

Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building thereof on **Tuesday, April 27, 2021, at 6:00 p.m.** in the 225th year of the Commonwealth and 387th year of the County.

PRESENT: Gilbert A. Smith, Chairman
William G. Coad

RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order by Gilbert Smith. The Pledge of Allegiance was said in unison by the Board of Supervisors.

RE: ADOPTION OF THE AGENDA

Michelle Johnson, the County Administrator, asked that we amend the agenda as such; Item F- Emergency Shelter, Item G- Broadband Updates, and Item H- New Retail Development. A motion was made by Mr. Gilbert Smith to amend the agenda to include items F-H. Motion carried unanimously.

Charles City County May Appropriation	<i>Amended FY21 Budget</i>	<i>Year to Date Appropriation</i>	<i>Year to Date Expenditure as of 4/15/2021</i>	<i>Unexpended Appropriation Balance</i>	<i>May Request</i>	<i>County Administrator Recommends</i>
<i>FY21- School Operating Categorical Appropriations</i>						
61101 Instruction	5,633,889	4,614,907	3,675,018	939,889	509,490	509,490
62119 Admin, Atten & Health Serv.	945,122	787,600	651,911	135,689	78,760	78,760
63109 Pupil Transportation	1,061,303	884,420	557,900	326,520	88,442	88,442
64209 Operations & Maint.	1,179,574	982,980	692,807	290,173	98,298	98,298
67000 Transfer to Food Service	5,658	4,720	-	4,720	472	472
68109 Instructional Technology	466,431	466,431	325,233	141,198	-	-
213 Self-Sustaining Fund	1,268,480	1,268,480	727,672	540,808	298,920	298,920
214 Textbook Fund	93,689	93,689	60,229	33,460	-	-
215 Food Service Fund	421,564	421,564	219,494	202,070	-	-
216 Capital Fund	675,856	675,856	198,773	477,083	-	-
<i>School Fund Total</i>	\$ 11,751,566	\$ 10,200,647	\$ 7,109,036	\$ 3,091,611	\$ 1,074,382	\$ 1,074,382

RE: CONSENT AGENDA

Motion to approve minutes from the March Board of Supervisors Meeting made by William Coad. Carried by unanimous vote.

Michelle Johnson advised the community and the Board of Supervisors that the County has migrated to the Civic Plus platform that Hanover and other localities are using. The Board no longer has to use headphones or muting or unmuting laptops. She stated that there is a link on our Facebook and County webpage which will take you to the live stream. You may also view the agenda and minutes, and you can share them with others who may not have the capability to view the live stream.

There is also a new way to communicate during the public comment period. Michelle Johnson gave the Google voice number of 804-829-0023 to text with first and last name. Ms. Johnson stated that she will read the comments during that time. She stated that you may also text your VDOT comments to the same number during the VDOT report update. She gave a big thank you to the Information Technology department for a job well done. Chairman, Mr. Gilbert Smith asked Michelle Johnson to please give the Google number again.

The County Administrator said that she received an email from the District Three Representative, Mr. Lewis Black. Mr. Black stated in his email that he has decided to relocate his family and cannot continue to serve his term as Vice-Chairman of the Board of Supervisors effectively immediately. Mr. Smith said that he was sorry to hear that, and he wished Mr. Black well.

VDOT Update

Mr. Marshall Winn, the County's VDOT representative presented the monthly VDOT report. 102 work orders were received this month and 158 bags of trash were picked up primarily on Route 155, Route 5, and Route 106. Mr. Smith responded that he got a call about potholes on Stage Run Road which is off Wayside Road. He thanked Mr. Winn for picking up the trash.

Mr. Coad stated he had no questions. There were no comments listed in the chat for VDOT. Ms. Johnson advised that her Executive Assistant, Ms. Miranda Pyne will email Mr. Winn with any comments relating to VDOT.



ASHLAND RESIDENCY
MARSHALL WINN
RESIDENCY ADMINISTRATOR

VDOT Call Center (800) 367-ROAD

CHARLES CITY COUNTY

April 2021

MAINTENANCE:
ALLGOOD

JEFF

POTHOLES

- Rte 615 The Glebe Ln
- Rte 623 Wilcox Neck Rd
- Rte 607 Church Ln
- Rte 641 Little Elam Rd
- Rte 613 Sandy Point Rd
- Rte 106 Roxbury Rd
- Rte 629 Alpine Rd
- Rte 604 N Warriner Rd
- Rte 609 Barnetts Rd
- Rte 602 Lott Cary Rd
- Rte 650 Cattail Rd
- Rte 614 Sturgeon Point Rd

ASPHALT REPAIR

- Rte 615 The Glebe Ln
- Rte 624 Horse Shoe Rd

WASHOUT / EROSION REPAIR

- Rte 615 The Glebe Ln

SHOULDER REPAIR

- Rte 615 The Glebe Ln
- Rte 602 Lott Cary Rd
- Rte 631 Cool Hill Rd

SWEEP ROADS

- Rte 612 Ruthville Rd; remove excess gravel
- Rte 618 Adkins Rd; remove excess gravel

PIPE REPLACE

- Rte 155 Courthouse Rd

PIPE CLEANING

- Rte 610 Green Oak Rd
- Rte 609 Barnetts Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 155 Courthouse Rd
- Rte 641 Little Elam Rd
- Rte 613 Sandy Point Rd at Rte 623 Wilcox Neck Rd
- Rte 618 Adkins Rd
- Rte 607 Wayside Rd
- Rte 658 Kimages Rd
- Rte 106 Roxbury Rd

DRIVEWAY REPAIR w/ STONE

- Rte 610 Green Oak Rd
- Rte 155 Courthouse Rd

DRIVEWAY PIPE REPLACE

- Rte 649 Woodbourne Rd; replace 2 pipes
- Rte 618 Adkins Rd; replace 1 pipe

DITCH CLEANING / REPAIR (18,167 feet)

- Rte 626 Old Elam Cemetery Rd
- Rte 620 Lewis Tyler Ln
- Rte 603 Old Union Rd
- Rte 615 The Glebe Ln
- Rte 637 Watts Ln
- Rte 655 Salem Run Rd
- Rte 649 Woodbourne Rd
- Rte 647 Indian Rd
- Rte 610 Green Oak Rd
- Rte 654 Deerfield Rd

- Rte 5 John Tyler Memorial Hwy
- Rte 642 Stagg Run Rd
- Rte 618 Adkins Rd
- Rte 619 Weyanoke Rd

DITCHING w/ GRADALL (300 feet)

- Rte 618 Adkins Rd
- Rte 615 The Glebe Ln
- Rte 603 Old Union Rd
- Rte 610 Green Oak Rd
- Rte 629 Alpine Rd
- Rte 655 Salem Run Trl
- Rte 637 Wyatts Ln
- Rte 639 The New Rd
- Rte 609 Barnetts Rd

BEAVERDAM REMOVAL

- Rte 612 Ruthville Rd
- Rte 626 Old Elam Cemetery Rd
- Rte 620 Lewis Tyler Ln
- Rte 614 Sturgeon Point Rd & Rte 5 John Tyler Memorial Pkwy

TREE LIMBING / REMOVAL / CLEANUP

- Rte 602 Lott Cary Rd; tree removal
- Rte 106 Roxbury Rd
- Rte 618 Adkins Rd; remove the tree from the roadway
- Rte 155 Courthouse Rd; remove the tree from the roadway
- Rte 630 Samaria Ln; tree removal
- Rte 630 Samaria Ln; remove low hanging tree branches

STORM DEBRIS REMOVAL

- Rte 600 Charles City Rd
- Rte 685 Chambers Rd
- Rte 5 John Tyler Memorial Hwy
- Rte 614 Sturgeon Point Rd
- Rte 619 Weyanoke Rd
- Rte 671 Roxbury Industrial Ctr
- Rte 620 Lewis Tyler Ln
- Rte 650 Cattail Rd
- Rte 617 Monguy Rd
- Rte 604 Warriner Rd

- Rte 609 Barnetts Rd
- Rte 661 The Loop Rd
- Rte 603 Old Union Rd

MOW

- Rte 623 Wilcox Neck Rd
- Rte 608 Shirley Plantation Rd

TRASH PICKUP (158 bags)

- Rte 609 Barnetts Rd
- Rte 629 The New Rd
- Rte 607 Wayside Rd
- Rte 603 Old Union Rd
- Rte 607 Church Ln
- Rte 614 Sturgeon Point Rd
- Rte 658 Kimages Rd
- Rte 638 Mapsico Rd
- Rte 653 Mt Pleasant Rd
- Rte 630 Samaria Ln
- Rte 5 John Tyler Memorial Hwy
- Rte 618 Adkins Rd
- Rte 612 Ruthville Rd
- Rte 623 Wilcox Neck Rd
- Rte 621 Eagles Nest Rd

DEBRIS REMOVAL

- Rte 618 Adkins Rd; sweep sand from the roadway
- Rte 155 Courthouse Rd
- Rte 106 Roxbury Rd
- Rte 156 John Tyler Memorial Hwy

SIGN REPLACE / REPAIR

- Rte 5 John Tyler Memorial Hwy; replace Gunns Run stream sign

BIKE TRAIL

- Blow debris from Trail
- Mow Trail
- Drainage repair
- Side-Arm Tractor limb cutting
- Trash bag pick up

- Washout / Erosion repair w/ #3 stone
- Remove excess gravel from Trail
- Remove bamboo debris from Trail

MISCELLANEOUS

- Remove dead animals from Primary and Secondary Routes
- Hand clean Pipes and Ditches County Wide
- Primary/Secondary Routes debris cleanup from ice storms continues
- Clean Equipment and Pad
- Load Spreaders and Plows for End of Season Dry Run

WORK REQUESTS

- 102 Received
- 113 Completed

EMERGENCY CALLOUT AFTER HOURS (0)

- No after-hours emergency call-out

NEXT MONTH'S AGENDA

- Litter Pickup County Wide
- Bike Trail Cleanup
- Pothole patching
- Ditching w/ Right Arm Tractor
- Ditching w/ Gradall
- Mow County Wide
- Citizen Complaints

COVID-19 Update

Jimmy Johnson, Director of Fire/EMS presented the COVID-19 update. Charles City County has experienced four hundred and ninety-four cases of Covid-19, thirty-five hospitalizations, and fifteen deaths. May 12, 2021, there will be a vaccination clinic at the Social Center from 4:00 pm until 6:00 pm. So far Charles City County has fully vaccinated over 2,000 people around 30% of the citizens in the county.

FY22 Budget Presentation

- Michelle Johnson presented the FY22 budget to the Board. Highlights are enhancing the workforce by providing funding for four(4) new full-time employees, and two(2) new part-time positions in the General Fund. Continued commitment to Public Safety by including funding for one(1) new full-time firefighter (Fire+ EMS), the addition of two(2) new patrol vehicles to replace aging fleet in Sheriff's department. Funding to meet ongoing financing obligations for

Fire+EMS department vehicles and equipment (ambulance, and emergency radio system). Strengthening investment in infrastructure with

- Initial design work required for the Parrish Hill School site redevelopment.
- Various improvements to recreational facilities: (Harrison Park concession stand, repair of Harrison Park scoreboards (4), the addition of storage shed at Social Center)
- Renovations to Visitor Center facility (HVAC upgrades, painting, roof coating).
- Repairs to Ruthville facilities: Replacement of 5,000-gallon water tank, and sand filters.
- Necessary system upgrades to extend the lifecycle and strength of computer software and hardware.
- Equipping County IT networks and servers with security elements as mandated by the State of Virginia (Board of Elections).
- Expansion of streamlined technology network to cover additional County departments + facilities (including Recreation, Ruthville Gym, Wilcox Fire-EMS station)
- New Civic Engagement platform.

The citizen's tax dollars at work: General Government 40%, Public Safety 17%, Recreation 3%, School System 32%, Capial Projects 4%, Social Services 2%, Public Utilities 2%. 111 our general fund is a total FY/22 budget \$9,126,683. FY/21 amended \$8,171,821(increase of \$954,862). 131 Fire+EMS Fund total budget \$1,400, 107, from the county \$1,259,637. Fire and EMS added one new firefighter position.

251: Social Services fund. The Department of Social Services will continue receiving funding from the VA DSS, which equates to an approximate 80/20 split. The total budget of \$1,464,784, and from the county there is \$418,822. FY/21 from the county is \$504,726 and the decrease of (\$85, 904).

The School Division has an FY/22 proposal that includes: CCPS's overall budget of \$10,565,871, with \$5,850,089 funded by the county.

311 County Capital Improvement Projects include:

Public Works

Parrish Hill School Initial design work	\$ 75,000
Visitor Center Renovations	50,000
Ruthville Gym: Replace 5,000 gal water tank	11,830
Ruthville Sand Filter	10,000

Recreation

Harrison Park: Concession Stand	9,885
Social Center: New Tough Shed (10 x 20 Storage).....	5,409

Sheriff

Two (2) Patrol SUVs (Annual Pmt on 3 Yr Lease)	24,923
Striping, Radios, and Equipment for new vehicles	22,965

School Divisions Capital

INFORMATION TECHNOLOGY:

Computers on Wheels (Qty: 150) \$114,750
Switches, AP, and Server Upgrades 15,606

RE: PUBLIC COMMENTS

Michelle Johnson explained the new procedure regarding the public comment period. Michelle Johnson allowed the citizens that were present at the meeting to come to the podium to present their public comments while we wait for others to populate via text at the 804-829-0023 number.

Mrs. Judy Ledbetter: There are proposed raises for full-time employees, but none for part-time employees. Please consider provided raises to part-time employees.

Elnora Robinson: "I have no complaints about Comcast. I thank you for your hard work. The County has their service, and we are thankful."

Mr. Peter Churns: "Systematic racism or white privilege, it becomes focused and one-sided. Racism by whites and blacks both. Blacks are at higher levels when it comes to anti-Semitism. Everyone should be on a level playing field across the board. My wife is from Poland and she did not escape from this."

RE: APPOINTMENTS

There were no appointments that were made. Michelle Johnson asked the County Attorney, Mr. Randy Boyd, if there needed to be restructuring of the board? Mr. Boyd responded at some point tonight there would need to be a motion made to restructure the board due to Mr. Lewis Black's resignation. Mr. Gilbert Smith made a motion that Mr. William Coad becomes Vice-Chairman. The vote passed unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

a.) Director of Finance, Abbey Pemberton presented the School Budget Transfer into the CIP Fund of \$120,000. Mr. Coad motioned to approve the school budget transfer into the CIP Fund of \$120,000. The motion was passed unanimously.

b.) Assistant County Administrator, Rhonda Russell presented to the Board of Supervisors the Revised CVTA (Central Virginia Transportation Authority) Amendment that will include the City of Richmond. This is to be included in their annual budget. Mr. Coada motioned to approve the charter amendment. The motion was passed unanimously.

c.) Rhonda Russell presented to the Board of Supervisors the Shooting Ordinance with the recommendation against the amendments to the County's Zoning Ordinance about shooting ranges and unstructured shooting. Mr. Smith stated that he has continuously received phone calls that people were shooting in his community. He also stated that the citizens and the planning commission got involved in trying to come up with some resolution and have discussions. Mr. Smith commended Rhonda Russell is leading these discussions. The main issue would be the noise rather than the shooting. Since the hard conversations have started, it has calmed the community. Mr. Smith advised that he does not have the right to arrest anyone. Mr. Coada chimed in and stated that as the county grows this issue will come back around. He also applauded Mr. Smith and the Planning Commission.

d.) C4GT Land Reversion is the property agreement between Charles City County and NE Land Development, LLC. The request was made to retrieve the 88.0581 acres back to the county. Ms. Russell presented this to the board. Mr. Coada made the motion to proceed forward with the land reversion. Motion passed with a unanimous vote.

e.) Waste Management Amended Addendum was requested to extend and accept the Waste Management contract for two years ending June 30, 2023. Michelle Johnson, the County Administrator presented this information to the board. The Board approved the request for the extension. Mr. Coada made a motion to approve the request. Motion approved with a unanimous vote.

f.) Emergency Shelter Upgrade Assistance Fund was presented by Michelle Johnson. The request was made to accept and appropriate funds to the Charles City Community Development department. This grant is to provide a generator at the Charles City Social Center to serve as an emergency shelter. The grant amount was \$125,000, \$85,000, with a state match from county funds of \$40,000. Mr. Gilbert Smith motioned to approve these funds. The motion was approved with a unanimous vote.

g.) The broadband update was given by Rhonda Russell. Mr. Coada asked how many installs in the last four months been made? In four months, they have been able to provide seven homes with service. It will cost them \$30,400. Rhonda Russell stated that they have reached out to SCS and they have not responded. Mr. Coada responded he is irritated with this company. Dr. Russell stated that SCS has been acquired by another company. Mr. Coada responded he hopes the new company does a better job. He also asked Ms. Johnson how much has been spent on this project? Michelle Johnson responded to around \$40,000. Mr. Coada then asked where is the \$40,000 coming from? Ms. Johnson answered that there is a very large increase in the overage budget management per the projections.

h.) New Retail Development was presented by Michelle Johnson. Breeze-In will be coming to Charles City County. It will be located on Route 5 at Sandy Point Road. After an estimated

\$500,000 renovation and rebranding of the store, a projected July 4th grand opening is expected. Michelle Johnson spoke about how RV's can come into the lot. There will be bike ramps for bikers on the bike trail. It will also have eight tables that seat two inside the store with additional seating outside. It will also bring twenty jobs to Charles City County. There will be 16 full-time positions and 4 part-time positions. The owner saw the for-sale sign and liked the area. They have several locations located in Prince George, Hopewell, and Mechanicsville. There will be a ribbon-cutting ceremony before the grand opening. If anyone is interested in employment they may go to the Breeze-In website. They are looking for an Assistant Store Manager, Deli Manager, and Clerks. Mr. Smith commented that Charles City citizens should apply. Mr. Coada responded that he thinks the staff and Dr. Russell have done a great job. Michelle Johnson stated that she knows that Charles City has great employees. Prince George has an employee from Charles City that has been there for over twenty-seven years.

i.) Michelle Johnson gave the board an update on all upcoming events for the County. The Farmers Market will be on the 1st and 3rd Saturdays of the month from 9:00 am-1:00 pm May through October. The Roadside Clean-Up is scheduled for Saturday, May 1, 2021. 9:00 am-12:00 noon Wayside Road, and 1:00 pm-4:00 pm Courthouse Road. We partnered with the Boy Scouts for the roadside cleanup. Mr. Coada asked if there could be a small donation made to the Boy Scouts? Ms. Johnson responded that those funds were not included in this budget.

The Parks and Recreation Department is having Youth Art Classes for ages 11-17, and 8-11. There is a Duck, Duck, Vader Scavenger Hunt on Tuesday, May 4, 2021, at Harrison Park starting at 5:30 pm. Bicycle Rodeo will be on May 15, 2021, at Heritage Public Library Outdoor Amphitheater from 9:00 am- 12 noon. Surveys were sent out regarding the walking trail at Harrison Park. Some of the responses were as follows: *Safe place to exercise, I would love to walk the trail. I have been looking for a safe place that I do not have to drive out of the county for, it will help maintain a healthy lifestyle.*

Charles City County will have a COVID-19 clinic on May 12, 2021, from 3:00 pm until 7:00 pm at the Charles City County Social Center. High Schoolers ages 16-18 years old must be accompanied by an adult.

Comcast Lift Zone. The goal is to provide free hotspot connectivity, and also access to hundreds of hours of educational and digital skills content to help families and site coordinators navigate online learning. Comcast is providing 1,000 localities with 1GB of free Wi-Fi for 3 years. Ms. Johnson asked if there was a timeframe when this would be completed? Ms. Wendy Johnson-Payne, IT Director stated that there is no timeframe of when this will be completed. Wendy Johnson- Payne gave kudos to the Comcast Project Manager who always responds in a timely fashion. Mr. Coada asked Michelle Johnson if all complaints could come to her. Michelle Johnson responded, yes, they have been coming to her.

RE: PUBLIC COMMENT PERIOD

Judith Ledbetter stated that the History Center received \$100,000. They need a motion to accept the funds. Michelle Johnson stated this was included in the board packet on page 43, and

that the board could act on this if they wanted to this evening. Mr. Chairman consented that he wanted to act on this request. Mr. Coada motioned that the funds be accepted. The motion was passed with a unanimous vote.

Ms. Elnora Robinson: Board member for District Three, what are we doing about it his replacement? Two board members are fine, but it is not good. We need a four- or five-member board. Ms. Johnson stated that she and Dr. Russell have some recommendations for the Board. She was advised by the County Registrar and the County Attorney that we have 45 days from today to appoint someone, and we must petition the court. This is our first time experiencing this. Mr. Coada asked if action had to be taken tonight? County Attorney, Mr. Randy Boyd stated that is up to the board if they want to take action.

RE: BOARD DIRECTIVES/COMMENTS

Chairman: Mr. Gilbert Smith- Great job everyone!

Vice-Chairman: Mr. William Coada- Made a motion to commit the money from S-Power to pay for the infrastructure on Route 106. This motion was passed by a unanimous vote. Mr. Coada then stated that some of the things we are doing were looked at as pipe dreams. One year ago, we did not have a fire department, we did not have \$10,000,000 in our account. Mr. Coada stated “Michelle, Rhonda Russell, and Wendy, you all are doing a bang-up job”. Mr. Coada stated he would like to possibly go to bi-monthly meetings. He also said that he was going to miss Mr. Black and he enjoyed him working on the board. Mr. Black had a lot of great ideas and I thank him. Mr. Coada gave kudos to Kim Barrow for all the events that she has coming up. He does not know when she sleeps.

RE: EXECUTIVE SESSION

Motion made by William Coada to go into Executive Session to discuss Personnel.

Mr. Coada made the motion to return to Open Session. Motion passed with a unanimous vote. The motion was made by 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. Motion passed unanimously.

Mr. Coada motioned to have the County Attorney, Randy Boyd to petition the court for a special election for District Three Representative.

Mr. Coada motioned for the purchase of three parcels on Route 155. Parcel 40-31 for \$110,000, Parcel 40-32 for \$35,000, and Parcel 40-36 for \$40,000. All three of the parcels support the Courthouse Area Plan. Motion passed with a unanimous vote

Mr. Smith motioned to recess until May 13, 2021, at 6:00 pm.

There being no further business after the Executive Session, the Board recessed until Thursday, May 13, 2021, at 6:00 p.m. for the Board of Supervisors budget meeting.