

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, September 23, 2014 at 7:30 p.m.** in the 239th year of the Commonwealth and the 380th year of the County.

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

RE: ADOPTION OF AGENDA

Motion made by Gilbert Smith to adopt the agenda as written. The motion passed unanimously.

RE: CONSENT AGENDA

Bill Coada motioned to approve the following consent agenda with the following changes, defer the minutes of September 10, 2014, until the meeting scheduled for October 28, 2014, and to change the minutes dated September 3, 2014, in reference to Decide Smart Study, page 1 should state, “we are re-energizing the Decide Smart Committee to continue their work”. Motion passed unanimously.

- a. Approval of Minutes:
 - August 26, 2014 Regular Meeting Minutes
 - September 3, 2014 Work Session (Town Hall Meeting)
- b. CH2M Hill Invoice for Services through August 15, 2014
- c. Appropriations for the month of October 2014
- d. FY 2015 Litter Grant

Appropriations for October 2014:

General Fund

Agencies

11010	Board of Supervisors	\$ 6,004
12100	County Administrator	11,626
12210	Legal Services	5,000
12220	Non Departmental	3,000
12221	Non Departmental-Telecom	-
12240	Audit	-
12310	Commissioner of Revenue	21,629
12410	Treasurer	14,486
12420	Management Services	24,000
12425	Information Technology	-
12520	Motor Pool	32,342
12530	Central Gas	-
12600	Memberships	-
13100	Electoral Board	-

13200	Registrar	13,440
21100	Circuit Court	2,700
21200	Combined GD/JD Court	-
21300	County Magistrate	-
21600	Clerk of Circuit Court	16,882
21700	Sheriff Judicial	11,790
21800	Courthouse Security Fund	1,350
21930	Crater Criminal Justice T.C.	-
22100	Commonwealth's Attorney	17,685
31200	Sheriff Law Enforcement	91,250
31900	Sheriff Support	-
31920	County-School Resource Officer	4,641
32200	Fire Protection	44,776
32300	Emergency Medical Response	11,404
32350	E 911	43,173
32400	Wireless E911	-
33150	Correction & Detention	30,000
33300	VJCCCA	-
33310	Col Com Correction jb	-
33320	9th District Court Services	-
34400	Codes Enforcement	12,083
35100	Animal Control	12,000
35300	Medical Examiner	-
35500	Emergency Services	2,402
42400	Landfill Monitoring	36,676
43200	General Properties	87,000
51100	Health Department	26,051
52200	MH/MR Services Board	28,495
53600	Contributions	18,230
68010	John Tyler Community College	-
71100	Parks and Recreation	29,371
71200	Lewis Park Boat Ramp	4,000
73200	Library/Cultural	20,929
73210	Center For Local History	-
81100	Planning Commission	-
81200	Planning Department	7,340
81600	Com Development Cont	6,250
82650	Environmental Mgt Cont	2,900
83300	Cooperative Extension	400
91400	General Fund Contingency	-
94000	Cap Outlay-Repair/Renovation	20,000
95000	Debt Service	36,188
	Total General Fund	\$ 757,493
43400	Public Utility Fund	91,308
	Total Board of Supervisors	\$ 848,801

FY14- School Operating Categorical Appropriations

61101	Instruction	575,000
62119	Admin, Attendance & Health Serv.	50,000
63109	Pupil Transportation	55,000
64209	Operations & Maintenance	80,000
68109	Instructional Technology	25,000
213	Self-Sustaining Fund	60,000
214	Textbook Fund	-
215	Food Service Fund	35,000
	School Fund Total	\$ 880,000

<i>BOARD OF SUPERVISORS</i>	848,801
<i>SCHOOL OPERATING</i>	880,000
<i>SOCIAL SERVICES</i>	-
<i>SPECIAL WELFARE</i>	-
GRAND TOTAL ALL FUNDS	\$1,728,801

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, David Christoph, gave the following monthly report for the month of September 2014:

September 2014 – Monthly Report

<p>MAINTENANCE:</p> <p>Pot Hole Repair</p> <ul style="list-style-type: none"> • Rt. 623 ,Wilcox Neck Rd • Rt. 618 ,Adkins Rd • Rt. 5, John Tyler Hwy. • Rt.662 Community Center Rd <p>Mowing Site Distance /Slope Mower</p> <ul style="list-style-type: none"> • Rt.156 , Roxbury Rd • Rt.600, Charles City Rd @ 622 CC Rd • Rt.615, The Glebe Lane @ John Tyler • Rt.614, Sturgeon Point Rd @ 615 The Glebe • Rt.648, New Quarter Rd @ 607 Church Lane • Rt.607, Wayside Rd @ 609 Barnetts Rd • Rt.603, Old Union Rd @ 609 Barnetts Rd • Rt.602, Lott Cary Rd • Rt.620 Lewis Tyler Lane 	<p>Marshall Winn/David Christoph</p>
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Litter & Debris Removal

- Rt.609, Barnetts Rd
- Rt.613, Sandy Point Rd
- Rt.607, Wayside Rd
- Rt.615, The Glebe
- Rt.155, Court House Rd
- Rt.623, Wilcox Neck Rd
- Rt.658, Kimages Rd

Dead Tree @ Limb Cleanup

- Rt.623, Wilcox Neck Rd
- Rt.609, Barnetts Rd
- Rt.641, Little Elem Rd.
- Rt.610, Green Oak Rd
- Rt.660, Munford Rd
- Rt.155 Courthouse Rd
- Rt.615 The Glebe Lane
- Rt.621 Eagles Nest Road
- Rt.627 Old Neck Rd
- Rt.632 Tyler's Mill Rd
- Rt.155 Court House Rd

Bike Trail

- Grass Mowing
- Tree Debris Removal
- Tree Trimming
- Leaf Blowing
- Repaired undermined Sidewalk

Repair Driveway Shoulder

- Rt.602, Lott Cary Rd
- Rt.5, John Tyler Hwy
- Rt.615 The Glebe Lane
- Rt.618 Adkins Rd

Repaired Washout Culvert

- Rt.624 Horse shoe
- Rt.662 Community Center Rd.

Broke Beaver Dams

- Rt.623 Wikcox Neck Rd.
- Rt.620 Lewis Tyler
- Rt.612 Ruthville Rd.
- Rt.614 Sturgeon Point Rd.

Ditch Cleaning

- Rt.610 Green Oak Rd
- Rt.602 Lott Cary Rd
- 614 Sturgeon Point Rd

<p>Added Stone And Bladed Dirt Rd.</p> <ul style="list-style-type: none"> • Rt.613 <p>Tree Trimming (Sign Maintenance)</p> <ul style="list-style-type: none"> • Rt.629 Alpine Rd. • Rt.618 Adkins Rd. • Rt.685 Chambers Rd • Rt.602 Lott Cary Rd • Rt.609 Barnetts Rd <p>Next Month's Plan</p> <ul style="list-style-type: none"> • Add Blade Stone to Dirt Roads • Grass Mowing Primary, Secondary • Pot Hole Repair Secondary • Litter Control Primary ,Secondary • Shoulder Repair Rt.5 • Break Beaver Dam • Sign Maintenance • Grass Mowing Bike Trail • Ditch Cleaning 610,697 	
Bridge :	Robert Dunn
Nothing to report this Session.	
CONSTRUCTION	Keith Rider, P.E.
<ul style="list-style-type: none"> • Nothing to report this session. 	
TRAFFIC STUDIES/SPECIAL REQUESTS	Jeff Kuttesch
<ul style="list-style-type: none"> • Nothing to report this Session 	

Floyd Miles asked David Christoph to remind Mrs. Lagrande that the Benjamin Harrison Bridge is located in Charles City and Prince George Counties. All notifications on the bridge closings state the bridge is located in Prince George County.

Gilbert Smith stated grass is hanging over in the highway on Route 609, Barnetts Road, ¾ mile from West Run Road heading north on the east side.

Bill Coad asked when is the bike trail supposed to be completed, from Richmond to Williamsburg. David Christoph stated late 2015.

Lloyd Carter, 3720 Wayside Road, Charles City, VA., asked why is VDOT detouring traffic through Wayside Road, when the Benjamin Harrison Bridge is closed, instead of directing them to Route 5. Is there a specific pattern that is used? David Christoph stated he will get an answer for him.

Steve Fuhrmann, 3400 Adkins Road, Providence Forge, VA., stated he appreciated the mowing done on the edge of the roads as it was 3 to 4 feet wider than normal. He noticed a traffic study being done on Lott Cary Road and Route 618, Adkins Road; he would like to get results from these studies. David Christoph stated he will check on getting these results for him.

David Christoph stated pipes were being installed today on Willcox Neck Road to help with the water drainage.

PUBLIC COMMENT PERIOD

There were no public comments.

APPOINTMENTS

Motion was made by Bill Coad to appointed Mrs. Lindsey Johnson, 4715 Cool Hill Rd Providence Forge, VA 23140, to the Road Viewers Committee with said term expiring September 30, 2015. Motion passed unanimously.

COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated every year the Compensation Board provides funding for Constitutional Officers. Once the state budget is approved the County receives notification of positions that will be funded for the current fiscal year. The Compensation Board has provided \$16,969.00 in temporary funds for a part-time position in the Sheriff's department above what was programmed for the FY2015 budget. Michelle Johnson recommended the Board accept and approve the budget amendment request for a part-time position in the Sheriff's department. Motion was made by Gilbert Smith to approve budget request as presented. Motion passed unanimously.

Michelle Johnson stated it is time for our Health Insurance renewal for County employees. Each year the County put out an RFP to acquire health insurance for County employees. The only two companies that bided were Anthem and United Healthcare. Michelle Johnson recommended the County stay with Anthem Healthkeepers with an increase of 10.50% as United Healthcare is asking for an increase of 18.87%. The County has a 12% projected increase currently programmed in the FY15 budget. Michelle also stated the County only received a bid from Delta Dental, our current carrier, with no proposed increase, and she recommended we continue coverage with Delta Dental. The County currently pays 90% of the employee cost and 65% of the dependent cost. Michelle Johnson made a recommendation that the County continue this contribution method. The County will experience a 10.50% increase and employees will experience a 10.52% increase as well. Motion was made by Gilbert Smith that recommendations made by Michelle Johnson be approved as presented. Motion passed unanimously.

Zach Trogon presented a resolution to amend the Personnel Policy. The proposed amendments involve the performance evaluation process will now be scheduled to be done prior to January 15th of each year; language to address a pay adjustment if someone has to act in a higher capacity in place of someone out on a leave; clarification of the grievance procedure time period when appeals are done; and clarification of the roles of staff and the Board of Supervisors in creating and changing positions within the County's compensation plan.

Motion was made by Floyd Miles to adopt the Resolution Amending the Personnel Policy. Motion passed as follows:

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

Zach Trogdon presented a Procurement Policy in draft form. This policy clarifies how to define a purchase order and the requisition process. Randy Boyd commented the language needs to be made clearer in the policy relating to violations. This was deferred to the October 28, 2014 meeting.

Zach Trogdon presented a draft of policies to guide the development of a Capital Improvement Plan that is still being worked on along with a Financial Debt Management Policy; he asked the Board to review. Staff needs to have more discussion on this.

Zach Trogdon stated that staff intends to advertise for several ordinances for public hearing at the October 28, 2014 meeting: (1) Floodplain Ordinance (2) Business Permit Fee (3) County Code Governing Administrative Fees for collecting on delinquent bills (4) Boat Ramp Parking fees for nonpayment, (5) Environmental and Site Plan Ordinances .

Zach Trogdon stated it is time for interested citizens to renew the Emergency Medical Services Prepay for service from October 2014 to October 2015. This service is only \$50.00 per year and there is no limit on how many times this service can be used. Applications are available in the County Administrator's office. VDOT also left some Customer Service flyers if anyone is interested in knowing about the services they provide.

RE: PUBLIC COMMENT PERIOD

There were no public comments.

RE: DIRECTIVES AND COMMENTS

Bill Coad stated Charles City will be having a Rabies Clinic on Saturday, October 4, 2014, from 9:00 to 11:00 at the Government School Board Administration Building.

In reference to an email received from NBC 12 about leachate leakage at the landfill, Bill Coad stated there is no evidence to support the claim that the groundwater is being contaminated.

RE: EXECUTIVE SESSION

Motion was made by Bill Coad to go into Executive Session to discuss Legal Matters pursuant to Section 2.2-3711(A)(7); and Personnel Matters under Section 2.2-3711(A)(1) of the 1950 Code of Virginia. All were in favor.

Motion was made by Gilbert Smith to return to open session and 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.

Next meeting is scheduled for **Tuesday, October 28, 2014**, 7:30 p.m.