

**AGENDA**

Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: April 28, 2020  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**Work Session**

**6:00 p.m.**

**Business Meeting**

**7:00 p.m.**

**\*Public Hearings Will Be Heard at 7:30 p.m.**

**CALL TO ORDER**

Roll Call

**WORK SESSION**

Broadband Agreement #2 with PGECE, LLC

Utilities Matters

- Appomattox River Water intake permit
- Blackwater River Wastewater discharge permit
- Route 460 Water line Extension
- Route 156 Water line Extension
- Route 10 Water Line Extension – Preliminary Engineering Report
- Temple Avenue Tank & Booster Station - Preliminary Engineering Report

Elementary School Planning Committee

**INVOCATION**

**PLEDGE OF ALLEGIANCE TO U.S. FLAG**

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

C-1. Draft Minutes – April 9, 2020 Work Session and April 14, 2020 Regular Minutes.

C-2. Resolution; Request of Prince George County Schools for a Waiver of Building Permit Fees.

- C-3. Resolution; Approval of MOU with Prince George County Multi-Disciplinary Child Abuse Team.

**PRESENTATIONS**

**SUPERVISORS' COMMENTS**

**COUNTY ADMINISTRATOR'S COMMENTS**

**REPORTS**

**Farmers Market** – Ms. Corrie Hurt

**Quarterly Financial Report** – Ms. Betsy Drewry

**TABLED ITEMS**

**T-1. Resolution; Adoption of the Prince George County Solar Energy Facility Siting Policy.**

**ORDER OF BUSINESS**

A-1. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 29.1 Through 29.8 Entitled *Discipline of Employees*.

A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 5.1 Through 5.20 Entitled *Hiring*.

**A-3. Resolution; Authority to Advertise a Public Hearing for Setting a Tax Rate for Real Property, Personal Property Machinery and Tools and Mobile Homes.**

**A-4. Resolution: Award of Contract for Utilities Risk and Resilience Assessment and Emergency Response Plan Updates.**

**PUBLIC HEARINGS**

**ADJOURNMENT**

**Board meeting format:** Closed Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information [www.princegeorgeva.org](http://www.princegeorgeva.org).**

**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

April 28, 2020

County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Tuesday, April 28, 2020 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Donald R. Hunter, Chairman.

**ATTENDANCE.** The following members responded to Roll Call:

Donald R. Hunter, Chairman	Present
Alan R. Carmichael, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present (Electronically from 7110 Laurel Spring Road, Prince George, VA due to COVID-19 self-quarantine)
T. J. Webb	Present

Also present was: Percy Ashcraft, County Administrator; Betsy Drewry, Deputy County Administrator; Julie Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.7 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to the Fire and EMS Department.** Mr. Webb made a motion, seconded by Mr. Carmichael, that the Board convene closed session for (i) Section 2.2-3711.A.7 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to the Fire and EMS Department.

R-20-046

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.7 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO THE FIRE AND EMS DEPARTMENT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28<sup>th</sup> day of April, 2020, does hereby vote to enter closed session for (i) Section 2.2-3711.A.7 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to the Fire and EMS Department.

On roll call the vote was:

In favor: (5) Hunter, Brown, Waymack, Webb, Carmichael

Opposed: (0)

Abstained: (0)

**E-2. Resolution; Certification of Closed Session.** At 6:05 p.m., Mr. Carmichael made a motion, seconded by Mr. Brown, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Hunter asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

R-20-046A

E-2.

RESOLUTION; CERTIFICATION OF CONTENTS OF CLOSED SESSION  
PURSUANT TO SEC. 2.2-3711, ET SEQ., CODE OF VIRGINIA (1950, AS  
AMENDED)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28<sup>th</sup> day of April, 2020 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (4) Brown, Waymack, Webb, Carmichael

Opposed: (0)

Abstained: (1) Hunter

### **WORK SESSION**

Mr. Jeff Stoke, Deputy County Administrator, stated that after the success of the June 2017 public/private partnership agreement between the County, Prince George County Industrial Development Authority and Prince George Electric Coop Enterprises, LLC, Staff is now providing the Board a proposal to enter into a second agreement with similar parameters to provide fiber to the home to rural Prince George County. Staff is presenting a red-line version of the 2017 original agreement that has been adjusted to meet the needs of the second phase of the project. If approved by the Board, Staff is requesting formal adoption on May 12 followed by a Prince George Industrial Development Authority meeting on May 20 for consideration. The County issued a taxable bond for \$1 million. The financial closing has occurred and the funds have been placed in a County account specifically for this project. Another 500 potential connection points in the County will have access to fiber to the home technology. The first agreement was successfully completed in two years and won a total of five state and national awards for a public/private partnership solving the rural internet dilemma. Cary Logan, CEO of Prince George Electric Coop Enterprises discussed the second phase with the Board. Chairman Hunter thanked them for putting up the hotspots for students during the pandemic. The Board agreed that this has been a positive project.

Mr. Frank Haltom, County Engineer, provided an update on several Utilities capital projects. In regards to the Appomattox River Water Intake Permit, Mr. Haltom stated that comments have been received from Virginia Marine Resource Commission (VRMC) to include a requirement to perform hydrodynamic modeling. Staff is working with the consultant to prepare a response to remove this requirement. The Board agreed with that.

Mr. Haltom stated that although comments were received from multiple agencies on the Blackwater River Wastewater discharge permit, the Department of Environmental Quality has indicated the County has satisfied the requirements for a wastewater discharge permit. The draft permit is expected by the end of the month.

The Route 460 Water Line Extension project was advertised for bids on April 14<sup>th</sup>. Bids are due on May 14<sup>th</sup>. Easement acquisition is still underway and approximately 75% of the property owners have agreed on the terms.

The Virginia Department of Transportation and the Virginia Department of Health have both approved the construction plans for the Route 156 Water Line Extension. Staff is working with the consultant to have the plans advertised for bids in May. Easement acquisition is still underway and approximately 35% of the property owners have agreed on the terms.

The preliminary Engineering Report for the Temple Avenue Tank and Booster Station has been completed. A new 1-million-gallon tank and booster station would provide the needed water capacity to serve the Southpoint Business Park and utilize the current allocation of 2.69 million gallons per day from the Appomattox River Water Authority (ARWA). The new facilities would be located in the vicinity of the Temple Avenue and River Road intersection. This location would also be suitable should the County pursue building a new water plant on the Appomattox River. Estimated cost to build these facilities is \$3,000,000. The preliminary Engineering Report for the Route 10 Water Line Extension has been completed. A 4.5-mile extension from

Sandy Ridge Road to serve Jordan on the James, Beechwood Manor and Rivers Edge is possible without the need of a new tank or booster station. A tank and booster station will be needed with any new development or if community improvements are desired to improve fire protection in these neighborhoods. The estimated cost to build the 4.5-mile extension is \$3,300,000. The Board discussed their concern with Mr. Haltom on physical limitations from ARWA in conjunction with Chesterfield County.

Ms. Julie Walton, Deputy County Administrator and Director of Community Development, provided an Elementary School Planning Committee update. The Committee consists of a Design Team from Moseley Architects and 23 members including school board members, school administrators, Walton Elementary administration and teaching staff, Operations, Technology, Custodial, Transportation, and County Parks & Rec., Public Safety, and Community Development. The Committee is charged with refining options developed by a Steering Committee with respect to Programmed Design Capacity, Floor Plan Options, and Site Development Options. The Committee has met on April 17 and April 24 by Zoom. The design based on use of the Middle Road site. The design capacity is 894 students including Pre-K. The programming and basic designs were developed previously by the Steering Committee. It is a two-story design concept with approximately 96,700 square feet. The design principals included safety and security, program needs, student collaboration areas, flexibility, separation of public and private spaces, and natural light. The tentative schedule has been developed and multiple floor plans and site layout options have been narrowed down to two floor plan options and one site layout. There is a separate meeting to be scheduled with VDOT for road improvement options and details. The next meeting for the full committee is scheduled for Friday, May 1<sup>st</sup>. Construction documents were completed in December 2020. Bid contracts will be in February 2021. School construction is planned for March 2021 – June 2022. The School opening will be in September 2022. Mr. Webb asked about road improvements. Ms. Walton said the smartscale projects were submitted. Mr. Brown and Mr. Carmichael expressed a concern with the new number of students. Mrs. Waymack stated that if a courtyard is included in the design, they should make sure they take care of it.

