

Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building on **Tuesday, September 27, at 6:00 pm** in the 226th year of the Commonwealth and 388th year of the County.

PRESENT: William G. Coada, Chairman
Byron M. Adkins, Sr, Vice Chairman
Gilbert Smith, Member

RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

The Board’s Chairman, Mr. William G. Coada called to order the regular monthly Board of Supervisors meeting. County Administrator, Ms. Michelle Johnson welcomed everyone to the Board meeting. The Pledge of Allegiance was said in unison by the Board of Supervisors

RE: ADOPTION OF THE AGENDA

County Administrator, Ms. Michelle Johnson asked for the adoption of the agenda. Mr. William G. Coada asked for a motion to adopt the agenda. A motion was made by Board Member, Mr. Gilbert Smith to approve the agenda. The motion was passed unanimously.

RE: CONSENT AGENDA

Ms. Michelle Johnson requested approval of the consent agenda. Approval of Board of Supervisors Meeting Minutes, August 23, 2022, Approval of Meeting Minutes for Special Bike Race Meeting, August 30, 2022, Jacobs Invoice for services through August 17, 2022, and appropriations for October 2022. Vice-Chairman, Mr. Byron M. Adkins, Sr motioned to approve the consent agenda. The motion was passed unanimously.

	Charles City County Oct-Dec Appropriations	Amended FY23 Budget	Year to Date Appropriation	Oct- Dec Request	County Administrator Recommends
	General Fund Agencies				
11010	Board of Supervisors	\$ 60,344	\$ 15,086	\$ 28,086	\$ 28,086
12100	County Administrator	295,625	73,906	89,988	89,988
12210	Legal Services	115,000	28,750	39,500	39,500

12220	Non Departmental	51,571	12,893	22,500	22,500
12221	Non Departmental-Telecom	232,369	58,092	75,500	75,500
12240	Audit	48,700	48,700	-	-
12310	Commissioner of Revenue	275,232	68,808	88,500	88,500
12410	Treasurer	195,407	48,852	55,000	55,000
12420	Finance	248,778	62,195	79,500	79,500
12422	Human Resources	181,076	45,269	42,657	42,657
12425	Information Technology	795,186	198,797	209,800	209,800
12520	Motor Pool	67,471	16,868	25,868	25,868
12530	Central Gas	19,058	4,765	14,293	14,293
12600	Memberships	2,452	2,452	-	-
13100	Electoral Board	34,669	8,667	15,667	15,667
13200	Registrar	219,976	54,994	74,994	74,994
21100	Circuit Court	29,685	7,421	9,421	9,421
21200	Combined GD/JD Court	11,500	11,500	-	-
21300	County Magistrate	300	300	-	-
21600	Clerk of Circuit Court	293,356	73,339	93,339	93,339
21700	Sheriff Judicial	166,935	41,734	71,734	71,734
21800	Courthouse Security	89,354	22,339	25,339	25,339
21930	Crater Criminal Justice T.C.	15,260	15,260	-	-
22100	Commonwealth Attorney	364,171	91,043	98,043	98,043
31200	Sheriff Law Enforcement	793,540	198,385	298,500	298,500
31900	Sheriff Support	272,155	68,039	78,039	78,039
31920	School Resource Officer	63,265	15,816	25,816	25,816
32350	E 911	44,850	11,213	15,000	15,000
32400	Wireless E911	29,565	7,391	7,891	7,891
33150	Correction & Detention	240,224	60,056	60,056	60,056
33300	VJCCCA	9,400	9,400	-	-
33310	Col Com Correction jb	12,287	12,287	-	-
33320	9th District Court Services	21,370	21,370	-	-
34400	Codes Enforcement	166,396	41,599	49,600	49,600
35100	Animal Control	171,407	42,852	48,852	48,852
35300	Medical Examiner	100	100	-	-

42400	Landfill Monitoring	331,035	82,759	229,921	229,921
43200	General Properties	1,020,407	255,102	355,902	355,902
51100	Health Department	158,404	39,601	79,202	79,202
52200	MH/MR Services Board	130,851	32,713	65,426	65,426
53600	Contributions	84,091	21,023	42,046	42,046
68010	John Tyler Community College	1,229	1,229	-	-
71100	Parks and Recreation	509,223	127,306	227,621	227,621
71200	Lewis Park Boat Ramp	17,224	17,224	-	-
73200	Library/Cultural	144,942	36,236	72,472	72,472
73210	Center For Local History	36,072	36,072	-	-
81200	Community Development	328,882	82,221	108,365	108,365
81600	Com Development Cont	42,617	42,617	-	-
82650	Environmental Mgt Cont	18,950	18,950	-	-
83300	Cooperative Extension	22,468	5,617	16,851	16,851
91400	General Fund Contingency	446,218	-	-	-
95000	Debt Service	696,117	174,029	298,300	298,300
	Total General Fund	\$ 9,626,764	\$ 2,473,237	\$ 3,239,589	\$ 3,239,589
Fund 131	Fire/EMS Fund	1,482,311	337,035	437,035	437,035
Fund 311	Capital Improvement Plan	1,093,450	273,363	373,363	373,363

