

MINUTES
Board of Supervisors
County of Prince George, Virginia

May 26, 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, May 26, 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 |
| 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.1 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 Social Services, and; (ii) Section 2.2-3711.A.5 for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding facilities in the County; such discussion shall be limited to Southpoint Business Park. Mrs. Waymack made a motion, seconded by Mr. Brown, that the Board convene closed session for (i) Section 2.2-3711.A.1 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 Social Services, and; (ii) Section 2.2-3711.A.5 for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding facilities in the County; such discussion shall be limited to Southpoint Business Park.

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 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 SOCIAL SERVICES, AND; (II) SECTION 2.2-3711.A.5 FOR DISCUSSION CONCERNING A PROSPECTIVE BUSINESS OR INDUSTRY OR THE EXPANSION OF AN EXISTING BUSINESS OR INDUSTRY WHERE NO PREVIOUS ANNOUNCEMENT HAS BEEN MADE OF THE BUSINESS' OR INDUSTRY'S INTEREST IN LOCATING OR EXPANDING FACILITIES IN THE COUNTY; SUCH DISCUSSION SHALL BE LIMITED TO SOUTHPOINT BUSINESS PARK

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 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 Social Services, and; (ii) Section 2.2-3711.A.5 for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding facilities in the County; such discussion shall be limited to Southpoint Business Park.

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 6:00 p.m., Mr. Brown made a motion, seconded by Mr. Webb, 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-20-062A

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 26th day of May, 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: (5) Brown, Waymack, Webb, Carmichael, Hunter

Opposed: (0)

Absent: (0)

WORK SESSION

Mr. Percy Ashcraft, County Administrator, stated that the Federal Government has provided the Commonwealth of Virginia \$3.1 billion in the Coronavirus Aid, Relief, and Economics Security (CARES) Act of 2020. Staff has conducted several meeting to discuss recommendations to the Board.

Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that the Commonwealth has allocated funds to localities based on the population. Funding will be arriving on or around June 1 after certification is received from the locality. Prince George County's share is \$3,346,151. Schools will be receiving a separate CARES distribution during FY2021. Ms. Drewry went over the CARES funding allowable uses. The funds may only be used to cover costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease. These funds were not accounted for in the budget most recently approved as of March 27, 2020. These expenditures must be incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. This is one-time funding and should not be used for ongoing services and/or base operations. The categories of use are medical expenses, public health expenses, certain payroll expenses, expenses to facilitate compliance with COVID-19 related public health measures, economic support, and other reasonably necessary COVID-19 expenses. Medical expenses include COVID-19 related expenses of public hospitals, clinics, and similar facilities, expenses of establishing public medical facilities, costs of providing COVID-19 testing, including serological testing, emergency medical response expenses, including emergency medical transportation related to COVID-19, and expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment. Public health expenses include expenses for communication and enforcement of public health orders, expenses for acquisition and distribution of medical and protective supplies, expenses for disinfection of public areas and other facilities, expenses for technical assistance to local authorities, expenses for public safety measures, and expenses for quarantining individuals. Payroll expenses include expenses for public safety, public health, health care human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. This is likely limited to existing personnel who have been re-assigned to respond to COVID-19 and additional part-time assistance needed in response to COVID-19. Ms. Drewry clarified for Mr. Webb that it only applies to Fire and EMS is they are directly dedicated to COVID-19. Expenditures to facilitate compliance with COVID related to public health measures include expenses for food delivery to residents, expenses to facilitate distance learning, expenses to improve telework capabilities for

public employees, expenses of providing paid sick and paid family medical leave to public employees, COVID expenses of maintaining State prisons and County jails, and expenses for care for homeless populations provided to mitigate COVID effects. Expenditures associated with the provision of economic support include expenditures related to the provision of grants to small businesses, expenditures related to a State, territorial, local, or Tribal government payroll support program, unemployment insurance costs related to the COVID public health emergency, and other COVID related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Expenses not allowed include revenue replacement, items included in the adopted budget, expenses for State share of Medicaid, damages covered by insurance, and payroll/benefits for employees whose duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Ms. Drewry clarified for Mr. Carmichael that Parks and Recreation reimbursements are not covered. However, expenses for setting up the Boardroom and ZOOM meetings and medical supplies are covered. Mr. Ashcraft clarified for Mr. Webb that the Federal Government has a separate fund for nursing homes. Other expenses not allowed include expenses that have been or will be reimbursed by any other Federal program, reimbursement to donors, workforce bonuses, severance pay, legal settlements, and assistance to meet property tax payments. However, it can be used to prevent foreclosure. Staff has already established a new fund to track the expenditures separately. Access will be restricted to ensure only appropriate expenditures coded to CARES funding. Expenditures already incurred include personal protective equipment, cleaning and sanitation supplies, technology, and Federal leave taken.

Ms. Drewry stated that the Board received by email on May 22 recommendations for a mixture of economic relief initiatives and resources to cover expenditures made to respond to COVID-19. The Board has ultimate authority on the uses. Recommended uses include community relief initiatives (\$2,015,000), monetary contribution to the local food bank (\$30,000), small business grants (\$1,250,000), financial distribution to unemployed citizens (\$450,000), vouchers to local restaurants (\$20,000), outreach to mobile home parks (\$15,000), broadband expansion (\$250,000), an additional distribution to Schools (\$552,646), County technology (\$75,000), cleaning and protective health measures (\$200,000), and employee compensation and benefits (\$503,505). Ms. Drewry stated that appropriate procurement is essential for these Federal funds. Expenditures that do not meet criteria will not be allowed. Deadlines and invoice payment cutoffs are non-negotiable (March 1- December 30, 2020). Clear eligibility criteria and effective administration for any citizen/business relief initiatives is essential. Unspent funds must be returned to the State. Expenditures for unallowable purchases will have to be repaid to the State. Mr. Ashcraft stated that they would like direction from the Board at the June 9 Board meeting. Ms. Drewry clarified for Mr. Brown and Mr. Webb that codes can be changed on expenditures that do not qualify and Finance will oversee this fund. Mr. Brown stated that he would like to see them move forward as soon as possible on the small business grants and financial distribution to unemployed citizens. Chairman Hunter added that the food bank should be a priority as well. The Board agreed that it may be too early to address the broadband. Mr. Webb stated that no child should go hungry but if it were not for COVID-19, this money would not have been there for School lunch in the summer and he would imagine there will be some costs

for delivery and what will happen next year? Mrs. Waymack asked if money for pet food can be included in this as well. Staff stated that they can address that.

Ms. Julie Walton, Deputy County Administrator and Director of Community Development, talked about the County's Administration Building re-opening plan. The objectives are to provide public access to Administration Building offices and services while maintaining procedures and practices that protect community members, visitors and employees from the potential spread of the COVID-19 virus, to allow public business while maintaining the recommended social distances and occupancy limits, and re-open the Administration Building on June 8. In order to comply with the CDC and State guidance on opening to the public, the County will provide a staffed reception area in the main lobby, health screenings for visitors and employees including automated temperature screening, sanitizer stations throughout the building, enhanced cleaning of high touch areas and restrooms, social distancing requirements and occupancy limits, and protective equipment for visitors and employees (masks and gloves). Data from the temperature screenings will not be saved and an alert will sound as well as green/red notifications. Visitors will not be asked identifying information and no data will be recorded. In terms of social distancing and occupancy limits, there will be limited seating areas, reception Staff will call ahead for visitors to departments, floor stickers for social distancing will be applied, and glass/plexiglass separation panels will be installed at public interaction counters. Employees must wear masks when interacting with the public effective Friday, May 29. There will be entrance through the main doors only and public interactions will be brief encounters. The County will continue and expand the use of electronic meetings. Resources needed for the June 8 opening include additional protective equipment, temperature stations, floor stickers and signage, reception area set-up, training materials, public information, part-time staffing for expanded cleaning, and re-purpose existing Staff for reception screening. On-going resource needs and future considerations including by-appointment for public interactions, review and update of procedures monthly, additional protective equipment for visitors and employees, training, staffing, employee testing, building modifications, and telework policy and equipment. Other County buildings will be opened in phases after the Administration Building. There will also be reception areas with screenings in those buildings with temperature stations, floor stickers and signage, part-time staffing for expanded cleaning, and re-purpose existing Staff for reception screening. Mr. Brown asked if anyone will be denied entry if they refuse to undergo testing. Ms. Walton stated that is it not a legal requirement. Mr. Webb stated that if they are not willing to undergo testing, they should be denied for the safety of everyone else. Mr. Brown and Chairman Hunter agreed that they will need to conduct their business in another manner rather than in person. Ms. Drewry clarified for Mrs. Waymack that the no-touch protective equipment would all be included in the CARES Act funding. Mr. Brown suggested phasing in the opening on that first week to give Staff a chance to get the process down. Chairman Hunter suggested Monday, Wednesday, and Friday. Mr. Webb stated that DMV is doing by appointment only.

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

Pledge of Allegiance to U.S. Flag. Mrs. Waymack 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 7:03 p.m. There was no one to speak and the public comments period was closed.

APPROVAL OF AGENDA. Mr. Webb made a motion, seconded by Mr. Carmichael, to adopt the agenda as amended. 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. Carmichael made a motion, seconded by Mrs. Waymack, that the consensus agenda be approved as amended. Roll was called on the motion.

C-1. Draft Minutes – May 12, 2020 Regular Meeting was approved as presented.

R-20-063

C-2.

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$15,000 CAMERON FOUNDATION GRANT – DSS COVID-19 RELIEF FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby authorize and appropriate the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

| <u>FUND/ORGANIZATION</u> | <u>AMOUNT</u> |
|--|---------------|
| <u>Expenditure:</u> | |
| 0100-05-113-0702-45726 Social Services: Crisis Stabilization | \$15,000.00 |
| <u>Revenue:</u> | |
| 0100-10-509-8205-319501 General Fund: Cameron Foundation Grant | \$15,000.00 |

R-20-063A

C-3.

RESOLUTION; APPROPRIATION (\$14,000 INSURANCE RECOVERIES – POLICE VEHICLE REPLACEMENT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby authorize the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

| <u>FUND/ORGANIZATION</u> | | <u>AMOUNT</u> |
|--------------------------|--|---------------|
| <u>Expenditure:</u> | | |
| 0100-03-100-0601-48105 | General Fund: Police Vehicles – Replacement | \$14,000.00 |
| <u>Revenue:</u> | | |
| 0100-40-507-8206-341111 | General Fund; Insurance Proceeds | \$14,000.00 |

R-20-063B

C-4.

RESOLUTION; CONTRACT BETWEEN PRINCE GEORGE COUNTY,
VIRGINIA AND DISPUTANTA ANIMAL HOSPITAL RELATING TO
MEDICAL SERVICES

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 26th day of May, 2019 does hereby authorize the County Administrator to execute a Contract between Prince George County and Disputanta Animal Hospital.

R-20-063C

C-5.

RESOLUTION; APPROVAL OF DONATION OF BRUSH SKID UNIT TO LAKE
JERICHO VOLUNTEER FIRE AND RESCUE DEPARTMENT

WHEREAS, The Lake Jericho Volunteer Fire and Rescue Department in Smithfield, Kentucky is requesting consideration to acquire any surplus equipment that Jefferson Park Volunteer Fire Station may have; and

WHEREAS, A Fire Brush Skid has been declared surplus;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby approve the donation of the Fire Brush Skid to Jericho Volunteer Fire and Rescue Department.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

SUPERVISORS COMMENTS

Mrs. Waymack stated that it has been a rough time for everyone but Prince George County will persevere. She asked that everyone follow the guidelines.

Chairman Hunter stated that the testing conducted this past weekend with the Virginia National Guard and the Crater Health District went very well.

