

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

Adjourned Work Session  
September 1, 2020  
6:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, September 1, 2020 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Donald R. Hunter for a work session to hold a public hearing to consider an ordinance amendment to revise the location of a polling place within the Courts Building election district.

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

Donald R. Hunter, Chairman	Present
Alan R. Carmichael, Vice-Chairman	Absent
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Present

County Staff present was: Percy C. Ashcraft, County Administrator; Dan Whitten, County Attorney; Betsy Drewry, Finance Director and Deputy County Administrator; Julie C. Walton, Deputy County Administrator; and Teresa Knott, Clerk.

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

**Pledge of Allegiance to U.S. Flag.** Chairman Hunter led the Pledge of Allegiance to the U.S. Flag.

**APPROVAL OF AGENDA.** After Chairman Hunter changed the order of other topics for discussion, Mr. Webb made a motion, seconded by Mr. Brown, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**WORK SESSION**

**PUBLIC HEARING**

**Public Hearing; Resolution; Adoption of an Ordinance to Amend The Code of the County of Prince George, Virginia, 2005, as Amended, to Revise the Location of a Polling Place Within the Courts Building Election District from Main Floor of Courts Building, 6601 Courts Drive to Gregory Memorial Presbyterian Church, 6300 Courthouse Road.** Mr. Jeff Stoke, Deputy County Administrator, stated that there is a desire to relocate the polling location in the Prince George County Courthouse to the Gregory Memorial Presbyterian Church in precinct number 204. Per Code of Virginia 24.2-306, such a move must be approved 60 days prior to the general election. Staff requested an authority to advertise the public hearing on the ordinance change and a public hearing is scheduled for this evening along with an ordinance consideration. Chairman Hunter opened the public hearing at 6:05 p.m.

Mr. Bruce Waymack (7210 Laurel Spring Road). Mr. Waymack stated that unless there is some kind of emergency purpose, he thinks it is a bad idea to change the polling place location this close to a presidential election. He asked the Board to reconsider and maybe move it after the election. Mr. Waymack suggested it be moved to the Administration Building.

Sheriff Bucky Allin. Sheriff Allin stated that this originated from his office for the purpose of security issues. He stated that when people come into the Courthouse for an election, they are not allowed to check them or make them enter through the metal detector. In addition, with the pandemic, they are not allowed to do temperature checks or health screenings. Once the voters enter the Courthouse, they have access to every level in there. This is particularly a problem during presidential elections. Therefore, Sheriff Allin asked that the Board consider moving the polling place now.

Ms. Tammie Miller Jennings (Sandy Ridge Road). Ms. Jennings stated that part of the work she does involves voter protection therefore this is an area of great concern for her. She stated that the precinct that votes at the Courthouse is one of the largest in the County. She is in strong opposition for the precinct being moved for this election due to the unfair last minute notice. She stated that she strongly suggests waiting until next year's election to move the polling place.

Ms. Barbara Tabb (Secretary, Electoral Board). Ms. Tabb stated that they discovered in June that social distancing and getting people in and out of the Courthouse is very difficult. It does create people spilling out into the hallway and down the stairs. She reminded the Board and the public that voting will start in the Registrar's Office on September 18. For the first time ever, voters will have 45 days to cast a vote prior to Election Day. They are hoping a lot of people will take advantage of that. That also does not count the more than 1500 requests for mail-in absentee votes they already have. Ms. Tabb stated that she is not necessarily requesting that they pass this now, but she did want the Board to understand some of their concerns.

There being no one else to speak, Chairman Hunter closed the public hearing at 6:17 p.m. Mr. Brown stated that he understand the concerns, but a lot of people have complained about moving a polling station so close to a presidential election. He would be in favor of this move if it were postponed until after the election. Mr. Webb concurred with Mr. Brown. Mrs. Waymack stated that she thinks the timing is too close to the election as well. Chairman Hunter stated that he understand the security issues, but he too thinks the timing is not good. Mr. Brown made a motion, seconded by Mrs. Waymack to postpone this matter until December 8. Mr. Webb asked that Staff use the same advertising methods for the postponement that was used for this public hearing. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**Potential Debt Refunding/"Refinancing"**. Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that Davenport & Company, the County's contracted financial advisor, reached out to Staff in early August to relay the possibility of refunding (refinancing) several of the County's existing debt obligations to take advantage of lowered borrowing rates. Davenport is assisting Administration and Staff in evaluating refunding/refinancing options. Mr. Ted Cole of Davenport & Company went over those options with the Board. Option One is refunding through the Virginia Resources Authority (VRA) Fall 2020 borrowing pool. Option Two would be issuance of County debt in a public bond market. Staff discussions with Davenport remain ongoing about all possible refinance opportunities. Davenport and Staff will evaluate all options in terms of overall savings, refunding costs (including any annual VRA fees) and flexibility. Mr. Cole went over an analysis of the potential savings of a refunding with VRA Option One. Interest rates may change between the date of the analysis and the closing date and would impact the amount of total savings. In addition, Davenport assisted Staff in completing an application for the VRA Fall 2020 pool borrowing. If a VRA refunding is the best option, Staff will work with Davenport and Williams Mullen (bond counsel) to prepare the needed documents and resolutions to bring to the Board of Supervisors for consideration and possible approval on September 22, 2020. The draft resolution will provide the Board with protection from participation with the Fall 2020 VRA financing pool unless certain savings thresholds are met at closing. If issuance of County Debt in the public bond market (Option Two) is the best option, Board actions and approvals would likely take place September through November, 2020. While Option Two is a savings of a little over \$500,000 in total estimated savings, there are risks to consider including, required Staff time, market risk, and transaction cost exposure. Mr. Cole assured Mr. Webb that Option Two is definitely doable. Chairman Hunter expressed a concern about the Staff load for Option Two. Ms. Drewry stated that she and her Staff believe that they