Fund 511	Public Utility Fund	566,456	115,375	215,975	215,975
	Total Board of Supervisors	\$ 12,768,981	\$ 3,199,010	\$ 4,265,962	\$ 4,265,962
CCPS	School Operating + CIP	12,688,517	3,806,555	4,549,074	4,549,074
	School Fund Total	\$ 12,688,517	\$ 3,806,555	\$ 4,549,074	\$ 4,549,074
	ALL FUNDS				
	BOARD OF SUPERVISORS	12,768,981	3,199,010	4,265,962	4,265,962
	SCHOOL OPERATING	12,688,517	3,806,555	4,549,074	4,549,074

SOCIAL SERVICES	1,616,135	404,034	404,034	404,034
SPECIAL WELFARE	6,872	6,872	-	-
GRAND TOTAL ALL FUNDS	\$ 27,080,505	\$ 7,416,471	\$ 9,219,070	\$ 9,219,070

RE: PRESENTATIONS



**ASHLAND RESIDENCY
MARSHALL WINN
RESIDENCY ADMINISTRATOR
VDOT Call Center (800) 367-ROAD**

**CHARLES CITY COUNTY
September 2022**

MAINTENANCE:

JEFF ALLGOOD

Pothole Repair

- 602 Lott Cary Rd
- 609 Barnetts Rd
- 618 Adkins Rd
- 623 Wilcox Neck Rd
- 650 Cattail Rd

Ender Pothole Patching

- 614 Sturgeon Point Rd

Asphalt Repair

- 632 Tyler Mills Rd
- 619 Weyanoke Rd
- 607 Wayside Rd
- 618 Adkins Rd
- 602 Lott Cary Rd
- 650 Cattail Rd

Surface Treatment

- 648 New Quarter Rd
- 651 Legion Rd

Rural Rustic

- 648 New Quarter Rd
- 651 Legion Rd

Grade Roads

- 648 New Quarter Rd
- 651 Legion Rd

Washout Repair

- 5 John Tyler Memorial Hwy; between 609 Barnetts Rd and 618 Adkins Rd

Erosion Repair

- 632 Tyler Mills Rd
- 630 Samaria Ln; Driveway entrance
- 619 Weyanoke Rd @ Sandy Fields Rd; Shoulder

Shoulder Repair

Driveway Repair

- 630 Samaria Ln

Ditch Repair

- 615 The Glebe Ln

Ditch Cleaning w R/A Tractor

- 615 The Glebe Ln

Ditch Cleaning w Grader, Gradall & Lee Boy Loader

- 648 New Quarter Rd
- 651 Legion Rd

Pipe Cleaning

- 155 N Courthouse Rd
- 602 S Lott Cary Rd

Pipe Repair

- 632 Tyler Mills Rd; Reset Cross-Pipe

Pipe Replace

- 615 The Glebe Ln
- 636 Shady Ln

Vac Truck Pipe Cleaning

- 5 John Tyler Memorial Hwy
- 609 Barnetts Rd

Tree Limbing / Cleanup

- 648 New Quarter Rd
- 651 Legion Rd
- 106 Roxbury Rd
- 603 Old Union Rd
- 630 Samaria Ln

Brush Cutting w Bush Hog

- 648 New Quarter Rd
- 651 Legion Rd

Mowing

- 106 Roxbury Rd
- 156 Roxbury Rd
- 155 N Courthouse Rd
- 5 John Tyler Memorial Hwy
- 640 Herring Creek Rd

- 633 Herring Creek Rd

Weed Eating

- 5 John Tyler Memorial Hwy
- 156 Roxbury Rd
- 106 Roxbury Rd
- 155 Courthouse Rd
- 640 Herring Creek Rd
- 633 Herring Creek Rd

Site Distance Cutting w R/A Tractor

- 630 Samaria Ln
- 602 Lott Cary Rd
- 106 Roxbury Rd at 607 Wayside Rd
- 155 Courthouse Rd
- 610 Green Oak Rd
- 603 Old Union Rd
- 607 Wayside Rd

Debris

- 106 Roxbury Rd; Dirt pile on shoulder
- 600 Charles City Rd; Mattresses (50)
- 600 Charles City Rd; Tires (100)

Litter / Trash Bag Pickup

- 603 Old Union Rd
- 607 Wayside Rd
- 155 Courthouse Rd

Bike Trail

- Blow Trail & Bridges
- Cut grass
- Cut Bamboo

Miscellaneous

- Dead animal removal; Primary & Secondary
- Locate Cross-Pipes County Wide
- 106 Roxbury Rd at 609 Barnetts Rd; Closure/detour due to Train/Vehicle accident
- 106 Roxbury Rd at 607 Wayside Rd; Closure due to fatal vehicle accident
- 653 Mt Pleasant Rd; Tree limb

Work Requests

- 62 Received
- 55 Completed

Emergency Callout after Hours (1)