Chairman Hunter called a recess at 6:51 p.m. The meeting reconvened at 7:05 p.m.

**Invocation.** Mr. Brown gave the Board's invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:07 p.m.

Greg Taflinger (President of Prince George Professional Firefighters Association Local 4994). Mr. Taflinger stated that he represents 23 of the full time firefighters and medics with Prince George County. He stated that he has sent all of the Board members a request to meet with them regarding the possible misunderstandings and comments that have been made concerning their organization. Mr. Taflinger addressed a couple of those topics. He stated that career firefighter/medics are a vital role to Prince George Fire and EMS. They operate out of four Fire

and EMS stations. He stated that while it may seem their job is limited in nature, be assured that when they are not responding to emergencies, they are performing a variety of other duties to include fire training, EMS training, equipment maintenance, station maintenance, public education, and countless community events. He stated that recently their department has been plagued with accusations, investigations, and news articles that have damaged the reputation and morale of the entire department. He wants the Board to know that they recognize Fire and EMS as not without faults or problems and he employed the Board to find a department that does not have them. He stated that their members are 100 percent dedicated to make Fire and EMS the best department possible. They are here for the community 24 hours a day, seven days a week and 365 days out of the year. Most of the members are citizens in Prince George County. He stated that one of the most concerning topics from last week's budget work session was the funding of the last SAFER Grant that currently employs five full time firefighter/medics. The County currently runs over 4,400 calls a year with career staff responding on 91% of those calls. They currently have nine career staff on duty with only two members at each staff station. Failing to continue a SAFER Grant would significantly impact the response provided by Fire and EMS in a negative way. He is asking the Board to continue to fund those positions next year when the grant expires. Additionally, they are encouraging the Administration and the Board to consider SAFER Grants to ensure the safety of the members of the community. Another topic that was discussed at the work session was Zoll monitors. Currently the department has eight that were purchased at the beginning of 2007 up until 2013 making the majority of those monitors 13 years old as of today. According to the FDA, these monitors are deemed past the end of their life and should be removed from service prior to February 3, 2021. The CIP Committee is replacing five of these monitors in the upcoming year's budget. Not funding the replacement of this equipment would result in delayed care for the public. Another topic was funding for the Fire and EMS Deputy Director position. He stated that currently the department's administration is severely understaffed with a vast amount of workload that is required. Most of their current officers' function is not only as a station-level supervisor but also have a significant amount of administrative projects and tasks assigned to them. He stated that the amount of work is far too much for just one director. Lastly, they have been short-staffed by three positions for over several months. They understand that an investigation has taken place however no information has been given to the department as to when a promotional process will be completed and the vacant positions will be filled. The constant vacancies make it very difficult to perform together as a team. He stated that he looks forward to meeting with the Board in the future to discuss additional concerns.

William Steele (9921 County Line Road). Mr. Steele thanked Mrs. Waymack for joining them in a community video conference. He also thanked Mr. Webb and Mr. Brown for joining them a week ago. He stated that the community was shocked to find \$330,000 of gross waste by the County and Administration. He stated that if the community can find such waste, he wonders what the Administration can find if the Board would recognize and support a look at a 3%, 5%, and 7% cut in the tax rate. He is asking the Board not to leave it up to the taxpayers to pay for the shortfall due to the COVID pandemic. He stated that the Board must do their job by cutting the waste that Administration presents. He stated that they are monitoring this Disputanta and they will make noise.

There being no one else to speak, Chairman Hunter closed the public comments period at 7:18 pm.

**APPROVAL OF AGENDA.** Mr. Webb made a motion, seconded by Mr. Carmichael, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**ORDER OF CONSENSUS.** Mr. Brown made a motion, seconded by Mr. Webb, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – April 9, 2020 Budget Work Session and April 14, 2020 Regular Meeting were approved as presented.

R-20-047

C-2.

**RESOLUTION; REQUEST OF PRINCE GEORGE COUNTY SCHOOLS FOR A WAIVER OF BUILDING PERMIT FEES**

WHEREAS, the Prince George County School System has requested a building permit fee waiver for work proposed at the Athletic Field Complex located at N.B. Clements School; and

WHEREAS, volunteer organizations have proposed a 35'x80' pavilion (2,800 square feet) to be built near the concessions building in order to offer shelter for students and patrons at events;

WHEREAS, the estimated cost of construction for the project is \$40,000 and the associated permit fees are estimated at \$805.80;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28<sup>th</sup> day of April, 2020, directs that the Prince George County School System be given a building permit fee waiver for all permit fees associated with the construction of a pavilion at the Athletic Field Complex at N.B. Clements School.

R-20-047A

C-3.

**RESOLUTION; MEMORANDUM OF UNDERSTANDING; PRINCE GEORGE COUNTY MULTI-DISCIPLINARY CHILD ABUSE TEAM.**

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 28<sup>th</sup> day of April, 2020 does hereby authorize the Chief of Police, the Commonwealth's Attorney, the Director of Social Services, and the Victim Witness Program Coordinator to the Prince George County Multi-Disciplinary Child Abuse Team.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Carmichael, Waymack

Opposed: (0)

Absent: (0)

**SUPERVISORS COMMENTS**

Mrs. Waymack thanked all of the first responders on the front line.

Mr. Carmichael stated that he believes that comments at the last work session were taken out of context. He said that it was a discussion about carve outs from the School Division and not a definite no to anything. He does not believe that any Board member intended to imply that Fire and EMS is not available to the community 24/7.

Mr. Webb thanked the members of Fire and EMS that contacted him directly for doing so. He stated that it saddens him that people would take comments that were made out of context and run rapid with it on Facebook and think that it is okay. He stated that he has always supported Fire and EMS, Police, Volunteers and paid staff. He is just trying to do the right thing and hard financial decisions have to be made.

Mr. Brown stated that there was no discussion and no insinuation made that the Board was not going to fund SAFER Grants. The discussion on SAFER Grants was simply if the School Division would receive a carve out on the 41% revenue share from that budget line item. None of those line item discussed at the work session resulted in any decision as whether they would be funded or not. That will be addressed as they move forward in the budget process. He also thanked the ones that personally reached out to him.

Chairman Hunter echoed the other Board member's comments and stated that he thinks there was a misunderstanding on what a carve out is.

**COUNTY ADMINISTRATOR COMMENTS**

Mr. Percy Ashcraft stated that County Government Offices & Courts will be closed to the public until May 17. There are 33 confirmed cases in Prince George County according to Crater Health District statistics through April 27. As of April 18, there have been 1038 Prince George residents who have filed new unemployment claims; 1 in 10 Prince George workers have filed for unemployment. As of April 24, 337 new applications have been received for SNAP, Medicaid & TANIF benefits in Social Services. USDA warns of scams targeting SNAP recipients received through Department of Social Services. Prince George Food Bank

representatives continue to see an increase in visitors since non-essential businesses have closed. Donations are necessary to keep up with the increasing demand for services. County Government employees are holding a concerted drive this week to attempt to increase the inventory. Business owners are urged to contact the Small Business Development Corporation (SBDC) at (804) 518-2003 for information on the second round of the loan/grant application assistance. Restaurant Takeout Day will be Friday, May 1, all Day at Prince George County Restaurants. Rite Aid in Colonial Heights (Boulevard) is providing self-swab testing for coronavirus. Deepest sympathy to the family of retired Garage Mechanic Clifford Collins upon his passing. Deepest sympathy to the family of community advocate Tracy Taliaferro. Prince George County teacher lost her life early April 18 in an automobile accident on S. Crater Road; virtual memorial services are being planned this week.

## **REPORTS**

**Farmers Market**– Ms. Corrie Hurt, Human Resources Director and Farmers Market Manager, gave a report on the 2020 Farmers Market. An online ordering guide is being developed by the Market Manager to allow customers to pre-order by Thursday of each week for Saturday curbside pick-up. The Market Manager will work with the IT Director to develop a form that is linked to the publication to allow customers to submit their order online and it will go to the Market Manager. The Market Manager will contact the vendors with the orders for Thursday evening. Vendors will bring the orders to the designated pick up location on Saturday morning. The Market Manager will be there to process payments and pay the vendors. Starting the week of May 11<sup>th</sup>, they will be accepting Sunday through Thursday online pre-orders. The plan is for the market to open at Scott Park pavilion on June 13<sup>th</sup> adhering to social distancing and 10 customers at a time. Online pre-ordering with curbside pickup will still be available throughout the entire market season. With COVID-19, all extracurricular events will not be scheduled. This includes story time, food vendors and children’s activities. The market will be closed on July 4<sup>th</sup> and the final day of the Market will be October 31. The vendor fee is \$10 per table and free to Farm Bureau members.

**Quarterly Financial Report** – Ms. Betsy Drewry, Finance Director, presented the Board with the Quarterly Financial Report for the third quarter ending March 31, 2020. General Fund Revenues are at 54.33% collected. Obviously due to the COVID-19 pandemic, collections are expected to drop in next quarter. However, she does believe that they are still going to collect what was budgeted for FY20. They do estimate a \$1.4 million in COVID-19 impacts. General Fund Expenditures are at 71.7% and on target. Staff is currently in discussions with the Social Services Director, the School Special Education Department, the CSA Coordinator, and the attorney regarding private day school placements and service levels being provided to students for a possible negotiated lower tuition rate for April through the end of the school year. Mr. Webb asked Ms. Drewry if she has any kind of estimate at this point on State funding for the schools. Ms. Drewry stated that she has spoken with the School Superintendent and they are getting very little information on what the ultimate impact will be. She stated that the County needs the School’s updated budget in order to adopt the County budget. There was also discussion regarding the Riverside Regional Jail projection. Ms. Drewry talked about the Utilities Fund, which is right on target compared to this time last year. They are down in the area of water and sewer connection charges. Mr. Brown asked if this is based on the recent changes made in the ordinance. Ms. Drewry was not sure at this point. She went over some

Capital Projects, including Courthouse Renovations, Broadband expansion, the public safety radio project, CDCC Software replacement, CWC building upgrades, the burn building, Volunteer Fire Department and Crew Building upgrades, Route 156 water extension and Food Lion water system upgrades, Scott Park restroom and concession, and the Jefferson Park Fire Station. In addition, Ms. Drewry gave an update on the Tourism Fund, the Economic Development Fund, and Cash Proffers. Staff is predicting a \$108,480 drop in FY20 lodging tax revenues and a \$334,140 drop if FY20 meals tax revenues due to COVID-19. She also noted that the RedFlex Program has collected a total of \$8,882.30 as of March 31, 2019. The Health Insurance Fund balance was \$3.35 million at March 31, 2018. FY2019 overall premiums exceed claims for both County and Schools. In addition, FY2019 year-to-date, premiums exceed claims paid for both County and Schools. Looking ahead, the monthly “budget to actual” monitoring will continue. Purchase order cut-off of May 5 has been set. They are working with auditors to set preliminary FY2020 audit test work. There is a budget work session scheduled for April 29. Public hearings for the tax rate and the budget are tentatively scheduled for May 12 and the adoption of the budget is scheduled for May 26.

### **TABLED ITEMS**

**T-1. Resolution; Adoption of the Prince George County Solar Energy Facility Siting Policy.** The draft Solar Energy Facility Siting Policy was tabled at the March 10<sup>th</sup> Board of Supervisors meeting in order for Staff to obtain additional public input and comments on the policy. The item was specifically tabled to April 28, 2020. The County intended to hold a public comment meeting for the Solar Energy Facility Siting Policy but, due to the COVID-19 pandemic, was not able to hold a public meeting to solicit input and comments before the April 28 meeting. Staff asked the Board to table this item until July 14. In the meantime, Staff requests citizens provide any comments by email, telephone or USPS mail. A copy of the proposed Solar Energy Facility Siting Policy may be reviewed on the Prince George County website under the Community Development and Code Compliance Tab located at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov) and comments can be emailed to [solarpolicy2020@princegeorgecountyva.gov](mailto:solarpolicy2020@princegeorgecountyva.gov). Mr. Brown made a motion, seconded by Mr. Webb, to postpone this item of July 14. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Carmichael, Waymack

Opposed: (0)

Absent: (0)

### **ORDER OF BUSINESS**

**A-1. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 29.1 Through 29.8 Entitled *Discipline of Employees*.** Ms. Hurt stated that Staff has revised the personnel policy entitled Discipline of Employees for the Board’s consideration. There has been one minor change in Section 29.2 changing the period from six months to twelve months to keep records of counseling on file. This allows Human Resources to maintain the record of counseling on file in the event that the employee doesn’t correct a certain behavior, it can be reflected on their annual evaluation if necessary. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

A-1.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE  
COUNTY PERSONNEL POLICY; SECTION 29.1 THROUGH 29.8  
ENTITLED *DISCIPLINE OF EMPLOYEES*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Discipline of Employees* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 28<sup>th</sup> day of April, 2020 does hereby amend the Prince George County Personnel Policies by approving a revision to the policies entitled *Discipline of Employees* as requested.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Carmichael, Waymack

Opposed: (0)

Absent: (0)

**A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 5.1 Through 5.20 Entitled *Hiring*.** Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the Hiring policy with some minor changes regarding interviewing, selection and notification of an offer, reporting for duty, and has added a section regarding Internships. Mr. Carmichael asked if Schools and Constitutional Officers are included in this policy, more specifically to not allowing immediate relatives of any employee to participate in the internships. Mr. Ashcraft, County Administrator, stated that he is not sure that County employees include Constitutional Officers. Ms. Hurt stated that it would depend on the MOU between the County and Constitutional Officers regarding the personnel policy. Most Constitutional Officers follow the personnel policy. However, there are blurred lines. Mr. Webb and Mr. Brown stated that it should be consistent. Ms. Hurt stated that she would try to get a copy of the MOU if it does exist and research that. Mr. Ashcraft stated that Constitutional Officers have not had a chance to weigh in on this and would prefer that the Board postpone this policy revision until that is addressed. Mr. Carmichael made a motion, seconded by Mr. Webb, to postpone this item to May 12.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Carmichael, Waymack

Opposed: (0)

Absent: (0)

**A-3. Resolution; Authority to Advertise a Public Hearing for Setting a Tax Rate for Real Property, Personal Property Machinery and Tools and Mobile Homes.** Ms. Betsy Drewry, Finance Director, stated that the County Administrator proposed the Fiscal Year 2020-2021

budget at the February 25, 2020 Board meeting and recommended no increase in the Real Property tax rate, Personal Property tax rate, or the Machinery and Tools tax rate. If any tax rate increases are desired, Code of Virginia § 58.1-3007 states that the public hearing must be published in a paper of general circulation at least seven days before the hearing. The recommended public hearing date is May 12, 2020 (updated from April 14 and 28, 2020). Prince George County as a practice, advertises tax rates, holds a public hearing and adopts rates by resolution regardless of whether there is an increase in the tax rates. The Personal Property tax rates are *typically* required to be adopted by April 15th in order for the Commissioner of Revenue and the Treasurer's Office to print the tax bills and have them mailed by April 25th for the June 5th collection date. The tax rate proposed for Personal Property is \$4.25, the same as FY20. The board approved a delayed June 26 due date for Personal Property and Real Estate Taxes at its April 14 regular meeting. Even though the County Administrator's Proposed budget recommended no increase in the Real Property tax rate, Personal Property tax rate, or Machinery & Tools tax rate for FY 2020-21, there is an increase in the assessed real property values of 7.3% net of new construction and improvements. A public hearing held on April 14, 2020 on an effective tax increase resulting from the increase in assessed values was authorized by the board on March 10. The overall FY2021 General Fund budget as proposed by the County Administrator, considering all revenue changes, increased by \$3,959,405, or 6.9%. Estimated General Fund reductions of \$1,079,532 are anticipated due to projected COVID-19 impacts. Additionally, a reduction of \$53,263 in School Resource Officer grant revenue is needed. If the proposed BPOL and Permit Fee increases are not moved forward, reductions of \$189,499 and \$74,363 respectively will be needed. If the Real Estate Tax Rate is reduced, the budget will *decrease by \$280,000 for each 1¢ reduction*. Any reduction will impact the local transfer to schools. If the tax rate is equalized to 80¢, the total reduction would be \$1,680,000; with a County reduction share of \$966,336 and a school reduction share of \$713,664. The most significant expenditure increases included in the proposed FY2021 budget are a \$1,262,500 contribution to debt reserves to pay for construction of a new Walton Elementary school and other school and county capital projects, seven additional General Fund positions at a cost of \$503,424; (3 of which are public safety), an increase in the operating transfer to the Public Schools of \$222,532, increased technology software, contract and hardware needs of \$162,748, and an increase to Riverside Regional Jail of \$156,904. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the authorization of a public hearing on May 12. Roll was called on the motion.

R-20-049

A-3.

**RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR SETTING A TAX RATE FOR REAL PROPERTY, PERSONAL PROPERTY MACHINERY AND TOOLS AND MOBILE HOMES**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28<sup>th</sup> day of April, 2020, does hereby authorize the advertisement of a May 12, 2020 public hearing for the following tax rates:

Real Property:            \$0.86 per \$100.00 of assessed value

Personal Property: \$4.25 per \$100.00 of assessed value  
Machinery & Tools: \$1.50 per \$100.00 of assessed value  
Mobile Homes: \$0.86 per \$100.00 of assessed value

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Carmichael, Waymack

Opposed: (0)

Absent: (0)

**A-4. Resolution; Award of Contract for Utilities Risk and Resilience Assessment and Emergency Response Plan Updates.** Mr. Haltom stated that Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems that serve more than 3,300 people to complete a risk and resilience assessment (RRA) and develop an emergency response plan. The County is required to update the Utility's emergency response plan and certify completion to the U.S. EPA no later than six months after the risk and resilience assessment certification. This work is required for the County's central water system served by the Appomattox River Water Authority. The RRA is required to be completed by June 30, 2021 and the Utility's emergency response plan must be updated by December 30, 2021. The Engineering and Utilities Department has received a proposal from Gannett Fleming, Inc. to perform the work to comply with the AWIA requirements. This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Risk and Resilience Assessment and Emergency Response Plan Updates to Gannett Fleming. Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-20-050

A-4.

**RESOLUTION: AWARD OF CONTRACT FOR UTILITIES RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN UPDATES.**

WHEREAS, Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan; and

WHEREAS, the County is required to update the Utility's emergency response plan and certify completion to the U.S. EPA no later than six months after the risk and resilience assessment certification; and

WHEREAS, the risk and resilience assessment for the County's central water system served by the Appomattox River Water Authority is required to be completed by June 30, 2021 and the Utility's emergency response plan must be updated by December 30, 2021; and

WHEREAS, the project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Utilities Risk & Resilience Assessment and Emergency Response Plan Updates to Gannett Fleming in the amount of \$69,085.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 28th day of April, 2020, hereby awards the contract for the Risk and Resilience Assessment and Emergency Response Plan updates to Gannett Fleming for \$69,085.

On roll call the vote was:

In favor: (5) Hunter, Carmichael, Waymack, Webb, Brown

Opposed: (0)

Absent: (0)

**ADJOURNMENT.** Mr. Carmichael moved, seconded by Mr. Brown, to adjourn to April 29, 2020 at 5:00 p.m. in the Boardroom for a budget work session. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Hunter, Brown, Webb, Waymack, Carmichael

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:32 p.m.

[Draft Minutes prepared April 30, 2020 for consideration on May 12, 2020; adopted by unanimous vote.]

---

Donald R. Hunter  
Chairman, Board of Supervisors

---

Percy C. Ashcraft  
County Administrator