

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 25, 2012** at 7:30 p.m. in the 237th year of the Commonwealth and in the 378th year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by William G. Coada to adopt the agenda with the addition of Item 7. g. Conservation Grant Carryover Request and Item 7. f. Closing of Lawrence Lewis, Jr. Park fishing pier. The motion carried as follows:

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

RE: CONSENT AGENDA

Motion was made by Floyd H. Miles, Sr. that the following consent agenda be approved:

- a. Approval of the minutes of the August 28, 2012 Regular meeting and September 5, 2012 Work Session.
- b. Approval of payment to CH2MHill in the amount of \$7,474.91 for landfill professional services for the period of July 21, 2012 through August 17, 2012.
- a. Appropriations for the month of October, 2012.

General Fund Agencies	
Board of Supervisors	\$ 7,472
County Administrator	20,261
Legal Services	14,000
Non Departmental	18,000
Non Departmental-Telecom	3,815
Audit	-
Commissioner of Revenue	16,704
Treasurer	14,655
Management Services	21,613
Information Technology	86,108
Motor Pool	5,280
Central Gas	245
Memberships	-
Electoral Board	-
Registrar	11,438
Circuit Court	2,327
Combined GD/JD Court	-
County Magistrate	-
Clerk of Circuit Court	16,388
Sheriff Judicial	17,235
Courthouse Security Fund	1,200
Crater Criminal Justice T.C.	-
Commonwealth's Attorney	17,295

RE: CONSENT AGENDA
October, 2012 Appropriations Cont'd

Sheriff Law Enforcement	64,185
Sheriff Support	13,432
Fire Protection	-
Emergency Medical Response	-
E 911	2,500
Wireless E911	1,500
Correction & Detention	29,500
VJCCCA	-
Col Com Correction jb	-
9th District Court Services	3,000
Codes Enforcement	11,526
Animal Control	10,649
Medical Examiner	-
Emergency Services	2,645
Landfill Monitoring	27,210
General Properties	62,050
Health Department	14,000
MH/MR Services Board	35,425
Contributions	21,650
John Tyler Community Coll	-
Parks and Recreation	52,136
Lewis Park Boat Ramp	-
Library/Cultural	-
Center For Local History	6,000
Planning Commission	-
Planning Department	16,397
Com Development Cont	8,386
Environmental Mgt Cont	-
Cooperative Extension	700
General Fund Contingency	-
Cap Outlay-Repair/Renovation	74,280
Debt Service	135,640
<i>Total General Fund</i>	\$ 866,847
Public Utility Fund	29,095
<i>Total Board of Supervisors</i>	\$ 895,942
School Operating Categorical	
Instruction	615,739
Admin, Attendance & Health Serv.	40,000
Pupil Transportation	70,000
Operations & Maintenance	110,000
Instructional Technology	35,000
Self-Sustaining Fund	85,000
Textbook Fund	-
Food Service Fund	35,000
<i>School Fund Total</i>	\$ 990,739
ALL FUNDS	
Board of Supervisors	895,942
School Operating	990,739
Social Services	132,237
Special Welfare	5,000
Transfer to Commonwealth	0
Special Funds	0
GRAND TOTAL ALL FUNDS	\$ 2,023,918

RE: CONSENT AGENDA (CONTD)

The motion carried as follows:

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

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

Mr. Marshall Wynn, VDOT representative, gave the following monthly report:

Maintenance Activities for the Previous 30 Days:

- Pavement Repair Secondary – Routes 603, 618, 613, 623, 620, 615, 600, 620, 612, 614, 609
- Low Shoulder Repair Secondary – Routes 614, 610, 615, 603
- Litter Control - Routes 5, 106, 155, 609, 615, 604, 618, 602
- Ditch Cleaning - Routes 602 and 615
- Broke Beaver Dams – Routes 5, 106, 612, 615, 650
- Bike Trail – Completed Hand Mowing ,Tractor Mowing and Debris Removal
- Grass Mowing – All Secondary routes were mowed since last reporting period
- Sign Maintenance – Sign Maintenance performed as needed on several routes
- Culvert Installation –Replaced culvert Rt. 612