COUNTY ADMINISTRATOR COMMENTS

Mr. Percy Ashcraft stated that the Planning Commission Meeting will be on May 28 at 6:30 p.m. in the Boardroom. The Farmers Market Curbside Pick-Up will be on May 30 from 8 a.m. to 12:00 Noon at Scott Park. County Government Offices will be closed to the public through June 7. Courts have had a cautious re-opening since May 18, but judges are not currently seeing prisoners from Riverside Regional Jail because of an outbreak. Administrative Staff is finalizing a re-opening plan in the event all is clear for June 8. Beginning Friday, County employees inside of buildings will wear a mask when interacting with the public. There are 71 confirmed cases in Prince George County according to the Virginia Department of Health statistics through May 26. The National Guard assisted in testing 81 people Sunday at Moore Middle School. As of May 22, there have been 1,579 Prince George residents who have filed new unemployment claims; Over 1 in 10 Prince George workers have filed for unemployment. As of May 8, 468 new applications have been received for SNAP, Medicaid & TANIF benefits in 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. Business owners are urged to contact the Small Business Development Corporation (SBDC) at (804) 518-2003 for information. The Crater Regional Workforce Development Board handed out grant funds to three Prince George businesses – Prime Care Family Practice (\$3,923.06); Disputanta Animal Hospital (\$264.00); and HNR Residential Services (\$1,500). Hotel occupancy is down 24 percent in the Tri-Cities region. The Public School Division is planning to have ‘virtual graduation ceremonies’ for students the week of June 8. Riverside Regional Jail has narrowed its search for a new superintendent down to two. Final interviews will be held when background checks are complete. The 2020 personal property bills were mailed out on May 22. The second half of the real estate bills will be mailed no later than tomorrow. The Grand Opening of Dollar General on Moody Road scheduled for May 23 was canceled by store officials; store is open from 8 a.m. – 9 p.m. daily. Deputy County Administrator Jeff Stoke has been recommended to serve on a statewide panel studying broadband expansion.

REPORTS

John Randolph Medical Center COVID 19 Update– Mr. Joe Mazzo, CEO of John Randolph Medical Center, gave a brief COVID-19 update regarding the Medical Center. John Randolph is part of HCA, which is a national healthcare company. One of the benefits of their organization is the vast amount of experience in crises and emergencies. Very early on in the COVID-19 crisis, John Randolph was learning about some of the challenges from other HCA facilities in the western part of the country, including California, allowing them to better prepare when it hit here in our area. John Randolph was one of the first hospitals in the area to limit entrance to only one entrance and begin the screening process. This allowed John Randolph to get ahead of some of the challenges that other hospitals throughout the Country have faced. John Randolph is following universal infection prevention guidelines, including hand hygiene, masking, conservation efforts of protective equipment, access control to the hospital, social distancing, and distancing with patients and isolation of COVID patients. Mr. Mazzo stated that it is absolutely safe to come into and be treated in the Emergency Department. People should not avoid the Emergency Department in the case of a medical emergency. They are doing deep cleaning

throughout the hospital and have removed all vending machines and water fountains. John Randolph has tested over 600 people for COVID since March 8. Only 13% of those patients have tested positive and only 40 of them have actually been admitted. If someone is coming in for an elective procedure, they come through a separate entrance and are tested if necessary a couple of days before. Mr. Mazzo stated that John Randolph has the appropriate resources and techniques in place to manage everything safely. They are keeping their eyes on Riverside Regional Jail and are prepared to offer assistance if need be. Chairman Hunter and Mrs. Waymack complimented John Randolph Medical Center for all that they are doing.

ORDER OF BUSINESS

A-4. Resolution; Budget Amendment and Appropriation (\$130,116 Fire Program Funds).

Ms. Drewry stated that Prince George County anticipates the receipt of annual Fire Program funds in the amount of \$130,116 that have not yet been appropriated to the FY2020 budget. These funds are expected via electronic fund transfer from the Commonwealth of Virginia on June 26, 2020. Since fiscal year 2010 an agreement was made with the volunteer fire departments that the actual amount of the deposit would be split evenly among each department. Staff recommends dividing the funds six ways with one sixth going to each volunteer fire department. In FY2019, Fire Station 7 received one-half as much as the other five volunteer departments, as FY2019 was the first year it was in operation. The volunteer fire departments use these funds to purchase equipment and supplies in accordance with grant requirements. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-064

A-4.

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$130,116 FIRE PROGRAM FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby authorize and appropriate the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

| <u>FUND/ORGANIZATION</u> | <u>AMOUNT</u> |
|---|---------------|
| <u>Expenditure:</u> | |
| 0100-03-200-0604-48248 Prince George VFD: Fire Program Funds | \$21,686.00 |
| 0100-03-200-0605-48248 Disputanta VFD: Fire Program Funds | \$21,686.00 |
| 0100-03-200-0606-48248 Carson VFD: Fire Program Funds | \$21,686.00 |
| 0100-03-200-0607-48248 Burrowsville VFD: Fire Program Funds | \$21,686.00 |
| 0100-03-200-0608-48248 Jefferson Park VFD: Fire Program Funds | \$21,686.00 |
| 0100-03-200-0617-48248 Station 7: Fire Program Funds | \$21,686.00 |
| <u>Revenue:</u> | |
| 0100-20-601-8201-324201 General Fund: Fire Program Funds | \$130,116.00 |

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Carmichael, Waymack
 Opposed: (0)
 Absent: (0)

PUBLIC HEARINGS

P-1. Public Hearing; Re-adoption of an Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster.

Mr. Dan Whitten, County Attorney, stated that on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic. On March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic. On March 13, 2020 the President of the United States declared a national emergency, beginning March 1, 2020 in response to the spread of COVID-19. On March 16, 2020, the Prince George County Director of Emergency Management declared a local state of emergency in Prince George County pursuant to Virginia Code Section 44-146.21. Virginia Code Section 15.2-1413 provides that a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months. The Attorney General of Virginia issued an opinion dated March 20, 2020, that localities have the authority during disaster to adopt ordinances to ensure the continuity of government. The Board of Supervisors also has the inherent authority to vary the county's policies, procedures and practices to assure the continuity of government operations. On April 14, 2020, the Board of Supervisors of Prince George County adopted an Emergency Continuity of Operations Associated with Pandemic Disaster Ordinance. This ordinance would expire in 60 days unless re-adopted by the Board of Supervisors after public notice in accordance with Virginia Code Section 15.2-1427(F). This Ordinance shall be effective July 1, 2020. Chairman Hunter opened the public hearing at 7:32 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the ordinance as presented. Roll was called on the motion.