- 106 Roxbury Rd; Train and vehicle accident, road closure and detour

Next Month's Agenda

- Customer Complaints
- Bike Trail Cleanup
- Litter Pickup County-Wide
- Pot Hole Repair
- 632 Tyler Mills Rd; Asphalt Repair
- 155 Courthouse Rd; Pipe Replace
- 603 Old Union Rd; Pipe Replace
- 5 John Tyler Memorial Hwy; Repair Broken Edges

Mr. Marshall Winn reviewed the September monthly report for VDOT. There were sixty-two work orders, completed fifty-five, and there was one call-out. The third cycle of primary mowing is being completed; this will be the last one for the year. Secondary cycling has begun on Wayside Road and Barnetts Road. The rural six-year plan has been completed. Pavement has been done on Wilcox Neck Road, and ditching has been done on the Glebe. An enormous number of debris has been left recently on Charles City Road and Route 106. There were one hundred tires picked up in that area. VDOT has spoken with Sergeant Miles to place signs up. This is happening frequently, and it is a cost to VDOT to remove the debris.

Mr. William G. Coada asked the board if they had any questions or concerns for the VDOT representative, Mr. Marshall Winn. Mr. Byron M. Adkins, Sr stated he wanted to express appreciation for the efforts that Mr. Stanley is doing, and he is thankful for his support. Mr. Gilbert Smith stated that on Route 625, West Run Road there are markings on the road. The potholes were patched up in that area, however, they were not patched up very well.

Mr. William G. Coada asked about the pipes at the greenhouse on Barnetts Road. He asked if they were re-doing the ditch line. Mr. Marshall Winn responded he knew nothing about it.

Mr. William G. Coada asked if anyone had any comments or questions for VDOT to please come to the podium.

Dr. Steve Fuhrmann thanked and commended Mr. Philip Stanley for responding promptly to drainage that was causing some erosion issues.

Kevin Sullivan: Asked about Watermelon Field Road if it is a state-maintained road. Mr. Marshall Winn stated it is not. Mr. Sullivan stated that the Courthouse is on his road. It looks like the courthouse is on their road due to signage. Marshall Winn stated that if the street sign is green, it is a state-maintained road most of the time.

The Chief of Fire and EMS, Chief James "Jimmy" Johnson, presented his department highlights and projects from 2019 until 2022. In 2019 there was a swearing-in ceremony for the new Fire/EMS staff. Captain George Bridges created three bedrooms in the fire station 3 building. In 2019 when Chief James Johnson came aboard tire recycling was a big issue. Tires

were stacked to the point of becoming a fire hazard. This was cleaned out and removed. Chief James Johnson showed the pictures of the beginning stages of this and the result of cleaning out the tires. Drills are done every four years to test skills. The Surry nuclear power station did the Virginia Department of Emergency Management (VDEM) exercises at the Charles City County High School in 2019. Fire Prevention Week is held annually at the Charles City County Elementary School, and Fire Prevention Week is held at Tiny Little Children Daycare. In 2020 Training with Henrico Fire Department was held, and Fire/EMS received a new ambulance. County Employees trained on how to use a fire extinguisher properly in 2020, and the Fire/EMS volunteered with Feed more. There was a COVID Town Hall meeting held in 2020. In attendance at the COVID Town Hall were School Superintendent, Dr. Dalphine Joppy, Chief James Johnson, County Administrator, Michelle Johnson, and Major Leslie Comer. County employees took part in CPR training in 2020. With COVID ramping up in 2020 there was covid testing, vaccinations, and boosters being done. Bruce Howard, Cul's Grill, and Ms. Girlee's Kitchen donated food and volunteered in 2021. Citizens donated items for Firefighter appreciation month and participated in the Citizens Academy in 2021. The Fire/EMS department had a tanker donated to them by the Goochland Fire & Rescue. The new engine with the Charles City County Fire & EMS was in the Charles City County Christmas parade. Leadership Conference Graduation was held in 2021 as well. Chief James "Jimmy" Johnson was pinned the first Chief of the Charles City County Fire & EMS department in 2022. Congratulations to Chief Johnson. Helicopter training was held. The Youth Fire Academy was held in 2022. Four children attended the program, and they were excited about learning about firehoses, chopping up cars, and different fire aspirates. The Charles City County Fire & EMS department wish to thank the Board of Supervisors, the County Administrator, and the citizens of Charles City for their continued support. Mr. William G. Coad asked what month is Fire Fighter Appreciation month. Chief James "Jimmy" Johnson stated it is in the month of September.

Mr. Gilbert Smith stated for the Fire/EMS department to keep up the good work. Mr. William G. Coad asked how often the fire department inspects tire recycles. Mr. James "Jimmy" Johnson responded every two to three years. Mr. William G. Coad asked where the mass casualty trailer is. Mr. James "Jimmy" Johnson stated it is at Wilcox Neck Road. Mr. William G. Coad advised Mr. James "Jimmy" Johnson started the Fire/EMS department with nothing and has built the department to what it is today. The county has spent a lot of money and those funds have been well spent. Job well done!

Ms. Michelle Johnson introduced the new Human Resource Director, Ms. Andrea Quarles. Andrea Quarles is a result-driven Human Resources Leader with over 20+ years of comprehensive experience in a variety of sectors including public and private. She is skilled in HR policies and procedures, compensation, employee relations, performance management, benefits administration, and program implementation. Her solid background in talent acquisition, Federal and State compliance, administration organizational restructuring, community relations; and EEO Compliance makes her a great asset to Charles City County. Andrea is happy to be here, and she says her first few weeks have been filled with learning the "Charles City way" of "we all win when we work together". Welcome, Andrea!

Ms. Andrea Quarles stated she is grateful for this opportunity and gave thanks to the Board of Supervisors and Ms. Michelle Johnson for this new role. The Board welcomed Ms. Andrea Quarles to the county.

RE: PUBLIC HEARING

Ms. Michelle Johnson read the public hearing notice for the public hearing 001-92722 Erroneous Assessments or Payments of Local Tax. Notice is hereby given that the Charles City County Board of Supervisors will hold a Public Hearing on September 27, 2022, at 6:00 P.M. or as soon thereafter as possible, in the Government Administration Building, located at 10900 Courthouse Road, Charles City, VA 23030, to receive public comment on and consider the adoption of an ordinance implementing the provisions of Section 58.1-3981 of the Code of Virginia of 1950, as amended, to permit the County Treasurer to approve and issue refunds for erroneous assessments or payments of local taxes in the County. A copy of the full text of the ordinance is on file in the office of the County Administrator located at the County Administration Building, 10900 Courthouse Road, Charles City, Virginia 23030, and is available for public inspection during normal business hours. All written comments are encouraged to be submitted to the Charles City County Administrator's Office, P.O. Box 128, Charles City, VA 23030, by fax to (804) 829-5819.

Mr. William G. Coada opened the first comment period of the public hearing for the evening. The disclosure was given that those commenting individually have three minutes, and as a group will have five minutes. The board does not answer questions, nor establish dialogue during the Public Comment period. There were no signatures for the public comment period. Mr. William G. Coada closed the public comment period.

Mr. Gilbert Smith asked if anyone else had to sign off on the ordinance. Ms. Michelle Johnson responded the three-sign process will be enforced. Mr. Byron M. Adkins, Sr. motioned to approve the ordinance for the adoption of an ordinance implementing the provisions of Section 58.1-3981 of the Code of Virginia of 1950, as amended, to permit the County Treasurer to approve and issue refunds for erroneous assessments or payments of local taxes in the County. The motion was passed unanimously.

Ms. Michelle Johnson read the public hearing notice for the public hearing 002-92722 Ordinance for Revenue Sharing for Solar Projects. Notice is hereby given that the Charles City County Board of Supervisors will hold a Public Hearing on September 27, 2022, at 6:00 P.M. or as soon thereafter as possible, in the Government Administration Building, located at 10900 Courthouse Road, Charles City, VA 23030 to receive public comment on and consider the adoption of an ordinance providing for Revenue Sharing for solar projects in the County under Section 58.1-2636 of the Code of Virginia of 1950, as amended. A copy of the full text of the ordinance is on file in the office of the County Administrator located at the County Administration Building, 10900 Courthouse Road, Charles City, Virginia 23030, and is available for public inspection during normal business hours. All written comments are encouraged to be submitted to the Charles City County Administrator's Office, P.O. Box 128, Charles City, VA 23030, by fax to (804) 829-5819.

Mr. William G. Coada opened the first comment period of the public hearing for the evening. The disclosure was given that those commenting individually have three minutes, and as a group will have five minutes. The board does not answer questions, nor establish dialogue during the Public Comment period. There were no signatures for the public comment period. Mr. William G. Coada closed the public comment period.

Mr. William G. Coada stated there is one solar project that is coming to the county. There is a regular minimum payment for the entire life of the project. Mr. William G. Coada asked if the board could defer their motion. If the board approves the ordinance, it will affect phase 2 of this project. It is beneficial to defer until a later date. Mr. William G. Coada motioned to defer the adoption of an ordinance providing for Revenue Sharing for solar projects in the County under Section 58.1-2636 of the Code of Virginia of 1950, as amended. Mr. Byron M. Adkins, Sr asked if the board would have to come back for a public hearing. Mr. William G. Coada responded no; the board would not have to come back for a public hearing. The motion was passed unanimously.

RE: PUBLIC COMMENT PERIOD

Mr. William G. Coada opened the first comment period of the evening. The disclosure was given that those commenting individually have three minutes, and as a group will have five minutes. The board does not answer questions, nor establish dialogue during the Public Comment period.

Lloyd Carter: At the special bike race meeting it was stated the bicyclist did not know about the businesses in the county. It would be helpful if the county put together a business directory and place it on the website.

There were no other individuals that wished to speak during the first public comment period. Mr. William G. Coada closed the comment period.

RE: BOARD OF SUPERVISORS APPOINTMENTS

Mr. Gilbert Smith asked for volunteers for the Building Code Appeals board and the Charles City County Transportation & Advisory Committee.

Mr. William G. Coada has no appointments at this time.

Mr. Byron M. Adkins, Sr motioned to appoint Mr. Michael Wirt to the Board of Zoning Appeals, and Mr. Michael and Elizabeth Wirt to the District Three Broadband Board and Commission. The motion was passed unanimously.

RE: COUNTY ADMINISTRATOR’S REPORT

Finance Director, Mrs. Abbey Pemberton, presented to the Board of Supervisors the request to approve the carryover of funds from both the Department of Social Services and the Center for Local History to extend the eligible spending period for:

FUND	DEPARTMENT	PROJECT	AMOUNT	REASON
251	SOCIAL SERVICES	VEHICLE PURCHASE	\$30,000	Purchase delayed beyond budget year due to industry supply chain issues.
800	CTR FOR LOCAL HISTORY	MARSTON ENDOWMENT	\$133,021	Plans for spending the endowed funds have been delayed beyond the budget year.

It is recommended that the request is approved by the Board of Supervisors. Mr. Gilbert Smith asked does one have to be active before the funds are rolled over. One of the requests is for a vehicle, however, you cannot get one quickly due to shipping. Ms. Michelle Johnson responded, yes, five vehicles have been ordered ten months ago, but only one has been received due to shipping and supply chain. Mr. Gilbert Smith asked if the Marston Endowment will be ongoing. Ms. Michelle Johnson responded yes; it would be. Mr. Gilbert Smith motioned to approve the request to carry over funds from both the Department of Social Services and the Center for Local History to extend the eligible spending period. The motion was passed unanimously.

Finance Director, Mrs. Abbey Pemberton, requested to accept funds for the Commissioner of Revenue from the Volunteer Income Tax Assistance Grant (VITA) in the amount of \$200 and to amend the current FY23 budget to include these funds. Charles City County (through the Commissioner of Revenue Office) has offered VITA services since 1996, facilitating electronic preparation of federal and state (Virginia) income tax returns for Charles City County residents. The office was also recognized for twenty-five years of service. There is no matching contribution for this grant. Mr. Gilbert Smith motioned to accept the funds for the Commissioner of Revenue from the Volunteer Income Tax Assistance Grant (VITA) in the amount of \$200 and to amend the current FY23 budget to include these funds. The motion was passed unanimously.

Human Resource Director, Ms. Andrea Quarles, presented to the board a memorandum as a request for approval for the county's medical, dental, vision, and short-term disability insurance for the plan year beginning November 1, 2022, and ending October 31, 2023. It is the recommendation that the board continues health insurance coverage with United Healthcare, Delta Dental, EyeMed vision, and Short-Term Disability through MetLife. There is a 12% rate increase due to several high claims processed last year exceeding \$50,000. Delta Dental experienced a 2% increase while EyeMed rates remain unchanged and locked at this negotiated rate for the next four years. Due to high medical claims, MetLife has also experienced an increase of \$3,200 annually.

Mr. William G. Coady asked how much the county budgeted for this. Ms. Michelle Johnson stated that the 10% increase was budgeted for last year, and they have never exceeded 10%. Other companies would come in at 18% or more. Mr. William G. Coady asked Ms. Michelle Johnson if she knew the dollar amount the county spent on medical insurance in a year. Ms. Michelle Johnson responded that \$1.4 million is the annual premium per year. Mr. Byron M. Adkins, Sr. motioned to approve the county's medical, dental, vision, and short-term disability insurance for the plan year beginning November 1, 2022, and ending October 31, 2023. The motion was passed unanimously.

Ms. Michelle Johnson presented to the board the employment contract herself. The contract has been reviewed and corrected by County Attorney, Jesse Bausch with Sands Anderson. The employment agreement between the Board of Supervisors of Charles City County the governing body, and County Administrator, Ms. Michelle Johnson is agreed upon five years of employment at a salary of \$138,950 beginning on August 23, 2022. This agreement shall be governed by the laws of the Commonwealth of Virginia. Any legal action brought because of

this agreement shall be brought in the Circuit Court of Charles City County, Virginia, and no other venue.

Mr. Gilbert Smith stated some people will question Ms. Michelle Johnson's contract. They do not understand her work. It is possible that she is not up to some people's expectations, but she has done more than any other County Administrator I have seen in twenty years. He advised Ms. Michelle Johnson to keep up the good work. Mr. William G. Coada stated it is normal practice to have a contract with the County Administrator that is vetted by a County Attorney. Mr. Jesse Bausch stated, yes, it is. The vision and accomplishments Ms. Michelle Johnson has made have been great. Mr. William G. Coada stated he was glad that the county is doing this. Mr. Byron M. Adkins, Sr advised he has worked with every County Administrator the County has ever had, and each had its unique style. Charles City is in a unique position right now as it relates to continuity planning and Vision 2040. We are also looking at planning goals that are imperative to focus on for the next four or five years. The tenacity that Ms. Michelle Johnson has pushed the county needs to be commended. Mr. William G. Coada motioned to approve the employment contract between the County Administrator and the Board of Supervisors. The motion was passed unanimously. Ms. Michelle Johnson thanked the board for the opportunity to trust her to lead and serve them and the citizens of Charles City County. She states she is not perfect, but she works hard every day. She pushes her staff and leaders to work together with the other agencies. Let's keep moving forward.

Ms. Michelle Johnson presented to the Board of Supervisors the Virtual Meeting policy requirements provided by County Attorney Sands Anderson. The policy is mandated by the state. This is the policy for electronic participation in meetings from remote locations. This policy has been earmarked for the Planning Commission and the Economic Development Authority. Mr. Gilbert Smith motioned to adopt the Virtual Meeting policy. The motion was passed unanimously.

Ms. Michelle Johnson shared with the board the Skipjack Siting Agreement. She is requesting to go to Public Hearing for Skipjack phase 2 at the October Board of Supervisors meeting. The agreement is \$3,100,000. Ms. Michelle Johnson is recommending that the county utilize the funding to be dedicated to the fire station construction and the food pantry. The terms are \$3.3 million, \$3.1 million are earmarked for the Fire station and \$200,000 for the food pantry. The county will receive \$600,000, and \$800,000 in the issuance of county permits. \$1.9 million is for commercial operations. It is a gentlemen's consensus for the Public Hearing to be held in October.

Ms. Michelle Johnson advised the board the county has been working with Bowman engineering to provide a cost proposal for the new approximate 7,000 linear feet water line extension to serve the new Fire Station #2. Project Contingency which is the cost for any unforeseen construction at \$95,338. The total waterline cost is \$2,172,466. This is Wayside Road to the fire station at Route 106. Mr. Gilbert Smith motioned to approve the change order for \$2,172,466. Mr. William G. Coada asked if this would serve any infrastructure along that area. He is not in favor of residential housing in that area. Ms. Michelle Johnson responded, yes, they did not ask for fire hydrants along the route. Mr. William Coada motioned to approve all revenue from personal property tax would go to the structure on Route 106. He asked Ms. Michelle Johnson if she knew what that number was. Ms. Michelle Johnson stated she did not.

Mr. William G. Coada stated that \$800,000 he believed is the dollar amount. The motion was passed unanimously.

Ms. Michelle Johnson went over the county's top twenty-five projects that are to be completed or in the process by December 2023.

- *Regional Waste Waster/Courthouse Area Plan*; \$6,471,162. The county is working on DEQ violations. Mr. William G. Coada asked if this is where the water is coming from. Ms. Michelle Johnson stated yes, it is.
- *Reconnect Grant 2022 McEachin. Retail Strategies*: How retailers see it, the median household income is \$0- to greater than \$150,000, and study areas were detailed from 3 mi to 5 mi, and 0-5 min and 0-10 min
- *Mobile Data Collection*: uses data collected from mobile phone users who have agreed within their apps and phone settings to enable location information.
- *Customized Trade Area*: This is the next step to analyzing a market. A trade area defines a core customer base of consumers highly likely to shop and eat in the market at least once a month. This is 21,740 which is the 2020 estimated population. There is a daytime population of 15,453.
- *Connect*: After discovering your community's data and interpreting it into zones for recruitment we need to focus on which retailers and retail categories have the highest odds of success. The top categories for recruitment are restaurants, hardware, garden, grocery, and miscellaneous retail.
- *Charles City Focus Area for Retail*: On Courthouse Road, parcels 40-31, 40-32, and 40-33.
- *Infrastructure Grant McEachin: Roxbury Road/State Route 106 Water/Sewer Infrastructure* \$8,000,000: This project will support existing and anticipated future growth in Charles City County given that estimated future average daily water demand exceeds will exceed the current permitted capacity of the Roxbury Industrial Park Water System. To increase the capacity of the water system a Preliminary Engineering Report prepared for the study area recommends that the County construct a new water main. The main will connect to an existing main that currently terminates at the Love's Travel Stop on Route 106. The project will extend water and sewer infrastructure along Roxbury Road/State Route 106 along a trajectory from Charles City Road, State Route 600 to John Tyler Memorial Highway, State Route F, approximately ten miles, bringing sewage generated along the Roxbury Corridor to the existing Roxbury Wastewater Plant which will be expanded to accommodate the additional flow.
- *Virginia Telecommunication Initiative with Virginia DHCD*: The Broadband Grant was submitted. It is a \$16 million grant. This will go towards District Three and other laterals that were not included in the first grant.
- *Housing/Mixed-Use Development Courthouse Road*: This is the area across from Dollar General (parcels 40-31, 40-32, and 40-33) This will not be low-income housing, this will be affordable housing available for purchase. The estimated amount for this project is \$6,129,000.
- *Food Pantry*: Opening in March 2023. Partnered with Community Transformers to deliver food to residents who are homebound. Mr. William G. Coada asked Mrs. Joy Harris to please come to the podium. He advised that at least 58% of the

Charles City County students qualify for free lunch. Mrs. Joy Harris stated that all students receive free lunch since Covid-19. Mr. William G. Coada stated that 58 % qualify.

- *Roxbury Fire Station*: Projected to open June 2023. Mr. William G. Coada stated that this project has to be done by December 2023. Ms. Michelle Johnson advised she has stressed this to the contractors.
- *Land Acquisition (Crewe, Burrell, Skipjack)*: There have been thirteen acres acquired in this area. The vision is to have an assisted living site for our elderly citizens. Our senior citizens should not have to leave Charles City County to get assisted living.
- *Meals Tax/Mineral Mining Tax*: Will be back on the referendum on the ballot next year.
- *C4GT 88 Acre Parcel was returned to the county that was originally earmarked for the power plant that did not materialize.*
- *Harrison Park Project*: Looking to expand and redo the basketball court and tennis courts and upgrade to include pickleball courts.
- *District III Park*: Fifty-five acres will be used for sports tourism. This will be helpful with James City and Williamsburg with tourism. This would be a recreational park.
- *Courthouse Area Plan Implementation*: The is to follow the plan that was formly adopted by the Board of Supervisors to create mix use development in the courthouse area.
- *Courthouse Area Brewery Milk & Honey*: It will have a community room, conference room, beer hall, café', outdoor patio, and tap room.
- *Vision 2040 Strategic Plan*: Vision 2040 goals were: Goal 1- Public Safety, Goal 2-Economic Development & Infrastructure, Goal 3-Social Determinants of Health, Goal 4-Community Outreach, Goal 5- Emergency Operations, Goal 6- Community Development, Goal 7- Tourism, Goal 8- Transpiration. The Board will be presented with a compiled document from each goal at the October Board meeting.
- *APRA Funds*: Will be used for one-time projects that will not require ongoing maintenance.
- *Parrish Hill School*– a committee is being formalized to establish a new purpose for the Parrish Hill School.
- *VCU Rice Center*: Working with Mr. Gilbert Smith to collaborate with them and be more engaged. Mr. Gilbert Smith spoke with the Vice Provost about collaborating, her name is Inga Rice. He advised Ms. Michelle Johnson to connect with her about donating land.
- *Social Center Generator*: Mr. William G. Coada asked if Mr. Ricky Hicks could send the status of the generator.
- *Tennis Court Lights*: Incorporating lights on the tennis court at the social center.
- *Social Center Bleachers*: There will be updated bleachers placed at the social center. The other ones have been removed.
- *Boat Ramp*: We will rehab the boat ramp at Lawrence Lewis Park

- *Transportation Master Plan: will be developed with the new Transportation Advisory Committee and Mr. Gary Mitchell.*

Mr. Byron M. Adkins, Sr, stated he appreciated the staff and all of their hard work. Mr. William G. Coada advised that Ms. Michelle Johnson has been busy.

Ms. Michelle Johnson gave an update on all upcoming events:

*Explore and Play: September 13- November 17, 2022. Tuesdays and Thursdays, 9:00 am-Noon
Drop off: 8:45 am, pick-up at 11:45 am. The total Cost is \$60 per child. Program requirements are ages 3-5 years, must be toilet trained, and change of clothes. Mr. William G. Coada asked what is explore and play. Ms. Michelle Johnson stated it is a program where kids can be dropped off during the day for activities at the social center. Mr. William G. Coada asked how many children are enrolled. Ms. Michelle Johnson responded, none. Mr. William G. Coada stated it is because of the price. Can the county lower the price? Ms. Michelle Johnson stated she could ask. Mr. William G. Coada asked if the county could supplement. He would like to lower the price. He would like to have a Gentlemen's Consensus and stated that whatever price Ms. Michelle Johnson and the Director of Parks & Recreation, Mrs. Kimberly Barrow come up with. Mr. Gilbert Smith asked where the funds would come from to supplement. Mr. William G. Coada stated the price is being lowered, not supplemented by the county.*

Kids Quest: This is after school program starting September- June 2023. The program began on September 14, 2022. It is located in the multi-purpose classroom at 13100 The Glebe Lane, Charles City, Virginia 23030. \$30 per week, per child. Grades 1st through 6th grade. \$30 registration fee. 2nd Wednesday's family dinners. Automatic payment. Mr. William G. Coada stated he wanted Ms. Michelle Johnson to see about lowering the prices for this program too.

Basketball and Cheerleading registration: Cheerleading registration is from September 15, 2022- November 15, 2022, for \$10 per child. Cheerleading late registration is from November 16, 2022- November 23, 2022, for \$25 per child. Contact 804-652-1601 for more information or visit www.charlescityva.us

Secret Sant for Seniors: Charles City County Social Services department is looking for donations from September 19, 2022, through December 9, 2022. Contact the Director of Social Services, Mrs. Elizabeth Holt for more information.

Election Day is Tuesday, November 8, 2022, from 6 am-7 pm. Friday, September 23, 2022, is the first day of early voting in person and at the Government Administration Building. Tuesday, October 17, 2022, is the deadline to register or update existing voter registration. Must be done by 5 pm in-person or midnight online. For more information contact the Charles City Office of Elections at 804-652-4606.

Pink-Tobefest to paint the park pink was scheduled for Sunday, October 2, 2022, however, due to the predicted weather, it has been canceled.

Monday, October 10, 2022, County offices will be closed due to Indigenous People Day. All offices will re-open on Tuesday, October 11, 2022.

Zumba is every Tuesday at 6:00 pm at Charles City County Fitness Center at Ruthville Gymnasium Complex. 13100 The Glebe Lane. For registration or more information call 804-652-1601. The class included a fitness membership

Help Charles City Vote! The Charles City Electoral Board is seeking poll workers. Call 804-652-4606 to learn about participating in this essential civic duty. To qualify, you must: Be a registered voter in the Commonwealth of Virginia and attend a poll worker training class. To find out more information and apply at_

<https://apps.elections.virginia.gov/onlineforms/officerofelection>

Bay Transit is assisting with rides to the election polls. Their hours are 6:00 am- 7:00 pm on election day. Call Bay Transit by October 28, 2022, to reserve your free ride to your polling place on Tuesday, November 8, 2022. The number is 1-877-869-6046. Mr. William G. Coad asked that the churches get information about transportation to the polls.

RE: PUBLIC COMMENT PERIOD

Mr. William G. Coad opened the second comment period of the evening. The disclosure was given that those commenting individually have three minutes, and as a group will have five minutes. The board does not answer questions, nor establish dialogue during the Public Comment period.

Preston Adkins: The bike races this past weekend were a little upsetting due to the traffic. Was traveling to Williamsburg and it took an hour to get there. From Wilcox Neck to the County line people were in the bike race traffic. There was so much traffic from people trying to get into Charles City County that the bike race had to be stopped due to congestion. He thanked the volunteer Fire department and the Sheriff's department for helping with the Chickahominy Tribe Powwow event this weekend. The pre-k group might still be in school is the reason why kids are not at the social center.

Lloyd Carter: With the county thinking of expanding the Route 106 corridor, the county might want to think about expanding the planning commission. It was asked at the Route 106 Corridor meeting why all the amenities were not like it said they would be at the Dollar General. It was stated it was not put in writing regarding the fresh produce and the meat. The SUP for skipjack stated they were going to put in water for the tanks. It is two 2500-gallon tanks available for the fire department. That is 5000 gallons of water available for 1800 solar farms. That is about three gallons an acre. If there is any fire in that area they plan to just burn. Items to protect the citizens should be in place and this needs to be in place with the planning commission. The planning commission has a lot on them. The county might want to consider getting them more help on that board and commission. Water protection eastern part of Henrico will be put in a solar farm. We might want to do an air quality check in the area within the next year.

Preston Adkins: The Agri industries moved out of the county earlier this year. Didn't know if the county was aware of it or not.

Irene Churns: The election is to be taken very seriously. Ballots are not to be distributed to anyone. It is illegal. The legal vote should be counted. People have illegally voted. That is important. Voting has to be done accurately.

Anne Kinney: There may have been some confusion on what was heard in the back. The comment heard was to make sure to get ballots to the church. We might have heard incorrectly.

Eleanor Robinson: Sending notices to the churches for information about early voting is not illegal. You get the ballots out to the elderly, and then they fill them out; sign them, and bring them back.

There were no more comments for the Public Comment Period. Mr. William G. Coada closed the comment period.

RE: BOARD DIRECTIVES/COMMENTS

Board member, Mr. Gilbert Smith, stated he has received several calls from residents from the Union Baptist area about someone coming to their homes to test well water, and they have had no identification. They are saying it is a landfill located by them. He would suggest citizens get more information before moving forward.

Vice-Chairman, Mr. Byron M. Adkins, Sr. thanked the staff for putting together the board packet it was put together well.

Chairman, Mr. William G. Coada, stated the Bay Transit flyer is what the comment was about regarding transportation to the polls. It was not about the ballots. He asked Mr. Lloyd Carter to get with him regarding the solar farms. The bike races meeting has been discussed in detail. We have identified the planting, seeding, and harvest season. We will have no more permits for the races, legally we can not shut them down. In the top twenty-five projects, the county has purchased parcels. If we wait to develop people may not come to Charles City County. The Board of Supervisors, the County Administrator, and the staff are working hard. You will always have the naysayers; however, that is what motivates us to keep going.

RE: EXECUTIVE SESSION

Mr. William G. Coada asked if an Executive Session was necessary. Ms. Michelle Johnson responded there was a need for an Executive Session for personnel and legal. Mr. William G. Coada stated he does not anticipate taking any action after Executive Session. Mr. William G. Coada motioned to go into a closed session under Section 2.2-3711 of the Code of Virginia for the following purposes of personnel and legal which are authorized under the following sections of the Code: Section 2.2-3711(A). The motion was passed unanimously.

The motion was made by Mr. Gilbert Smith to return to Open Session. The motion was passed unanimously. The motion was made by Mr. Gilbert Smith 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. The motion passed unanimously.

There being no further business, the Board **recessed until Tuesday, October 25, 2022, at 6:00 pm for the regularly scheduled Board of Supervisors Meeting.**

Prepared by Executive Assistant, Miranda Pyne