Maintenance Activities Planned for the next 30 Days:

- | | |
|------------------------------|---------------------|
| • Grass Mowing Primary | • Litter Control |
| • Shoulder Repair Rt. 614 | • Sign Maintenance |
| • Ditch Cleaning Rt. 615 | • Beaver Control |
| • Culvert Cleaning Secondary | • Mowing Bike Trail |

Reports

- Benjamin Harrison Bridge - Maintenance repairs to the railing on the bridge from bridge hits. A contractor is doing electrical work on the bridge. VDOT is working towards getting the speed limit lowered at the bridge itself and additional warning to make drivers alert that it is slippery when wet.
- Virginia Capital Trail - Contractor is continuing with clearing operations and trail alignment corrections. Portions of the trail are being constructed as property acquisition allows.
- Route 106 Traffic Study - A speed study between the intersections of Warriner Rd and Chambers Rd to evaluate lowering the speed limit to 45 MPH found no justification to reduce current speed limit.

Recent Board Requests:

1. **Mr. William G. Coad** advised VDOT the ditch in front of 8840 Barnetts Road needs to be cleared.
2. **Mr. Coad** inquired as to when the road reconfiguring at the junction of Old Union Road, Barnetts and Lott Cary is to commence. *Mr. Wynn stated he will check into and forward an answer to Mr. Coad.*

RE: HEALTH INSURANCE RENEWAL

Motion was made by William G. Coad to approve the renewal of Athem health insurance at the total cost of \$593,642.52. The motion carried as follows:

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

RE: PUBLIC HEARING – TAX EXEMPTION OF ASV PROPERTY

The Board of Supervisors held a public hearing to receive citizen comment on the proposed ordinance approving the exemption from property taxes of the Archaeological Society of Virginia's, a 501(c)(3) corporation, designated property, namely an 85-acre portion of the larger Kittiewan Plantation property, which contains the important historical and cultural assets to be preserved.

Chairman Smith opened the hearing for public comment.

Mr. Floyd H. Miles, Sr. asked if a plat of the specified property has been obtained.

Mr. David Ledbetter, Member of Archaeological Society of Virginia (ASV), explained that bids are being sought for the survey work needed to produce the plat and legal description noting the boundary line adjustment of the approximate 85 acre plot.

Mr. Ledbetter requested that, if the Board chooses to approve the request of exemption, ASV be allowed 60 days to obtain and submit a plat of the subject property to the Board for their approval.

There being no further public comment the hearing was closed.

RE: ORDINANCE DESIGNATING ASV PROPERTY AS TAX-EXEMPT

Motion was made by William Coada to approve the following ordinance granting to Archaeological Society of Virginia the exemption from real estate taxes of the approximately 85 acre tract, a portion of Kittiewan Plantation, with the stipulation that within 60 days new plats of the subject property will be submitted to the Board for approval. The motion carried as follows:

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

AN ORDINANCE DESIGNATING PROPERTY AS TAX-EXEMPT

WHEREAS, the Archaeological Society of Virginia (ASV), a 501(c)(3) corporation, was given the property known as the Kittiewan Plantation in 2006 by the estate of Mr. William Cropper; and

WHEREAS, ASV seeks to preserve Kittiewan Plantation for its rich historical and cultural value; and

WHEREAS, was not provided any funds by the estate with which to maintain and preserve the Kittiewan property; and

WHEREAS, the Code of Virginia Section 58.1-3651 sets conditions under which a local governing body may exempt from real and/or personal property taxes the real and/or personal property owned by a nonprofit organization that uses such property for, historical, benevolent, cultural, or charitable purposes, among others; and

WHEREAS, ASV has identified an 85-acre portion, illustrated in Exhibit A, of the larger Kittiewan property, which contains the important historical and cultural assets to be preserved; and

WHEREAS, ASV has submitted a petition requesting exemption from property taxation for the 85 acre tract and any structures and other permanent improvements located on it; and,

WHEREAS, a duly advertised public hearing was held on September 25, 2012;

NOW THEREFORE, BE IT ORDAINED that the Board of Supervisors of the County of Charles City, Virginia hereby approves the designation of the property illustrated in Exhibit A as exempt from property taxes.

RE: NEW EMPLOYEE INTRODUCTION

County Administrator, Zach Trogdon, introduced Matthew Rowe, the newly hired Director of Planning to the Board of Supervisors.

RE: STAFF ASSIGNMENTS – MATTHEW ROWE

Motion was made by William Coada to appoint Matthew Rowe, Director of Planning, as Alternate member on the Richmond Area Metropolitan Planning Organization (MPO); and Member on the Richmond Area Metropolitan Planning Organization - Technical Advisory Committee (TAC). The motion carried as follows:

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

RE: RESOLUTION DECLARING 4-H WEEK - OCTOBER 7-13, 2012

Motion was made by Floyd H. Miles, Sr. to approve the following resolution designating October 7-13, 2012 as *4-H Week*. The motion carried as follows:

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

NATIONAL 4-H WEEK RESOLUTION (*Resolution 2012-18*)

WHEREAS, 4-H is a community where young people learn leadership, citizenship and life skills; and,

WHEREAS, 4-H is one of the largest youth development organizations in Virginia and the largest in the nation with six million young people.

WHEREAS, 4-H as part of the Virginia Cooperative Extension System is a program where youth learn through opportunities that provide them hands-on experiences in 4-H's mission mandates of science, engineering and technology; healthy living; and citizenship.

WHEREAS, 4-H has been helping youth and adults learn, grow and work together for more than one hundred years;

NOW, THEREFORE BE IT RESOLVED: That the Charles City County Board of Supervisors, do hereby proclaim October 7-13, 2012 as NATIONAL 4-H WEEK IN CHARLES CITY COUNTY and urge the people of this community to take advantage of the opportunity to become more aware of this special program that enhances our young people's interests in their futures as part of Charles City County 4-H Youth Development Program and to join us in recognizing the unique partnership between our county and Virginia Tech and Virginia State, our two land grant universities.

RE: SCHOOL FY2013 BUDGET AMENDMENT

Motion was made by William Coada to approve the amendment of the School FY2013 Budget in the amount of \$79,275 grants funds. The motion carried as follows:

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

RE: VOYAGER CARD PROGRAM

Motion was made by Floyd H. Miles, Sr. to approve the County's enrollment into the Voyager Card Program. The motion carried as follows:

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

RE: CONSERVATION GRANT CARRYOVER

Motion was made by William Coada to approve the carryover of the Conservation Grant in the amount of \$18,800. The motion carried as follows:

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

RE: BOARD DIRECTIVES/COMMENTS

1. **Floyd H. Miles, Sr.** requested staff to provide the Board satisfactory explanation for why the tax increase approved for the FY2013 Budget was charged on the tax bills due June 5, 2012.
2. **William G. Coada** requested drafts of the departmental Standard Operating Procedures (SOPs) being created/updated be shared with the Board in the near future.
3. **William G. Coada** noted that at the School Board meeting held last week the School Board discussed the transferring of ownership of four school buses to the Parks & Recreation Department. Mr. Coada stated on record he is adamantly opposed to such a transfer.

RE: CLOSED SESSION

Motion was made by William G. Coada to go into closed session to discuss the personnel matters under Section 2.2-3711(A)(1); and investment of public funds under Section 2.2-3711(A)(6) of the 1950 Code of Virginia, as amended. The motion carried as follows:

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

Motion was made by William G. Coada to return to regular session. The motion carried as follows:

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

Motion was made by Gilbert A. Smith that the Board of Supervisors discussed only public business matters lawfully exempted from statutory open meeting requirements and public business identified in the motion to convene the closed session. The motion carried as follows:

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

There being no further business before the Board it hereby adjourned to meet again on Wednesday, **October 23, 2012** at 7:30 p.m. for the Board of Supervisors' regular meeting.