O-20-11

P-1.

ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 16, 2020 at 08:41:37, in accordance with Virginia Code § 44-146.21, the Prince George County Director of Emergency Management declared a local state of emergency in Prince George County.

WHEREAS, on April 9, 2020, the Board of Supervisors of Prince George County, Virginia confirmed, pursuant to Virginia Code § 44-146.21 the amended declaration of local emergency made by the local director of emergency management on March 16, 2020; and

WHEREAS, on April 14, 2020, the Board of Supervisors of Prince George County, Virginia adopted an emergency ordinance for continuity of operations associated with the pandemic disaster; and

WHEREAS, the emergency ordinance would expire in 60 days unless re-adopted by the Board of Supervisors after public notice in accordance with Virginia Code § 15.2-1427(F); and

WHEREAS, the Board of Supervisors of Prince George County, Virginia finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

WHEREAS, while the Board of Supervisors values transparency in government and public engagement, it also finds that emergency measures are necessary to mitigate the spread of COVID-19 and to protect the health, safety, and welfare of residents and employees, while still providing for government operations to continue during this state of emergency; and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the

declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Board of Supervisors of Prince George County, Virginia may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, on March 23, 2020, Governor Northam issued Executive Order Number Fifty-Three which among other items further restricts the number of persons who can gather in one place in public or private to less than 10 people; pursuant to Section 9(e) of this Executive Order, nothing in the order shall limit the operation of government; and

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, Virginia Code § 15.2-1200 provides the county with authority to adopt necessary regulations to prevent the spread of contagious diseases among its residents; and

WHEREAS, the Board of Supervisors also has the inherent authority to vary the county’s policies, procedures and practices to assure the continuity of government operations; and

WHEREAS, this ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Prince George County, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Board of Supervisors, the Industrial Development Authority, the Planning Commission, Board of Zoning Appeals, Board of Equalization (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:

- a. Any meeting or activities which require the physical presence of members of the Public Entities, where essential functions need to be considered, may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
- b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
- c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
- d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
- e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this ordinance shall remain in full force and effect for a period of 6 months unless amended, rescinded or readopted by the Board of Supervisors of Prince George County. Upon rescission by the Board of Supervisors of Prince

George County, Virginia or automatic expiration as described herein, this ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; Public Hearing; Re-adoption of an Emergency Ordinance to Waive Penalty and Interest Until August 31, 2020 on Real Estate Taxes, Personal Property Taxes and Stormwater Utility Fees. Mr. Whitten stated that on April 9, 2020, the Board of Supervisors of Prince George County confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County. The Board of Supervisors of Prince George County finds that emergency measures are necessary to respond to the current economic conditions due to the existing public health situation and wants to provide residents some relief from the penalty and interest on real estate taxes, personal property taxes and stormwater utility fees normally due June 5, 2020. A resolution was passed on April 14, 2020 extending the due date until June 26, 2020. On April 14, 2020, the Board of Supervisors of Prince George County adopted an emergency ordinance to waive penalty and interest until August 31, 2020 on real estate taxes, personal property taxes and stormwater utility fees. The Ordinance would only be effective through August 31, 2020. The Board of Supervisors needs to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427. Chairman Hunter opened the public hearing at 7:35. There was no one to speak and the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the ordinance as presented. Roll was called on the motion.

O-20-12

P-2.

**ORDINANCE TO WAIVE PENALTY AND INTEREST UNTIL AUGUST 31, 2020 ON
REAL ESTATE TAXES, PERSONAL PROPERTY TAXES AND STORMWATER UTILITY
FEES**

WHEREAS, on April 9, 2020, the Prince George County Board of Supervisors confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County; and

WHEREAS, on April 14, 2020, the Board of Supervisors of Prince George County, Virginia adopted an emergency ordinance to waive penalty and interest until August 31, 2020 on

real estate taxes, personal property taxes and stormwater utility fees now due on June 26, 2020; and

WHEREAS, the emergency ordinance would expire in 60 days unless re-adopted by the Board of Supervisors after public notice in accordance with Virginia Code § 15.2-1427(F); and

WHEREAS, the Board of Supervisors desires to adopt the ordinance in order to respond to the current economic conditions due to the existing public health situation; and

WHEREAS, the Board of Supervisors wants to provide residents some relief from the penalty and interest on real estate taxes, personal property taxes and stormwater utility fees normally due June 5, 2020; and

WHEREAS, on April 14, 2020, the Board of Supervisors approved a resolution extending the due date for real estate taxes, personal property taxes and stormwater utility fees until June 26, 2020; and

WHEREAS, the ordinance amendment will waive penalty and interest until August 31, 2020 on real estate taxes, personal property taxes and stormwater utility fees now due on June 26, 2020; and

WHEREAS, the ordinance will only be effective through August 31, 2020.

NOW, THEREFORE, BE IT ORDAINED that the following uncodified ordinance is adopted:

1. Taxes - penalty and interest for late payments

Notwithstanding the provisions of Prince George County Code § 74-1, § 74-2, and § 38-82, for all real estate taxes, personal property taxes and stormwater utility fees now due on June 26, 2020, penalty and interest shall be added and collected as follows: penalty and interest of zero percent (0%) for all payments received on or before August 31, 2020, and thereafter a penalty of ten (10) percent and interest at a rate of ten (10) percent per annum for real estate, personal property and stormwater utility fees not paid on or before August 31, 2020.

- 2. This Ordinance shall be effective through August 31, 2020 and expire on September 1, 2020, without further action.**

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-3. Public Hearing; Re-adoption of an Emergency Ordinance to Waive Penalties and Interest for Payments for Water and Wastewater Services. Mr. Whitten stated that on April 9, 2020, the Board of Supervisors of Prince George County confirmed, pursuant to Virginia

Code § 44-146.21, the declaration of emergency in Prince George County. The Board of Supervisors of Prince George County wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic. The Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of utility fees will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster. On April 14, 2020, the Board of Supervisors of Prince George County adopted an emergency ordinance amendment waiving penalty and interest for payments for water and wastewater services due May 15, 2020 if received by July 15, 2020 and for payments due June 15, 2020 if received by August 15, 2020. The Ordinance would only be effective through August 15, 2020. The Board of Supervisors needs to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427. Chairman Hunter opened the public hearing at 7:37 p.m. There was no one to speak and the public hearing was closed. Mrs. Waymack made a motion, seconded by Mr. Brown, to approve the ordinance as presented. Roll was called on the motion.

O-20-13

P-3.

ORDINANCE TO WAIVE PENALTIES AND INTEREST FOR PAYMENTS FOR WATER
AND WASTEWATER SERVICES

WHEREAS, on April 9, 2020, the Prince George County Board of Supervisors confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County; and

WHEREAS, on April 14, 2020, the Board of Supervisors of Prince George County, Virginia adopted an emergency ordinance for continuity of operations associated with the pandemic disaster; and

WHEREAS, the emergency ordinance would expire in 60 days unless re-adopted by the Board of Supervisors after public notice in accordance with Virginia Code § 15.2-1427(F); and

WHEREAS, the Prince George County Board of Supervisors wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic; and

WHEREAS, the Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of utility fees will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster; and

WHEREAS, the ordinance will only be effective through August 15, 2020.

NOW THEREFORE, BE IT ORDAINED BY THE PRINCE GEORGE COUNTY BOARD OF SUPERVISORS:

1. Reduction of Penalties and Interest for Late Payments for Water and Wastewater Services.
 - (i) Billing Cycle 1 – Notwithstanding the provisions of Prince George County Code § 82-265 and § 82-540, for all payments for water and wastewater services due May 15, 2020, penalty and interest shall be added and collected as follows: penalty and interest of zero percent (0%) for all payments received on or before July 15, 2020, and thereafter a penalty of ten (10) percent and interest at a rate of ten (10) percent per annum for all payments for water and wastewater services that were due May 15 but not paid on or before July 15, 2020.
 - (ii) Bill Cycle 2 – Notwithstanding the provisions of Prince George County Code § 82-265 and §82-540, for all payments for water and wastewater services due June 15, 2020, penalty and interest shall be added and collected as follows: penalty and interest of zero percent (0%) for all payments received on or before August 15, 2020, and thereafter a penalty of ten (10) percent and interest at a rate of ten (10) percent per annum for all payments for water and wastewater services due June 15 but not paid on or before August 15, 2020.
2. This ordinance shall be effective through August 15, 2020 and expire on August 16, 2020, without further action.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-4. Public Hearing; Re-adoption of an Emergency Ordinance to Waive Penalties and Interest until August 20, 2020 on Meals Taxes and Transient Occupancy Taxes. Mr. Whitten stated that on April 9, 2020, the Board of Supervisors of Prince George County confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County. The Board of Supervisors of Prince George County wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic. The Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of transient occupancy taxes and meals taxes will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster. On April 14, 2020, the Board of Supervisors of Prince George County adopted an emergency ordinance amendment waiving penalty and interest so long as the remittances are made to the Treasurer on or before August 20, 2020 for Transient Occupancy Taxes and Meals Taxes. The Ordinance would only be effective through August 20, 2020. The Board of Supervisors needs to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427. Chairman Hunter opened the public hearing at 7:39 p.m. There was no one to speak and the public hearing was

closed. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the ordinance as presented. Roll was called on the motion.

O-20-14

P-4.

ORDINANCE TO WAIVE PENALTIES AND INTEREST UNTIL AUGUST 20, 2020 ON MEALS TAXES AND TRANSIENT OCCUPANCY TAXES

WHEREAS, on April 9, 2020, the Prince George County Board of Supervisors confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Prince George County; and

WHEREAS, on April 14, 2020, the Board of Supervisors of Prince George County, Virginia adopted an emergency ordinance to waive certain penalty and interest until August 20, 2020 on Meals Taxes and Transient Occupancy Taxes; and

WHEREAS, the emergency ordinance would expire in 60 days unless re-adopted by the Board of Supervisors after public notice in accordance with Virginia Code § 15.2-1427(F); and

WHEREAS the Prince George County Board of Supervisors wishes to assist its residents and businesses as the community contends with the state of emergency and disaster caused by the COVID-19 pandemic; and

WHEREAS the Board of Supervisors has determined that providing taxpayers relief from penalties and interest associated with late remittances of transient occupancy taxes and meals taxes will promote continuity of government and grant needed relief to businesses and individuals affected by the disaster; and

WHEREAS the ordinance will only be effective through August 20, 2020.

NOW THEREFORE, BE IT ORDAINED BY THE PRINCE GEORGE COUNTY BOARD OF SUPERVISORS:

1. Reduction of Penalties and Interest for Late Remittances of Transient Occupancy Taxes.

Notwithstanding Prince George County Code § 74-304 and § 74-306, any person who fails or refuses to remit to the Treasurer transient occupancy taxes first required to be remitted on or between April 20, 2020, and August 20, 2020, will be assessed penalties and interest of zero percent for failing or refusing to remit the taxes, so long as the remittances are made to the Treasurer on or before August 20, 2020. All other requirements regarding transient occupancy taxes shall remain in force, including but not limited to the requirements for recordkeeping and for timely filing of reports of such taxes collected. On August 21, 2020, any person who has failed or refused to remit such taxes to the Treasurer will be assessed penalties and interest in the

amount of 10 percent of the tax past due. Any such penalties and interest, when assessed, will become part of the tax.

2. Reduction of Penalties and Interest for Late Remittances of Meals Taxes.

Notwithstanding Prince George County Code § 74-475 and § 74-479, any person who fails or refuses to remit to the Treasurer meals taxes first required to be remitted on or between April 20, 2020, and August 20, 2020, will be assessed penalties and interest of zero percent for failing or refusing to remit the taxes, so long as the remittances are made to the Treasurer on or before August 20, 2020. All other requirements regarding meals taxes shall remain in force, including but not limited to the requirements for recordkeeping and for timely filing of reports of such taxes collected. On August 21, 2020, any person who has failed or refused to remit such taxes to the Treasurer will be assessed penalties and interest on the tax past due. Any such penalties and interest, when assessed, will become part of the tax.

3. Effective Date. This ordinance shall be effective through August 20, 2020 and expire on August 21, 2020, without further action.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Water Line Extension Project – Mr. Frank Haltom, County Engineer, updated the Board of the anticipated costs associated with Food Lion Water System Upgrades (includes Route 460 Extension and Food Lion Booster Station Upgrades), and the Route 156 Waterline Extension. On May 14, bids were received for the Route 460 water line extension. The Food Lion booster station upgrades are scheduled to be bid in September. The budget for the Food Lion Water System upgrades was \$2,100,000. The total estimated costs are \$2,468,796 leaving a deficit of \$368,786. Bids for the Route 156 water line extension are due June 10. The budget for the Route 156 water line extension was \$2,640,000. The total estimated costs are \$3,487,552 leaving a deficit of \$847,552. Mr. Haltom stated that primary impetus of these projects was to increase available fire flow volumes in the Food Lion water systems and within the business park. Love's Travel Center has a fire flow demand that must be met as a condition of their certificate of occupancy. The Route 460 extension and booster station upgrade is the current plan to meet the fire flow demand. An alternative considered is to increase the water line size to 16" and extend an additional 2,500 feet to the intersection of County Drive and Prince George Drive. The pros to that would be it would be able to take the booster station off line to avoid upgrade costs and maintenance of the tank and booster pumps and it provides a better backbone for future expansion. The cons would be that it requires additional time, reduces the fire flow volume available and is cost neutral, not anticipated so save costs so it does not resolve the deficit issue. Mr. Haltom provided the Board options to consider to include the following: (1) Proceed with Route 460 extension and award to apparent low bidder. Delay booster station upgrades (fire flow conditions must be met for Love's Travel Center by other means). Transfer remaining funds to Route 156 extension project to provide adequate funding; (2) Proceed with

Route 460 extension and booster station upgrades. Transfer funds from Route 156 extension project to the Food Lion Water System Upgrades to provide adequate funding. Delay Route 156 extension project until funding source is identified; (3) Proceed with Route 460 extension and award to apparent low bidder and use Utility's fund balance to offset the deficits of each project; and (4) The apparent low bid for Route 460 is approximately \$450,000 less than engineer's estimate. Delay award of Route 460 until bids are received for all projects to determine if bids will be within the available budgets. If funding is not sufficient, options listed above must be considered. Staff is recommending to proceed with Route 460 extension and award to apparent low bidder, proceed with booster station upgrades and bid in September as planned. Prior to the award of contracts, transfer funds from Utility's fund balance to meet actual costs of each project. The Utility Fund Balance as of June 2020 is just over \$12 million. The transfer would represent approximately 10% of the cash on hand. Mr. Brown asked how we can avoid estimating a much lower amount at the time of borrowing. Mr. Haltom stated that his understanding is that those estimates were based on market value at that time and based primarily on construction. He was not here when those estimates were made. Mr. Webb asked if they move forward with the Temple Avenue Booster Station, would it help with this project. Mr. Haltom stated that it would. The Board agreed by consensus to move forward with Mr. Haltom's recommendation.

Oak Shades Mobile Home Park Wastewater Proposal – Mr. Haltom stated that as the Route 460 corridor and Southpoint Business Park continues to develop, the wastewater collection system that serves the corridor is approaching full capacity. Limiting pipe capacity is based on the existing 12" gravity sewer along Route 460 near the I-295 interchange. The full flow capacity is about 1.2 million gallons per day. The estimated average daily flow is about 352,000 gallons per day. There is about 34 - 40% remaining capacity in that sewer pipe. Oak Shades is considering the requirements to connect to the wastewater system. Should they connect, it could use up to 35,000 gallons per day, leaving 25 -30% of remaining capacity. Future development along the Route 460 corridor and Southpoint Business Park will require additional wastewater capacity. Mr. Haltom's recommendation is to allow Oak Shades to connect, but should the Board desire to address the capacity needs for future development, new wastewater infrastructure will be required. Planning and engineering should begin in the immediate future to ensure capacity is available for future growth. A preliminary engineering report to build a new pipeline to Hopewell, or build a wastewater treatment plant could cost up to \$250,000. Mr. Webb proposed that the Board have a work session dedicated solely to this in the very near future.

ORDER OF BUSINESS (cont'd)

A-5. Resolution; Award of Contract for the Construction of the Route 460 Water Line Extension to Perkinson Construction, LLC. Mr. Haltom stated that the Route 460 water line extension is one of two projects planned for the Food Lion Water System Upgrades. The other project is the booster station upgrades, which is anticipated to be bid in September. The Route 460 water line project will extend the County's central water system to the Food Lion water system. The construction plans were advertised for bid on April 14th. Six bids were received by the due date of May 14th. Perkinson Construction, LLC submitted the low bid of \$889,015.76. Total project encumbrances and expenditures to date is \$429,280, which includes engineering design, construction administration, inspection services, title search and easement acquisition. Staff is requesting that the contract be awarded for the construction of the Route 460 water line

extension to Perkinson Construction, LLC for \$889,015.76. Mr. Carmichael made a motion, seconded by Mr. Webb to approve the resolution as presented. Roll was called on the motion.

R-20-065

A-5.

RESOLUTION: AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE ROUTE 460 WATER LINE EXTENSION TO PERKINSON CONSTRUCTION, LLC.