can handle the load. Mr. Cole assured Mr. Brown that there is no risk as to the mechanics of the sale with Option Two. The risk would be with the bond rating, which is probably one of the key differentials with Option One. Mr. Cole confirmed for Mrs. Waymack that if the decision is made to go with Option Two, it would probably be difficult to go back to Option One. He also confirmed for Mr. Webb that there is a risk of the County's bond rating changing with Option Two and that is not a risk with Option One. Mr. Webb stated that he is not comfortable taking a risk with the County's bond rating. Mr. Brown asked if the County went with Option Two, could the Rolls-Royce situation and other borrowings potential affect the County's bond rating. Mr. Cole stated that there is that chance. Ms. Drewry stated that they would like to get direction from the Board by September 8. Mr. Webb and Mr. Brown both stated that they are leaning towards the VRA. Mrs. Waymack stated that it sounds like the safest way to go. Chairman Hunter stated that he is not totally convinced yet.

**Discussion of Phase Two of CARES Funding.** Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that round one of CARES Funds were provided on June 1 and were amended to FY20 budget following a June 9 public hearing to do so. The second half of another \$3,346,151 was received on August 5, 2020 and will be amended to the FY2021 budget following a September 8 public hearing. The total received is \$6,692,302. Federal law indicates that those funds can only be spent on necessary expenditures incurred due to COVID-19 or responding to COVID-19, including expenditures not accounted for in the adopted budgets, and expenditures that are incurred in between March 1 and December 30, 2020. This is one-time funding and should not be used for ongoing services and/or base operations. Round One was allocated for a variety of purposes with the largest percentage going to community relief initiatives in the amount of over \$1.75 million with the largest component being small business grants. Mr. Jeff Stoke, Deputy County Administrator, stated that they have qualified 33 small business grants totaling \$105,630.86. To date, they have received 56 applications and there are 1,347 active licenses in the County. One of the eligibility requirements is that businesses must hold a license. Mr. Stoke stated that they have learned that there are business types in Prince George County that does not require a business license. Therefore, Mr. Stoke would like to remove that criteria. The Board agreed and Mr. Webb asked that Economic Development reach back out to those businesses and allow them to apply. Mr. Brown added that he would like to see non-profits added as well. The Board agreed. The maximum grant loan amount is currently \$3500. Mr. Stoke would like to raise that maximum amount to \$50,000. The Board agreed. That does not necessarily mean that they will receive \$50,000. They would have to prove their losses. Those that have submitted and received grants will be adjusted first. Then, it would become first come first serve until the money runs out. These businesses will still have to claim this as income their taxes. Mr. Brown suggested they extend the due date for small business grants to October 30. The Board agreed. Other monies were designated to the local food bank, outreach of mobile home parks, and a pet food distribution effort. There was a \$552,646 allocation to the School Division to cover chrome books and extended summer lunches for students. Dr. Lisa Pennycuff, School Superintendent, stated that the School Division would like to transfer \$33,725.97 from the summer lunch program to different needs identified during the Round 2 needs evaluation. Technology initiatives were estimated to be at about \$75,000. Mr. Brown stated that he would still like to see the County move into the possibility of the live streaming of meetings through a vendor. There was also a variety of cleaning and protective health measures and employee compensation and benefits. She added that there were distributions made to the 4-H Center for a \$10,000 grant and to the Crater District Health Department Regional Marketing Plan in the amount of \$25,000 to help them meet their needs during the COVID-19 pandemic. Other Round One contingency use recommendations include a second low income community outreach, rural band hotspots, and funds toward hazard pay for high risk employees.

Round Two total requests as presented are \$3,339,418.78 and are within the CARES CRF award of \$3,346,151 award. Initial requests did exceed available funding and some items have been wait listed or directed to other funding sources. Those wait listed initiatives total \$267,101.79. The Round Two requests include more community relief initiatives in the amount of \$690,680 to include rent/mortgage assistance, food, personal care and clothing vouchers, cooling/heating assistance, garbage collection assistance, and childcare assistance. Mr. Brown expressed a concern with the volume of childcare assistance with a lot of children that are home learning virtually. Ms. Bertha Judge, Social Services Director, stated that there will be some families who will not be able to afford childcare due to job or wage loss. This program will help families for only up to four weeks. Ms. Judge clarified for Mrs. Waymack that CNA is used for

companion care. Other requests in Round Two include a distribution to schools in the amount of \$1,567,500.69, technology in the amount of \$138,993.66, Courthouse needs in the amount of \$40,396.89, Sheriff needs in the amount of \$67,378.76, General Services/Building needs in the amount of \$50,000, and Public Safety Requests in the amount of \$768,383.78. Dr. Pennycuff clarified for Mr. Brown that Staff will be able to maintain the Hepa Filtration systems for buses. Ms. Drewry clarified for Mr. Webb that the additional two zoll monitors are included in Round Two because they have not already been included in the upcoming budget. There will be a public hearing on September 8 for the Round Two appropriation. Consideration for approval of the appropriation of funds will follow the public hearing.

**Discussion of Capital Improvement Planning Process.** Mr. Percy Ashcraft, County Administrator, stated that as the Board is aware, the County engages in a 10-year Capital Improvement Program, which is updated annually. The County has an annually appointed Capital Improvement Program (CIP) Committee comprised of one Board of Supervisor Member; one School Board Member; two members of the Planning Commission; a Fire/EMS representative; and three (3) Citizens. Department Heads and School personnel submit new capital projects and updates to existing capital projects annually. Once requests and updates are received, the CIP committee receives presentations on new projects and updates to existing projects. Following project presentations, the CIP committee ranks all projects (new and existing) in terms of urgency and significance. Once ranked, the complete CIP project listing and estimated total project costs in rank order are provided to Davenport & Company, the County's contracted financial advisor. Davenport provides the financial impact of completing the recommended Capital Improvement Plan. They assist staff in determining affordability and timing of projects by examining when existing debt obligations/loans will be repaid, and how completing the recommended projects will impact tax rates. Davenport also determines whether project completion and related borrowings create instances of non-compliance with the County's financial and debt policies. In light of the financial uncertainty created by COVID-19, and the recently announced Rolls Royce closure, the County Administrator and Staff recommend that the Board consider suspending the CIP process for at least a one year period. This suspension would mean that new projects would not be entertained for inclusion on our 10-year plan, and that the CIP Committee would not re-evaluate or update project rankings for the 2022-2031 CIP cycle. The projects as approved show only Fire Company 1 renovations slated for completion in FY2022. The next project is a new Beazley Elementary scheduled for completion in FY2027, and no projects slated for completion between FY2023 and FY2026. It is unlikely that new revenue sources will be identified during FY2021 that would make us able to add projects for completion between FY2022 and FY2027. It is also likely that the full impacts of COVID-19 on revenues will remain uncertain for most of FY2021. If the CIP process is suspended, projects of an emergency nature that pose a threat to life, health or safety could still be brought to the Board for consideration on a case-by-case basis. Staff is requesting that the Board consider approval, by consensus, of suspending the CIP process for at least a one-year period. The Board agreed by consensus.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to the provision of legal advice relating to Election Districts and Prince George Emergency Crew.** Mrs. Waymack made a motion, seconded by Mr. Brown, that the Board convene closed session for (i) Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to the provision of legal advice relating to Election Districts and Prince George Emergency Crew.

R-20-118

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.8 FOR CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO THE PROVISION OF LEGAL ADVICE RELATING TO ELECTION DISTRICTS AND PRINCE GEORGE EMERGENCY CREW

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 1<sup>st</sup> day of September, 2020, does hereby vote to enter closed session for(i) Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to the provision of legal advice relating to Election Districts and Prince George Emergency Crew. On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**E-2. Resolution; Certification of Closed Session.** At 9:30 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-20-118A

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 1<sup>st</sup> day of September, 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, Hunter

Opposed: (0)

Absent: (1) Carmichael

**ADJOURNMENT.** Mr. Brown made a motion, seconded by Mrs. Waymack, to adjourn at 9:31 p.m.

[Draft Minutes prepared September 14, 2020 for consideration on September 22, 2020; adopted by unanimous vote.]

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Donald R. Hunter, Chairman  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator