100</b>	Commonwealth's Attorney	17,681
<b>31200</b>	Sheriff Law Enforcement	57,070
<b>31900</b>	Sheriff Support	16,448
<b>31920</b>	County-School Resource Officer	-

32200	Fire Protection	26,000
32300	Emergency Medical Response	55,900
32350	E 911	34,127
32400	Wireless E911	3,580
33150	Correction & Detention	3,500
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	10,000
34400	Codes Enforcement	10,950
35100	Animal Control	9,665
35300	Medical Examiner	-
35500	Emergency Services	1,510
42400	Landfill Monitoring	3,067
43200	General Properties	21,050
51100	Health Department	28,500
52200	MH/MR Services Board	29,000
53600	Contributions	19,000
68010	John Tyler Community College	-
71100	Parks and Recreation	37,700
71200	Lewis Park Boat Ramp	12,600
73200	Library/Cultural	18,000
73210	Center For Local History	-
81100	Planning Commission	-
81200	Planning Department	17,421
81600	Com Development Cont	5,030
82650	Environmental Mgt Cont	5,000
83300	Cooperative Extension	6,637
91400	General Fund Contingency	-
92100	Ruthville Fitness Center	1,000
92400	FY15 Carry-Over	75,000
95000	Debt Service	36,188
	<i>Total General Fund</i>	<u>\$ 782,462</u>
43400	Public Utility Fund	8,180
Fund 311	Capital Improvement Plan	651,424
	<i>Total Board of Supervisors</i>	<u>\$ 1,442,066</u>

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

61101	<b>Instruction</b>	488,355
62119	<b>Admin, Attendance &amp; Health Serv.</b>	74,721
63109	<b>Pupil Transportation</b>	60,313
64209	<b>Operations &amp; Maintenance</b>	88,964
68109	<b>Instructional Technology</b>	32,914
213	<b>Self-Sustaining Fund</b>	203,314

214	Textbook Fund	64,467
215	Food Service Fund	56,680
216	Capital Fund	536,476
	<b>School Fund Total</b>	<b>\$ 1,606,204</b>
<b>ALL FUNDS</b>		
	BOARD OF SUPERVISORS	1,442,066
	SCHOOL OPERATING	1,606,204
	SOCIAL SERVICES	135,952
	SPECIAL WELFARE	-
	<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 3,184,222</b>

Zach Trogdon stated the School Board has presented a MOU (Memorandum of Understanding) between the School Board, Sheriff Office and the Board of Supervisors for the Charles City County Public School Resource Officer; Zach Trogdon also stated he has made a few changes to the MOU received from the School Board. The MOU is necessary to receive the SRO grant. Bill Coada asked if the original grant has expired, or are we in our third year of the original grant. Michelle Johnson stated she will verify. After some discussion it was decided to defer the MOU until the next Board meeting on September 2, 2015, to ensure everyone has reviewed the updated MOU.

Zach Trogdon stated the County has received a bid to install the Dark Fiber (Broadband project) in the amount of \$497,956.18. This is more funding than the County would like to make available for the project; staff would like the opportunity to negotiate with the bidder. Gilbert Smith suggested this item be placed on the September 2, 2015, agenda to allow time for staff to negotiate with the bidder before any action is taken. All agreed.

Zach Trogdon stated he has drafted an amendment to the County Code of Ordinances, Chapter 41, which governs utilities; rates, bill collections, security deposits, etc. This amendment does not attempt to make significant changes to current practice, but to align the County Code with the State Code. The most significant change would be the addition of a provision to allow the County, after numerous attempts on trying to collect on a bill, to place a lien on real estate. This amendment also seeks to remove fee structure from the County Code and place it in the budget process. Bill Coada stated this is something that should have been done years ago, he would like for action to be taken. Floyd Miles stated we need to move forward at least with a public hearing. All agreed a public hearing will be scheduled for the September 22, 2015 meeting.

Zach Trogdon presented the Board with a Strategic Economic Development Plan Resolution for adoption. The Plan shows the how and why and provides strategies on how to move forward. The Plan consists of four initiatives, (1.) Courthouse area will be the retail hub (2.) potential manufacturing in the County (3.) honoring and growing the agricultural and forestry industries, and (4.) tourism. This plan is not set in stone but will be amended, evaluated and changed periodically. Bill Coada motioned to adopt Strategic Economic Development Plan Resolution as presented. Motion carried as follows:

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

Zach Trogdon stated Gilbert Smith is the Board liaison to Fire/EMS in the County and had discussed the preparation of a study of the system. Virginia Fire Services Board will come to the County to do a Fire EMS Study free of charge. The study will be done if a letter is provided from the Board requesting a study. Zach Trogdon stated if the Board would like to have this study done it will require a resolution. Gilbert Smith stated he has talked to Fire Chief Archer Jones; he is in agreement to go forward with the study. Chief Archer Jones stated that 75% of fire fighters are volunteers. This study is well needed in the County. Floyd Miles motioned to approve the resolution for the Virginia Fire Services study. Motion carried as follows:

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

RE: PUBLIC COMMENT PERIOD

Martha Harris, 7902 Courthouse Road, Providence Forge, VA., requested to receive information, if it is available, on any type of study that has been done on the County Fire/EMS services. She is working on a grant from FEMA called Safer that fund Volunteer Fire Departments; in order to get the grant she needs specific information on how many calls the County has received, etc. Gilbert Smith suggested she talk to the Chief of the Fire Department, Chief Archer Jones, as they keep records of all the calls the Fire Department/EMS receives.

RE: DIRECTIVES AND COMMENTS

Floyd Miles acknowledged the presence of the Executive Director of Quin Rivers, Dr. Jack Lanier. Floyd Miles also encouraged citizens to contact Quin Rivers if you don't know that much about their services. This is an opportunity to improve the quality of life.

Bill Coad stated the Charles City Health Council and HEAL Coalition are looking at combining boards; it will be a benefit the County. He will be sending Zach Trogdon information to take action on at the next meeting.

Bill Coad stated in reference to the budget carryover he requested staff to get a report from the Sheriff Office on the recipients of the DMV Selective Enforcement Grant; this is recipients within the department.

Bill Coad asked staff to give the Board on the Housing Task Force a report on delinquencies; these delinquencies is prohibiting the committee from being able to assist other citizens.

There being no further business the Board **adjourned until Tuesday, September 2, 2015, Work Session Meeting** at 6:00 p.m.