WHEREAS, the Route 460 water line extension and the Food Lion booster station upgrades are two projects planned as part of the Food Lion Water System Upgrades; and

WHEREAS, the Route 460 water line project will extend the County's central water system to the Food Lion water system; and

WHEREAS, the Route 460 water line construction plans were advertised for bid on April 14th. Six bids were received by the due date of May 14th. Perkinson Construction, LLC submitted the low bid of \$889,015.76; and

WHEREAS, \$2,100,000 for the Food Lion Water System Upgrades was included as part of the General Obligation borrowings, Bond Series Spring 2019. Total project encumbrances and expenditures to date is \$429,280, which includes engineering design, construction administration, inspection services, title search and easement acquisition.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 26th day of May, 2020, hereby awards the contract for the construction of the Route 460 water line extension to Perkinson Construction, LLC for \$889,015.76.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Resolution; Award of Contract for the Maintenance and Repairs of the Courthouse Water Tank to Suez. Mr. Haltom stated that inspections of the county's six water storage tanks have been performed by Suez, a water system consultant. The inspection of the Courthouse water tank revealed damage to the safety ladder and significant corrosion of the tank interior. The continued corrosion of the tank could cause a loss of the asset. The ladder must be replaced to meet OSHA safety requirements. This project will be completed utilizing the cooperative language provided in the City of Manassas service contract for maintenance of water storage tanks. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for the maintenance and repair of the courthouse water tank to Suez for \$132,856.78. Mr. Haltom clarified for the Board that the work will be done in the Fall/Winter of next year and that the bid would remain good until then. Mr. Carmichael

made a motion, seconded by Mr. Webb to award the contract as presented. Roll was called on the motion.

R-20-066

A-6.

RESOLUTION: AWARD OF CONTRACT FOR THE MAINTENANCE AND REPAIRS OF THE COURTHOUSE WATER TANK TO SUEZ.

WHEREAS, Suez, a water system consultant, has completed the inspections of the county's six water storage tanks; and

WHEREAS, the inspection of the Courthouse water tank revealed damage to the safety ladder and significant corrosion of the tank interior. The continued corrosion of the tank could cause a loss of the asset. The ladder must be replaced to meet OSHA safety requirements.

WHEREAS, this project will be completed utilizing the cooperative language provided in the City of Manassas service contract for maintenance of water storage tanks. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for the maintenance and repair of the courthouse water tank to Suez.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 26th day of May, 2020, hereby awards the contract for the maintenance and repairs of the Courthouse water tank to Suez for \$132,856.78.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-1. Resolution; Authority to Advertise a Public Hearing for an Ordinance to Amend "The Code of the County of Prince George, Virginia," as Amended, by Enacting Section 74.5 Relating to Authorizing the Treasurer to Approve Refunds up to Five Thousand Dollars Without the Approval of the Board of Supervisors in Accordance with Virginia Code Section 58.1-3981(A). Mr. Whitten stated that the 2020 Virginia General Assembly passed HB 316: Refunds of local taxes; authority of treasurer. This bill states the treasurer may refund a taxpayer up to \$5,000 in taxes paid as a result of an erroneous tax assessment. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve advertisement of an Ordinance authorizing the Treasurer to approve refunds up to five thousand dollars without the approval of the Board of Supervisors in accordance with Virginia Code Section 58.1-3981(A). Roll was called on the motion.

R-20-067

A-1.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA," AS AMENDED, BY

ENACTING SECTION 74.5 RELATING TO AUTHORIZING THE TREASURER TO APPROVE REFUNDS UP TO FIVE THOUSAND DOLLARS WITHOUT THE APPROVAL OF THE BOARD OF SUPERVISORS IN ACCORDANCE WITH VIRGINIA CODE SECTION 58.1-3981(A)

NOW, THEREFORE, BE IT RESOLVED That the Board Of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby authorize the advertisement of a public hearing for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by enacting Section 74.5 relating to authorizing the Treasurer to approve refunds up to five thousand dollars without the approval of the Board of Supervisors in accordance with Virginia Code Section 58.1-3981(A).

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Authority to Advertise an Ordinance to Amend “The Code of The County of Prince George, Virginia,” as Amended, by Amending and Re-Enacting Section 26.2 to Increase the Fee from \$10.00 to \$20.00 that Will Be Assessed Against Convicted Defendants in all Criminal and Traffic Cases in County General District and Circuit Courts in Accordance with Virginia Code Section 53.1-120. Mr. Whitten stated that the 2020 Virginia General Assembly passed SB 149: Courthouse and courtroom security assessment. This bill increases the maximum amount a local governing body may assess against a convicted defendant as part of the costs in a criminal or traffic case in district or circuit court from \$10 to \$20 to fund courthouse and courtroom security. Mr. Webb made a motion, seconded by Mr. Brown to approve advertisement of an Ordinance amending fees assessed against convicted defendant in criminal and traffic cases from \$10 to \$20 in accordance with Virginia Code Section 53.1-120. Roll was called on the motion.

R-20-068

A-2.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” AS AMENDED, BY AMENDING AND RE-ENACTING SECTION 26.2 TO INCREASE THE FEE FROM \$10.00 to \$20.00 THAT WILL BE ASSESSED AGAINST CONVICTED DEFENDANTS IN ALL CRIMINAL AND TRAFFIC CASES IN COUNTY GENERAL DISTRICT AND CIRCUIT COURTS IN ACCORDANCE WITH VIRGINIA CODE SECTION 53.1-120

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby authorize the advertisement of a public hearing for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending and re-enacting Section 26.2 to increase the fee from \$10.00 to \$20.00

that will be assessed against convicted defendants in all criminal and traffic cases in County General District and Circuit Courts in Accordance with Virginia Code Section 53.1-120.

