

**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, **November 26, 2013** at 7:30 p.m. in the 238<sup>th</sup> year of the Commonwealth and in the 379<sup>th</sup> year of the County.

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

RE: ADOPTION OF AGENDA

Motion was made by William Coad to adopt the agenda with the addition of the following items under the County Administrator's Report:

*b.* Requiring a Special Use Permit to Operate a "Lounge"; *c.* December 2013 BOS Monthly Meeting Date. The motion passed unanimously.

RE: CONSENT AGENDA

Motion was made by William Coad to approve the following Consent Agenda. The motion passed unanimously.

- a. Approval of Minutes:
  - October 22, 2013 Recessed and Regular Meeting Minutes
  - November 18, 2013 Special Called Meeting
- b. CH2M Hill Invoice for Services through October 18, 2013
- c. Appropriations for the month of December 2013

*General Fund Agencies*

Board of Supervisors	\$ 7,640
County Administrator	17,439
Legal Services	1,000
Non Departmental	-
Non Departmental-Telecom	27,515
Audit	-
Commissioner of Revenue	13,934
Reassessment	-
Treasurer	15,180
Management Services	5,000
Information Technology	38,000
Motor Pool	7,000
Central Gas	523
Memberships	-

*General Fund Agencies (continued)*

Electoral Board	-
Registrar	-
Circuit Court	3,500
Combined GD/JD Court	-
County Magistrate	-
Clerk of Circuit Court	19,520
Sheriff Judicial	4,737
Courthouse Security Fund	1,620
Crater Criminal Justice T.C.	-
Commonwealth's Attorney	17,432
Sheriff Law Enforcement	83,206
Sheriff Support	-
Fire Protection	-
Emergency Medical Response	-
E 911	-
Wireless E911	6,144
Correction & Detention	31,500
VJCCCA	-
Col Com Correction jb	-
9th District Court Services	-
Codes Enforcement	10,957
Animal Control	11,450
Medical Examiner	-
Emergency Services	2,413
Landfill Monitoring	26,730
General Properties	113,550
Health Department	-
MH/MR Services Board	-
Contributions	-
John Tyler Community College	-
Parks and Recreation	56,651
Lewis Park Boat Ramp	-
Library/Cultural	6,250
Center For Local History	-
Planning Commission	-
Planning Department	25,420
Com Development Cont	-
Environmental Mgt Cont	-

<i>General Fund Agencies (continued)</i>	
Cooperative Extension	7,200
General Fund Contingency	-
Cap Outlay- Repair/Renovation	88,235
Cap Outlay-New Projects	-
Debt Service	-
<b>Total General Fund</b>	<b>\$ 649,746</b>
Public Utility Fund	57,928
<b>Total Board of Supervisors</b>	<b>\$ 707,674</b>

*FY14- School Operating  
Categorical*

<i>Appropriations</i>	
<b>Instruction</b>	445,000
<b>Admin, Attendance &amp; Health Serv.</b>	60,000
<b>Pupil Transportation</b>	75,000
<b>Operations &amp; Maintenance</b>	135,000
<b>Instructional Technology</b>	-
<b>Self-Sustaining Fund</b>	-
<b>Textbook Fund</b>	18,685
<b>Food Service Fund</b>	50,000
<b>Capital Fund</b>	-
<b>School Fund Total</b>	<b>\$ 783,685</b>

**ALL FUNDS**

<i>BOARD OF SUPERVISORS</i>	707,674
<i>SCHOOL OPERATING</i>	783,685
<i>SOCIAL SERVICES</i>	130,837
<i>SPECIAL WELFARE</i>	-
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 1,622,196</b>

- d. Fire Programs Budget Amendment
- e. Chickahominy Health District - Local Government Agreement
- f. Refund of Real Estate and Personal Property Taxes

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, Mike Cade gave the following monthly report:

**November 2013 – Monthly Report**

***Maintenance Activities - Past 30 Days:***

Cut Tree's Pull up stumps, Grade ditch

- Rt. 667, Industrial Park

Sign Repair

- Rt. 641, Little Elam Rd.
- Rt. 614, Sturgeon Point Rd.

Ender Patching Holes, Asphalt

- Rt. 603, Old Union Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 615, The Glebe Lane.
- Rt. 697, Country Wood Rd.
- Rt. 803, Old Holly Hills Rd.
- Rt. 600, Charles City Rd.
- Rt. 607, Church Lane
- Rt. 658, Kimages Rd.
- Rt. 653, Mt. Pleasant Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 634, Sterling Heights Lane
- Rt. 610, Green Oak Road.
- Rt. 660, Munford Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. 106, Roxbury Rd. At Rt. 683, Chamber Rd.
- Rt. 680, Perk's Lane
- Rt. 622, CC Rd.
- Rt. 631, Cool Hill Rd.
- Rt. 659, Old Ferry Rd.
- Rt. 607, Wayside Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 650, Cattail Rd.

Blade & Stone Dirt Roads

- Rt. 616, Adams Bridge Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 623, Willcox Neck Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. 646, Oakwood Rd.
- Rt. 651, Legion Rd.
- Rt. 654, Deerfield Rd.
- Rt. 648, New Quarter Rd.

Sweeping Lose Stone Off Roadway

- Rt. 613, Sandy Point Rd.
- Rt. 623, Willcox Neck Rd.

Cleanup Rt. 5, Mowing Roadside Tractor

- Daylight Signs
- Straighten Signs
- Cut Brush
- Litter Pickup

Tree & Brush Trimming

- Rt. 618, Willcox Wharf Rd.
- Rt. 618, Adkins Rd.
- Rt. 5, John Tyler Mem. Hwy. At Rt. 609, Barnett Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 665, Harrison Lake Dr.
- Rt. 640, Herring Creek Rd.
- Rt. 680, Perk's Lane
- Rt. 690, Harrison Point Drive
- Rt. 691, Harrison Point Drive
- Rt. 607, Church Lane At Rt. 648, New Quarter Rd.
- Rt. 683, Chamber Rd.
- Rt. 664, Industrial Center

Stone In Driveways & Mail Boxes

- Rt. 5, John Tyler Mem. Hwy.

Cut Site Distance Problems,( Intersections)

- Rt. 607, Wayside Rd. & Rt. 609, Barnett Rd.
- Rt. 603, Old Union Rd. & Rt. 609 Barnett Rd.
- Rt. 685, Chamber Rd. & Rt. 609 Barnett Rd.
- Rt. 653, Mt. Pleasant Rd. & Rt. 603, Old Union Rd.
- Rt. 602, Lott Cary Rd. & Rt. 609 Barnett Rd.
- Rt. 5, John Tyler Mem. Hwy. At Rt. 614, Sturgeon Point Rd.
- Rt. 627, Old Neck Rd. At Rt. 615, The Glebe Ln.
- Rt. 650, Cattail Rd. At Rt. 609, Barnett Rd.
- Rt. 603, Old Union Rd. At Rt. 106, Roxbury Rd.
- Rt. 651, Legion Rd. At Rt. 155, Courthouse Rd.
- Rt. 606, Carter's Mill Rd. At Rt. 5, John Tyler Mem. Hwy.
- Rt. 106, Roxbury Rd. At Rt. 664, Industrial Center
- Rt. 615, The Glebe Ln. At Rt. 626, Old Elam Cemetery Rd.
- Rt. 615, The Glebe Ln. At. Rt. 614, Sturgeon Point Rd.

Litter Pickup

- Rt. 607, Wayside Rd.
- Rt. 631, Cool Hill Rd.
- Rt. 600, Charles City Rd.
- Rt. 620, Lewis Tyler Rd.
- Rt. 602, Lott Cary Rd.
- Rt. 641, Little Elam Rd.
- Rt. 618, Adkins Rd.
- Rt. 642, Stagg Run Rd.

Replace Pipe Cross Roadway/Place Rip Rap Around Pipe/Asphalt Over Pipe:

- Rt. 618, Willcox Wharf Rd.

#### Trash Bag Pickup

- Rt. 619, Weynoke Rd.
- Rt. 600, Charles City Rd.
- Rt. 620, Lewis Tyler Ln.
- Rt. 631, Cool Hill Rd.
- Rt. 604, Warriner Rd.
- Rt. 618, Adkins Rd.
- Rt. 602, Lott Cary Rd.

#### ***Maintenance Activities - Planned for next 30 Days:***

- Winter/Snow prep
- Pavement Repair
- Drainage Problems

#### ***Construction***

- Route 618 remains closed at the county line for bridge repair:  
Total superstructure demolition continues.

Reconstruction of South Abutment began last week; Reconstruction of Pier 4 began this week; Substantial completion to allow traffic to cross bridge scheduled for 2-17-14.

#### **Traffic Studies/Special Requests**

Initiating speed limit studies on Route 631 (Cool Hill Road) and Route 602 (Lott Cary Road). Estimated completion date: December 2013

Mike Cade also reported that as construction on the Virginia Capital Trail progresses, drivers can expect major delays on Route 5 between Charles City Courthouse Road to the Chickahominy River on December 4<sup>th</sup> and 5<sup>th</sup>. Crews will be bringing in bridge beams to be installed at four of the trail's bridges that are located within the Sherwood Forest phase of the Virginia Capital Trail. Delivery is expected between 6:30 a.m. and 3:00 p.m. each day, and unloading at each bridge may take 30 to 45 minutes at a time.

William Coada stated he has been told that at the corner of Route 609 at the Sawmill near the railroad track there have been several incidents of accidents about to happen when trucks pull out of the sawmill. The speed limit is already 45mph, he asked Mr. Cade to see if he can come up with any ideas on how to avoid an accident from happening.

Gilbert Smith thanked Mr. Cade for moving the line at the stop sign at Barnetts Road and Route 5. The vision is now very good looking both ways.

Mr. Preston Adkins, 8041 Lott Cary Road, Providence Forge – Mr. Adkins asked who is supposed to be contacted if railroad arms at a train track are down for a long time and a train does not come through. Mr. Cade stated there is a 1-800 number to CSX you can call that is located on the railroad arm and they should give you a time they will arrive to fix the problem. The Sheriff Department can call VDOT who can set up a sign to detour traffic if necessary. It is illegal for VDOT to touch the rails.

RE: PUBLIC COMMENT PERIOD

1. Mr. Preston Adkins, 8041 Lott Cary Road, Providence Forge – Mr. Adkins had a few questions in reference to the ambulance billing service with Fidelis. Where does the \$50.00 go that is paid to Fidelis for ambulance service? Where does the money go for the charge that is billed to individuals for the ambulance showing up, especially the mileage? Does the mileage start from the time the ambulance shows up and goes to the hospital and back or just to the hospital?

Floyd Miles stated Zach Trogdon will provide Mr. Adkins answers to his questions.

2. Mr. Owen Clark, 5621 Country Woods Drive, Charles City - Mr. Clark stated that it was one year ago since he asked to have an ordinance put in place to prevent firearms being fired too close to residences. We need to look at having an ordinance on shooting guns in sub-divisions. Homes are too close together and there needs to be some kind of ordinance with restrictions put in place, on what weapons can be fired and when they can be fired, for the safety of our citizens.

RE: APPOINTMENT – FAIR COMMITTEE

Motion was made by Gilbert Smith to appoint the following individuals to the 2014 Fair Committee, the motion passed unanimously:

Robert Adams, Chairman	Norman Adkins, Secretary
Valerie S. Adkins	Wanda Adkins
Katrina Bradby, Administrative Assistant	Sandra Bradby, Treasurer
Marian Christian	Alfred Crump
Latoya Davis	Barbara Hayes
Julie Jefferson	Ruby Paige
Cynthia Rowles, Advisor	Aundrea Smith
Louise Tabb	Avis Walker

Motion was made by William Coad to appoint Robert Adams, 13300 Shady Knoll Court, Richmond, VA., to serve as a representative on the Housing Task Force for District II. The motion passed unanimously.

RE: COUNTY ADMINISTRATOR’S REPORT

Zach Trogdon reported the County opted-out of what was being offered by the Virginia Retirement System for disability coverage for employees being hired after January 1, 2014. To provide optional disability coverage, it was recommended the Board allow the County Administrator to execute the Disability Program Participation

RE: COUNTY ADMINISTRATOR'S REPORT (continued)

Agreement with the Virginia Association of Counties Risk Pool (VACoRP), for employees hired after January 1, 2014. This Participation Agreement is necessary to enroll with a provider for employee disability coverage required by Code of Virginia. William Coada made a motion to accept the Participation Agreement enrolling employees in the program after January 1<sup>st</sup>, the motion passed unanimously.

Matt Rowe provided details on the proposal of requiring a Special Use Permit to operate a "Lounge", he asked for a motion to advertise for a public hearing. The Commonwealth Attorney's Office informed Planning Department about its concern over existing Zoning Ordinance language that permits a "lounge". By requiring an individual to obtain a Special Use Permit to operate a "lounge" (bar and/or nightclub) the public will have the ability to comment on each request and the Board will have the ability to place restrictive conditions on the property and/or the business's operation to address possible public and/or public safety concerns/comments. Gilbert Smith suggested a public hearing be scheduled and after the hearing the Board will decide if restrictions are to be placed in the Special Use Permit in order to operate a "lounge".

The Board agreed to have the December 2013 Board of Supervisors meeting on Thursday, December 19<sup>th</sup> at 7:30 p.m., being that the 4<sup>th</sup> Tuesday in December falls on December 24<sup>th</sup>, Christmas Eve.

Zach Trogdon clarified for the County employees and the public that County Offices will be closed Thursday, November 28<sup>th</sup>, and Friday, November 29<sup>th</sup> for the Thanksgiving Holiday. The Commonwealth of Virginia is also closing at noon on Wednesday, November 27<sup>th</sup>, the County holidays are usually the same as the Commonwealth of Virginia. The Board agreed that the County will also close at noon on Wednesday, November 27<sup>th</sup>. For Christmas the County Offices will be closed Christmas Eve, December 24<sup>th</sup> and Christmas Day, December 25<sup>th</sup>.

Alfred Crump, Parks and Recreation, gave an update on the Christmas Parade that will be held Saturday, December 14<sup>th</sup> at 10:00 a.m. The cut-off entry date is Friday, December 6; Grand Marshall for this year will be Dr. Janet Crawley, Charles City Schools Superintendent and Mrs. Amy McClain, Channel 8 News, will be the special guest; Sheriff Department and State Police will be handling traffic control. On Friday, December 13<sup>th</sup> Parks and Recreation will be having a Santa Workshop for children ages 1 through 10 to make Christmas ornaments and Saturday morning, December 14<sup>th</sup>, breakfast with Santa will be from 8:00 a.m. until 9:30 a.m.

RE: BOARD DIRECTIVES/COMMENTS

Gilbert Smith requested a Gun Ordinance be drafted and looked at by colleagues before it is presented.

There being no further business before the Board it hereby adjourned to meet again on Wednesday, **December 4, 2013** at 6:00 p.m. for a Work Session.