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 an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending Section 74-302 and Section 74-303 to Increase the Transient Occupancy Tax from Five Percent to Seven Percent and to Clarify How the Revenue Must Be Utilized. Mr. Whitten stated that Prince George County requested authority from the General Assembly to raise the transient occupancy tax from five to seven percent. The General Assembly granted such authority during their 2020 session in Senate Bill 255. The new transient occupancy tax rate will go in effect July 1, 2020. Mr. Brown expressed concern that Prince George County residents may need to utilize a hotel room during the pandemic and this could cause a strain on them. The County Attorney stated that this is just an authority to advertise. They could decide at the public hearing to delay the change but it would require the advertisement of another public hearing. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve advertisement of an Ordinance to Amend Section 74-302 and Section 74-303 increasing the transient occupancy tax from five percent to seven percent. Roll was called on the motion.

R-20-069

A-3.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” AS AMENDED, BY AMENDING SECTION 74-302 AND SECTION 74-303 TO INCREASE THE TRANSIENT OCCUPANCY TAX FROM FIVE PERCENT TO SEVEN PERCENT AND TO CLARIFY HOW THE REVENUE MUST BE UTILIZED

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby authorize the advertisement of a public hearing for an ordinance to amend “The Code of the County of Prince George, Virginia,” as amended, by amending Section 74-302 and Section 74-303 to increase the transient occupancy tax from five percent to seven percent and to clarify how the revenue must be utilized.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-7. Resolution; Authorization to Enter Agreements with Constitutional Officers. Mr. Whitten stated that for a number of years, the County has entered into agreements that allow the Constitutional Officers to use portions of the County personnel system. The agreements are valid for the terms of office for each elected official. The current agreements expired on

December 31, 2019 and the cooperative arrangement provided for in these Agreements have worked well over the years for both the County and the elected officials. Staff recommends that the Board authorize the Chairman to sign new agreements allowing use of the County personnel system by the Sheriff, Commonwealth's Attorney, Treasurer, Clerk of Circuit Court and Commissioner of the Revenue. The revisions for the Treasurer are the same as the revisions made for the Clerk of Circuit Court, Sheriff and Commissioner of Revenue. There is one code section excluded from the Commonwealth Attorney's MOU to be in line with the language provided in the code section. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-20-070

A-7.

RESOLUTION; AUTHORIZATION TO ENTER AGREEMENTS WITH
CONSTITUTIONAL OFFICERS

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, hereby authorizes the Board Chairman to enter into agreements with the Sheriff, Commonwealth's Attorney, Treasurer, Clerk of Circuit Court and Commissioner of the Revenue allowing them to use portions of the County personnel system as outlined in each individual agreement.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-8. Resolution; Authority to Advertise a Public Hearing for the Appropriation of \$3,346,151 in Coronavirus Aid, Relief, and Economic Security (Cares) Act of 2020 Coronavirus Relief Funds to a New Special Revenue Fund (Budget Amendment). Ms. Drewry stated that the Federal government issued \$3.1 billion in Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 Funding – Coronavirus Relief Funds to the Commonwealth of Virginia and another \$200 million to Fairfax County. Counties and cities received a May 12, 2020 memo from the Secretary of Finance indicating that the Commonwealth would distribute these funds to localities based on population. Prince George County will receive \$3,346,151 on or around June 1 after signing a certification stating these funds would be used as directed. Board consensus was received to have the Board Chairman, County Administrator and Finance Director sign the certification, and the signed certification was submitted to the Department of Accounts on Friday May 15, 2020. During the earlier work session Ms. Drewry went over what the funds must be used for and recommendations were made to the Board for a mix of relief for costs incurred related to the COVID-19 pandemic and for citizen/business relief efforts. Any budget amendment that is over 1% of the adopted budget requires a public hearing. Mr. Carmichael made a motion, seconded Mrs. Waymack to approve the resolution as presented. Roll was called on the motion.

A-8.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE APPROPRIATION OF \$3,346,151 IN CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT OF 2020 CORONAVIRUS RELIEF FUNDS TO A NEW SPECIAL REVENUE FUND (BUDGET AMENDMENT).

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of May, 2020, does hereby authorize the advertisement of a June 9, 2020 public hearing for the appropriation of \$3,346,151 in Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Coronavirus Relief Funds.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-9. Resolution; Adoption of the Annual Fiscal Plan for Fiscal Year 2020-2021. Ms. Drewry stated that the County Administrator's budget was proposed to the Board of Supervisors on February 25, 2020 for a total of \$129,748,493 with the General Fund total being \$61,720,893. Significant changes have been discussed due to the COVID-19 pandemic and the Board approved \$1,396,657 in reductions on April 29, 2020. As a result, the General Fund budget as adjusted is \$61,720,893 and the total FY2020 Budget is \$126,187,775. The Budget includes no increases in the real estate tax rate, machinery and tools rate, the personal property tax rate, water fees, or wastewater fees. The Budget also includes no pay increases, no additional General Fund positions, the suspension of career development, reductions to food, training, travel budgets, repair and supply budgets, reductions in proposed IT software, reductions in employee recognition and special events budgets, reductions in fuel budgets, and the elimination of contributions to community colleges and FOLAR. The contribution to the Public School Division will be \$16,688,835. Mr. Webb stated that significant cuts have been made and he appreciates all of Staff's hard work. He also stated that he is committed to a new school while it is still going to stress one of the County's financial policies even though it will not affect the County's credit rating. Chairman Hunter, Mr. Carmichael, Mrs. Waymack, and Mr. Brown thanked Staff as well for managing through and finding the reductions needed while still moving forward with a new school. Mr. Brown stated that they still need to be mindful of future impacts of COVID-19 and prepare for it. Mr. Webb agreed that it is a lot better to have a plan. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the budget as presented. Roll was called on the motion.

A-9.

RESOLUTION; ADOPTION OF THE ANNUAL FISCAL PLAN FOR FISCAL YEAR
2020-2021

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this
26th day of May, 2020, does hereby adopt the annual fiscal plan for fiscal year 2020-2021.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Brown moved, seconded by Mrs. Waymack, to adjourn. 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 8:50 p.m.

[Draft Minutes prepared May 28, 2020 for consideration on June 9, 2020; adopted by
unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator