

MINUTES
Board of Supervisors
County of Prince George, Virginia

January 5, 2021
Organizational Meeting
6:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. The organization meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:06 p.m. on Tuesday, January 5, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Chairman Donald R. Hunter.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; and Dan Whitten, County Attorney.

Invocation. Mr. Brown gave an invocation.

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

Mr. Carmichael arrived at 5:08 p.m.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORGANIZATIONAL MEETING

O-1. Election of Board of Supervisors Officers for 2021.

A. Resolution; Election of Chairman. Mr. Carmichael nominated, seconded by Mr. Webb, to appoint Mr. Floyd M. Brown, Jr. Mr. Carmichael made a motion,

seconded by Mrs. Waymack, to close the nominations. All were in favor of closing nominations. Roll was called on the nomination of Mr. Brown.

R-21-001

O-1.

**RESOLUTION; BOARD OF SUPERVISORS CHAIRMAN FOR
2021**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021, hereby elects Floyd M. Brown, Jr., its Chairman for 2021 beginning immediately and serving until such time as a successor is appointed in 2022.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Brown

B. Resolution; Election of Vice-Chairman. Mr. Carmichael nominated Mrs. Marlene J. Waymack. Mr. Hunter made a motion, seconded by Mr. Carmichael, to close the nominations. All were in favor of closing nominations. The roll was called on the nomination of Mrs. Marlene J. Waymack.

R-21-001A

**RESOLUTION; BOARD OF SUPERVISORS VICE-CHAIRMAN FOR
2021**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021, hereby elects Mrs. Marlene J. Waymack, its Vice-Chairman for 2021 beginning immediately and serving until such time as a successor is appointed in 2022.

On roll call the vote was:

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

Opposed: (1) Webb

Absent: (0)

Mrs. Waymack stated that she is extremely humbled in the confidence shown in her and she will do her very best.

O-2. Resolution; Adoption of 2021 Board of Supervisors By-Laws and Rules of Procedure. Mr. Webb stated that he would like the Board to consider that the By-Laws reflect moving forward that the Chairman and Vice-Chairman rotate annually without a vote so that every Board member has an opportunity to serve in either the position of Chairman or Vice-Chairman. He stated that other localities such as Dinwiddie do that. It is cleaner and all of the politics are taken out of it. Mr. Hunter stated that it has been this way forever and he likes the way they currently do it. Mr. Carmichael agreed with Mr. Hunter. County Attorney Dan Whitten gave a summary of the current changes, including participation by electronic means, guidelines for public hearings, preparation for the agendas, and the establishment of a budget committee with general rules for all appointed committees. Mr. Hunter made a motion, seconded by Mr. Carmichael, to adopt the By-Laws as amended. Roll was called on the motion.

R-21-002

O-2.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021 hereby adopts the attached amended By-Laws of the Board of Supervisors of the County of Prince George.

2021 BY-LAWS AND RULES OF PROCEDURE OF THE BOARD OF SUPERVISORS

BE IT RESOLVED by the Board of Supervisors of the County of Prince George, Virginia, that the following by-laws and rules of procedure shall govern the conduct of meetings of the Board of Supervisors during the 2021 calendar year.

OFFICERS

Sec. 1A At the first meeting of the calendar year, the Board shall elect a chairman and vice-chairman for one-year terms. In election years, such terms shall end at midnight on December 31st. The chairman or, in his absence, the vice-chairman, shall act as presiding officer. In the absence of the chairman and vice-chairman, the longest serving Board member, alphabetically, shall serve as chairman.

Sec. 1B The presiding officer shall preserve order and decorum. The chairman may speak, make motions and vote on all questions, and the chairman shall decide

questions of order and procedure. On any motion made or seconded by the chairman, the chairman shall relinquish chairmanship to the vice-chairman for that motion, and all other Board members shall have a chance to speak to the motion before the chairman addresses the matter. The chairman may allow the public to speak to any agenda item. The chairman may set reasonable time limits for speakers and for public hearings.

Sec. 1C All Board members shall communicate only in their individual capacity as an elected official and shall not represent that any communication is on behalf of the entire Board or the County unless the matter has been discussed by the Board, and the Board member has been designated to communicate on behalf of the Board of Supervisors.

Sec. 1D In accordance with § 2.2-3711, Code of Virginia, 1950, as amended, all proposed appointees to Boards, Commissions, Committees, Authorities or similar bodies shall be discussed in closed session prior to being acted upon by the Board.

PARLIMENTARIAN AND SERGEANT-AT-ARMS

Sec. 2A The County Attorney, or his designee, shall act as parliamentarian to the Board, and his rulings on parliamentary procedure and the application of the by-laws shall be final.

Sec. 2B The Board's Parliamentary Procedures shall be Robert's Rules of Order, Newly Revised, 12th Edition, in all matters not covered by the Board's bylaws, to the extent compatible with law and the historical practices of the Board.

Sec. 2C The Chief of Police and the Sheriff shall serve as Sergeant at Arms.

MEETINGS

Sec. 3A At the first meeting in January, the Board shall set the regular meeting times and dates for the following year, provided that the Board shall meet at least once each month. The chairman may cancel any meeting because of inclement weather and shall reschedule any cancelled meeting at the earliest possible date by sending written notice to each member of the Board.

Sec. 3B Special meetings of the Board may be called by two members of the Board or the chairman in accordance with §§ 15.2-1417 and 15.2-1418 of the Code of Virginia (1950), as amended. Upon making such request, the clerk shall specify the matters to be considered and shall immediately notify in writing all members of the Board and the County Attorney. The meeting may be held within five days of the request only if waivers are signed by every member of the Board and the County Attorney, or if every member and the County Attorney attend the special meeting. The order of business at a special meeting shall follow that of a regular meeting to the greatest extent possible. The clerk shall notify the media of the time and place of such meeting and the matters to be considered.

Sec. 3C Closed sessions shall be held in accordance with the provisions of the Virginia Freedom of Information Act, § 2.2-3700 et seq. Code of Virginia (1950), as amended. Board members recognize the necessity to maintain confidentiality as to all matters discussed in closed session.

PARTICIPATION BY ELECTRONIC COMMUNICATION MEANS

Sec. 4 The Board of Supervisors may conduct any meeting where in the public business is discussed or transacted through electronic communication means as provided

in Code of Virginia § 2.2-3708.2 (1950), as amended, subject to the following requirements:

- a. A member of the Board must notify the chairman that the member is unable to attend the meeting due to either (a) a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or (b) a personal matter and the member identifies with the specificity the nature of the personal matter. Participation by a member due to a personal matter is limited to two meetings per calendar year.
- b. A quorum of the Board must be physically assembled at one primary or central meeting location.
- c. The Board must make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- d. The Board shall record in its minutes the remote location from which the member participated, but the location does not have to be open to the public.
- e. The Board shall record in its minutes that the member participated through electronic communications due to either (a) a temporary or permanent disability or other medical condition; or (b) a personal matter and the minutes shall include the specific nature of the personal matter.
- f. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

- g. The policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- h. The Board may meet by electronic communication means without a quorum of the Board physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code § 44-146.17 (1950), as amended, provided that (a) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (b) the purpose of the meeting is to address the emergency. The Board convening such a meeting shall (a) give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Board; (b) make arrangements for public access to the meeting; and (c) otherwise comply with the provisions of Virginia Code § 2.2-3708.2 (1950), as amended. The nature of the emergency, the fact the meeting was held by electronic communication means, and the type of electronic communications means by which the meeting was held shall be stated in the minutes.

VOTING

Sec. 5A A quorum shall consist of at least three members of the Board. A majority of a quorum shall be sufficient to carry any question except tax issues, the incurring of debt and appropriations in excess of \$500, all of which shall require a majority of the full Board for adoption. No Board member is required to vote on any question, but an abstention, although not a vote in favor of carrying a question, shall be counted as a vote

for the purpose of determining a quorum. A tie vote shall defeat the motion, resolution or issue voted on, provided that all zoning cases must be disposed of by a motion approved by a majority of those voting. In the event that a tie vote occurs when a member of the Board is absent, the matter is automatically added to the Board's next meeting agenda, at which time a vote will be taken on the original motion. An abstention is considered a vote for all purposes and defeats a motion requiring a unanimous vote. The Board shall not designate a tiebreaker pursuant to § 15.2-1421 of the Code of Virginia (1950), as amended.

Sec. 5B Any vote by a Board member is final once cast. No ordinance, resolution or motion previously voted upon by the Board shall be brought forward for reconsideration during the same meeting of the Board and shall be final unless changed by the Board at a subsequent meeting in accordance with applicable law.

Sec. 5C If the maker of a motion and the member seconding the motion agree, a motion may be amended or withdrawn. Only one substitute motion shall be in order for a main motion. All motions to postpone shall be to a date certain. Prior to voting on a motion to postpone or remand, the Board shall hear public comment if a public hearing was scheduled for the item.

AGENDA

Sec. 6A The County Administrator shall prepare an agenda in consultation with the chairman and vice-chairman prior to a regular meeting; provided that any item concurred in by two or more members shall be placed on an agenda. The agenda shall be available

to Board members no later than five calendar days prior to a regular meeting. The agenda shall be available for public inspection in the County Administrator's office.

Sec. 6B No matter on the scheduled agenda shall be considered after 11:00 p.m. without the unanimous consent of the Board. Any matter not heard shall be automatically continued to the next appropriate scheduled meeting of the Board.

ORDER OF BUSINESS

Sec. 7A The order of business at a regular meeting shall be as follows:

- a. Call to order.
 - a. Invocation.
 - b. Pledge of Allegiance.
 - c. Public comment period.
 - d. Adoption of agenda including requests to postpone actions, additions, deletions or changes in the order of presentation for any agenda item.
 - e. Order of consensus ("consent agenda") with the first item being approval of the minutes from the previous meeting. Reading of the minutes shall be automatically dispensed with. The Board may only correct minutes after approval upon a showing that a clerical or administrative mistake was made.
 - f. Presentation of Commendations.
 - g. Reports.
 - h. Supervisors' comments.
 - i. County administrator's comments.
 - j. County business not requiring a public hearing; including appointments. Postponed items shall be considered first. All appointments shall be made by vote of a majority of the full Board.
 - k. Public hearings.

1. Adjournment.

The County Administrator shall schedule closed sessions as appropriate.

Sec. 7B The consent agenda shall be considered by the Board as a single item requiring one motion and one vote. There shall be no debate regarding individual items on the consent agenda. Any Board member may remove an item from the consent agenda for comment by the Board prior to the vote. Any item removed shall be voted on separately after voting on the consent agenda.

PUBLIC COMMENT

Sec. 8A Those persons wishing to speak during the public comment period will be asked to sign in with the clerk and to limit their remarks to the time limit determined by the chairman. A speaker, when recognized by the chairman, shall stand and state his or her full name, place of residence and group affiliation, if any, before proceeding.

Sec. 8B Written comments submitted to the clerk of the Board will be included as part of the Board packet, if possible.

Sec. 8C Public comment period is for citizens to address the Board about any issue not listed for a public hearing on the agenda for the meeting. It is not intended to be a question and answer period or for interchange between the Board and the speaker. Comments must be germane to the services or practices of the County. The chairman may require speakers to confine their remarks to a set time limit. The chairman may direct appropriate staff to later respond to any questions posed by the speaker.

Sec. 8D Persons speaking before the Board will not be allowed to:

- a. Campaign for public office;
- b. Promote private business ventures;
- c. Use profanity or vulgar language;
- d. Engage in personal attacks or insults; or
- e. Address pending litigation.

Sec. 8E Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.

PUBLIC HEARINGS

Sec. 9 At every public hearing, individuals who wish to speak shall sign in using a sheet made available by the Clerk prior to the opening of the public hearing. The order of business for public hearings shall be as follows:

- a. The chairman shall request the appropriate County staff member to describe the subject of the public hearing.
- b. Any applicant for an item that is the subject of the public hearing shall then be allowed a period of time to present detailed information about the issue or application. The chairman shall determine the time allotted for the presentation by the applicant.
- c. At the conclusion of the applicant's presentation, the members of the Board shall be allowed to ask questions of the applicant and staff to clarify anything

that has been presented.

- d. The chairman shall officially open the public hearing, and members of the public shall then be allowed to speak in the order in which they registered with the clerk.
- e. After all registrants from the clerk's list have spoken, additional individuals may speak.
- f. Speakers shall come to the podium and give their name and address before addressing the Board.
- g. Speakers are requested to keep their comments within the time set by the chairman, and the comments shall be relevant to the subject of the public hearing.
- h. Each member of the public may speak once at the hearing.
- i. Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.
- j. If at any time during the public hearing, a member of the public has a question, the written question may be presented to the clerk.
- k. After the chairman closes the public hearing, no further public comments are in order.
- l. After chairman closes the public hearing, the applicant will be granted a period of time set by the chairman to respond to what has been said by the public. The applicant will use this time only to respond to comments which have been made during the public hearing.

- m. When the applicant has completed their response to the public comments, the chairman will read any questions submitted by a member of the public and request a response from the appropriate party.
- n. The chairman, with approval of the Board, has the authority to vary the guidelines as necessary.

ZONING

Sec. 10A All zoning cases, (including all forms of conditional zoning, special exceptions and substantial accord determinations) shall be considered and voted on by the Board within the time limits prescribed by the Code of Virginia after consideration and recommendation of the Planning Commission.

Sec. 10B Without further action by the Board, all rezoning applications (including all forms of conditional zoning, special exceptions and substantial accord determinations) are automatically referred to the Planning Commission for its recommendation upon completion of a zoning application with the Planning Department.

COMMITTEES

Sec. 11A The Board shall have the power to appoint such committees as the Board deems advisable. Said committees shall act in an advisory role and shall have the power to recommend a course of conduct to the Board.

Sec. 11B The Board may appoint a Budget Committee to review the County budget on an annual basis. The Budget Committee will consist of two (2) members of the public, one (1) residing in District 1 and one (1) residing in District 2. The Budget Committee

will also consist of the County Administrator and all Deputy County Administrators. The Board will appoint the citizen members of the Budget Committee for a term that runs from July 1 to June 30 of each fiscal year. The Budget Committee will present recommended changes to the annual budget to the entire Board. The actions of the Budget Committee shall in no way bind the Board.

Sec. 11C All Board-appointed committees shall give notice of the date, time and location of any committee meeting with at least two (2) days' notice prior to the meeting. The notice shall be emailed to the Board members, posted on the County website and placed in a prominent public location at which notices are regularly posted. The committees shall not be required to present an agenda or take minutes of the meeting.

USE OF CAMERAS AND RECORDING DEVICES AT BOARD MEETINGS

Sec. 12 Cameras and recording devices may be used in a non-disruptive way in the meeting room, provided however, that any placement of such equipment in or around the Board of Supervisors' tables shall be first approved by the clerk. Such devices shall be turned off or removed during any closed session.

SUSPENSION OR AMENDMENT OF BY-LAWS AND RULES OF PROCEDURE

Sec. 13 These by-laws and rules of procedure may be suspended for an individual agenda item or amended for the remainder of any calendar year by a unanimous vote of the full Board.

ETHICS

Sec. 14 The Board of Supervisors will reference The Ethical GPS Navigating Everyday Dilemmas, VML for guidance on ethical service by elected officials.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Webb

O-3. Resolution; Adoption of Board of Supervisors 2021 Meeting Schedule. Mr. Webb made a motion, seconded by Mrs. Waymack, that the 2021 Meeting Schedule be approved as amended. Roll was called on the motion.

R-21-003

O-3.

RESOLUTION; ADOPTION OF BOARD OF SUPERVISORS MEETING SCHEDULE FOR 2021

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021, hereby adopts the following meeting schedule for the Year 2021 pursuant to Section 15.2-1416 of the Code of Virginia (1950, as amended); and

BE IT FURTHER RESOLVED That the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia is established as the Board's regular meeting location.

**YEAR 2021 REGULAR MEETING SCHEDULE
PRINCE GEORGE COUNTY BOARD OF SUPERVISORS**

<u>Regular Meeting Date</u>	<u>Location</u>	<u>Closed</u>	<u>Meeting Time</u>		
			<u>Worksession</u>	<u>Business</u>	<u>Public Hearings</u>
Thursday, January 7, 2021	Boardroom		5:00 p.m.	(Budget Work Session)	
Tuesday, January 12, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Thursday, January 21, 2021	Boardroom		5:00 p.m.	(Budget Work Session)	
Tuesday, January 26, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Thursday, February 4, 2021	Boardroom		5:00 p.m.	(Budget Work Session)	
Tuesday, February 9, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, February 23, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, March 2, 2021	Boardroom		5:00 p.m.	(Budget Work Session)	
Tuesday, March 9, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, March 16, 2021	Boardroom		5:00 p.m.	(Budget Work Session)	
Tuesday, March 23, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Wednesday, March 31, 2021	Boardroom		5:00 p.m.	(Budget Work Session)	
Tuesday, April 6, 2021	Boardroom		5:00 p.m.	(Budget Work Session)	
Tuesday, April 13, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, April 27, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, May 11, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, May 25, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, June 8, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, July 13, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, August 10, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 14, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 28, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, October 12, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, October 26, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Wednesday, Nov. 10, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, November 23, 2021	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, December 14, 2021	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.

Meeting Time

Organizational Meeting

Monday, January 3, 2022 Boardroom 5:00 p.m.

Regular Meeting

Tuesday, January 11, 2022 Boardroom 5:00 p.m. 6:00 p.m. 7:00 p.m. 7:30 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

O-4. Resolution; Prince George County 2021 Holiday Schedule. Mr. Hunter made a motion, seconded by Mr. Carmichael, to follow the Virginia State Holiday Schedule as done in previously years. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**O-5. Consideration of Appointments – Board, Commissions, Committees,
Authorities: Resolution of Appointment(s):**

A. Resolution; Appointment of Board of Supervisors Member to Crater District Planning Commission (One-Year Term). Mr. Hunter made a motion, seconded by Mr. Carmichael, to reappoint Mrs. Marlene Waymack. Roll was called on the motion.

R-20-004

RESOLUTION; APPOINTMENT OF BOARD OF SUPERVISORS
MEMBER TO CRATER PLANNING DISTRICT COMMISSION (ONE-
YEAR TERM)

WHEREAS, The term of Mrs. Marlene J. Waymack expired on December 31,
2020.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021, hereby reappoint Mrs. Marlene J. Waymack to serve as the Board of Supervisors representative to the Crater Planning District Commission for a term of one year beginning retroactively on January 1, 2021, and ending on December 31, 2021, or until a successor is appointed by the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

B. Resolution; Appointment of Board of Supervisors Member to Metropolitan Planning Commission (One-Year Term). Mr. Hunter made a motion, seconded by Mrs. Waymack, to reappoint Mr. T. J. Webb. Roll was called on the motion.

R-20-004A

RESOLUTION; APPOINTMENT OF BOARD MEMBER
(ONE-YEAR TERM) – METROPOLITAN PLANNING
ORGANIZATION COMMITTEE

WHEREAS, The term of Mr. T. J. Webb expired on December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021 does hereby reappoint Mr. T.J. Webb to serve a one-year term on the Metropolitan Planning Organization Committee beginning January 1, 2021 and ending on December 31, 2021.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Webb

C. Resolution; Appointment (One-Year Term) – Board of Supervisors Member to Virginia Gateway Region. Mr. Carmichael made a motion, seconded by Mr. Webb, to reappoint Mr. Donald Hunter. Roll was called on the motion.

R-20-004B

RESOLUTION; APPOINTMENT (ONE-YEAR TERM) – BOARD OF SUPERVISORS MEMBER TO VIRGINIA GATEWAY REGION

WHEREAS, the Articles of Incorporation of the Virginia Gateway Region (formerly “Appomattox Basin Industrial Development Corporation”) provide that participating localities may appoint a representative from the governing body for a term of one year; and

WHEREAS, The term of Mr. Donald Hunter expired on December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 5th day of January, 2021 that it hereby reappoints Mr. Donald Hunter as the representative from the governing body; and

BE IT FURTHER RESOLVED That this term shall commence on January 1, 2021 and end on December 31, 2021, or until appointment of a replacement by the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

D. Resolution; Appointment; Board of Supervisors Member to Local Emergency Planning Committee. Mr. Hunter made a motion, seconded by Mr. Carmichael, to reappoint Mr. Floyd Brown, Jr. Roll was called on the motion.

R-20-004C

RESOLUTION; APPOINTMENT; BOARD OF SUPERVISORS MEMBER TO LOCAL EMERGENCY PLANNING COMMITTEE.

WHEREAS, Prince George County established a Local Emergency Planning Committee (LEPC) also known as the Citizen Corps consistent with Federal Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986, under Title III, section 301. The name of this organization is the Prince George County Local Emergency Planning Committee and Citizen Corps, hereinafter referred to as the PGLEPC; and

WHEREAS, One of the membership requirements of the LEPC is a local elected official; and

WHEREAS, The term of Mr. Floyd M. Brown, Jr. expired on December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021, hereby reappoints Mr. Floyd M. Brown, Jr. to serve as the Board of Supervisors representative to the Prince George County Local Emergency Planning Committee and Citizen Corps for a term effective immediately at the pleasure of the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E. Resolution; Two Appointments – County Board Representative and Citizen to the Riverside Criminal Justice Board. Mr. Webb made a motion, seconded by Mr. Carmichael, to reappoint Mr. Donald Hunter to represent the Board. Roll was called on the motion.

R-21-004D

**RESOLUTION; APPOINTMENT – RIVERSIDE COMMUNITY
CRIMINAL JUSTICE BOARD.3182**

WHEREAS, The Riverside Community Criminal Justice Board (RCCJB), has an affirmative recorded vote in accordance with the provisions of the RCCJB By-Laws;

WHEREAS, Sections 9.1-178 of the Code of Virginia prescribes CCJB membership and requires membership to be filled by each local governing body; and

WHEREAS, The term of Mr. Donald Hunter expired on December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED that Mr. Donald Hunter be reappointed as the Prince George Board of Supervisors representative to the RCCJB as a member from December 31, 2020, through January 1, 2023.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Webb made a motion, seconded by Mrs. Waymack, to reappoint Mr. Jon Cliborne as the citizen representative. Roll was called on the motion.

R-21-004E

WHEREAS, The Riverside Community Criminal Justice Board (RCCJB), has an affirmative recorded vote in accordance with the provisions of the RCCJB By-Laws;

WHEREAS, Sections 9.1-178 of the Code of Virginia prescribes CCJB membership and requires membership to be filled by each local governing body; and

NOW, THEREFORE, BE IT RESOLVED that Jon Cliborne of Crater Criminal Justice Academy be reappointed to the RCCJB as a citizen representative from November 1, 2020, through October 31, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a potential real estate assessment appeal. Mr. Carmichael made a motion, seconded by Mrs. Waymack, that the Board convene closed session for (i) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a potential real estate assessment appeal.

R-21-005

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.7 – CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL OR POSSIBLE LITIGATION; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO A POTENTIAL REAL ESTATE ASSESSMENT APPEAL

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 5th day of January, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a potential real estate assessment appeal.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 6:10 p.m., Mr. Hunter made a motion, seconded by Mrs. Waymack, 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-21-005A

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 5th day of January, 2021 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mr. Carmichael, that the meeting be adjourned. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 6:11 p.m.

[Draft Minutes prepared January 15, 2021 for consideration on January 26, 2021;
adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Pre-Budget Work Session
January 7, 2021
5:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. A budget work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Thursday, January 7, 2021 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Floyd M. Brown, Jr. for a work session to discuss the budget.

ATTENDANCE. The following members responded to Roll Call:

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

County Staff present: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator, Economic Development; Betsy Drewry, Deputy County Administrator, Finance; Dan Whitten, County Attorney, Paul Mauger, Interim Director of Fire and EMS; and Rod Compton, Real Estates Assessor.

PRE-BUDGETWORK SESSION

Fund Balance Update

Mr. Percy C. Ashcraft, County Administrator, stated that this work session is the first of three pre-budget work sessions to give the Board a better idea of what some of the top issues may be in the upcoming budget and to seek direction from the Board on how to move forward with specific budget principles. Ms. Drewry provided an update on the FY20 County fund balance of \$28,328,773 or 26.4% of FY20 expenditures. A review of the items already reserved within the fund balance was explained. Potential future fund balance requests were reviewed. The unreserved remaining fund balance is \$26,021,308.46, which is 21.37% of budgeted FY20 expenditures. A PowerPoint presentation accompanied the discussion throughout the agenda items.

Revenue Discussion:

Real Estate Assessment

Mr. Rod Compton, Real Estate Assessor, provided an overview of the assessment process and reviewed the annual trends of assessment values. The Assessor's recommendation is to suspend the FY22 Assessment because the ratios are strong at this point and then study changing of an annual reassessment cycle to a two or three year cycle. This would require a Code change and the assessment values will be frozen with the FY20-21 land book values that are currently in

affect. The FY22 land book would bring forward those values in addition to any new parcels, new construction, any classification changes, any clerical errors, and any Board of Equalization changes. The land use rates would not change until the next reassessment even though they are showing as decreased. Unfortunately, they would be frozen at the current rates. Valuation models would not change until the next reassessment and real estate assessment notices will not be sent. Changing the cycle does allow the County to continue to provide that same level of service without the need of increasing Staffing levels. Prince George County is the smallest County in Virginia that does annual assessments. Most cities and larger suburban counties assess annually. Smaller cities and suburban counties normally do it every other year and rural counties vary between three and six years. That can vary based on where you are located within the State. The longer the reassessment cycle is, the lower that assessment ratio becomes over time. Chairman Brown asked when the reassessment cycle would begin should they go with three years. Mr. Compton recommended it start in 2021. Chairman Brown asked if they have the option to modify land use or do they have to fall hand in hand with assessment. Mr. Compton stated that they have to fall hand in hand. The Board of Equalization may be able to take some action on the land use, but it would be an action outside of the reassessment. The Board thanked Mr. Compton for all of his hard work and wished him the best in his new endeavors.

Personal Property – Assessed Value

Ms. Drewry stated that the personal property tax value grew between 2019 and 2020 by 6.64% mainly attributable to Rolls Royce M&T. Personal property includes business furniture and fixtures, boats, motor vehicles, military leased vehicles, motor vehicles for disabled veterans, and motor vehicles for volunteers. Personal property assessments for FY2021 are in development by the Commissioner of Revenue using 2020 values for FY2022 projections. As they are establishing those amounts, they will have to incorporate a loss of the machinery and tools tax for Rolls Royce with the hope that the growth from business furniture and fixtures and public service taxes will assist in offsetting the machinery and tools loss. Mr. Drewry reviewed the projected assessments under this category. There is an opportunity to increase the budget without a tax increase based on actual collections. She added that they are also hopeful that there will be an increase in public service tax collections.

Sales Tax Revenue

There have been record months in collections in sales tax revenue this year due to capturing online sales tax that have not been captured in prior years. They are hopeful that they can increase the budget based on sales tax revenue collections as well.

Tax on Deeds – FY2021 General Assembly Elimination

Ms. Drewry stated that the General Assembly took action to eliminate the distribution of tax on deeds to counties and cities. It was re-routed to Northern Virginia road improvements. This tax was budgeted at \$89,000 for FY2021. The County will not collect \$89,000 in FY2021 and will eliminate revenue in FY2022.

Gaming Tax – 1 Year Revenue for FY2021

Ms. Drewry stated that there is new revenue in the Games of Skill Tax for electronic games in truck stops and service stations. This revenue was not budgeted and \$8,640 was received in

September and \$7,200 was received in October. The estimated FY2021 collections are \$86,000 to \$95,000. Hopefully this will offset the loss of tax on deeds for FY2021. Staff will monitor General Assembly actions to see if this revenue is continued beyond FY2021.

SAFER Hiring Grant

The SAFER Hiring Grant ended 12/31/2020 and estimated FY2021 collections are \$62,623 with a \$62,623 loss in FY2022. That grant did help the County add five fire medics with \$372,183 in the FY2021 budget for salary and benefits.

SAFER Recruitment and Retention Grant

The SAFER Hiring Grant is ending on 6/20/21. However, there has been some indication from FEMA that they will allow the County to carryover any unspent funds from that grant. It covers one recruitment and retention coordinator, salary and benefits. There will be a total SAFER revenue loss of \$276,899.

Expenditure Discussion:

Personnel

Ms. Drewry reviewed the expenditure assumptions for FY21, including a possible health insurance increase, a VRS rate increase, length of service expansion costs for volunteers, and new position requests.

Health Insurance - Update

Ms. Drewry stated that staff would like to renew with Anthem. Requesting to keep current benefit levels and remain combined with schools. Staff recommends staying self-insured. There have been some high County claims during FY2021. The first quarterly claims review with Mark III and Anthem shows early indication that County renewal could require at least a 10% increase in contributions. Ms. Drewry clarified for Chairman Brown that they have a very healthy reserve that could potentially absorb any increase. She clarified for Mr. Carmichael that some of the past increases are industry-related and all about the money but are due to the amount of claims as well. Mr. Webb added that doctors are now seeing patients over the phone and charging the same rates as they would if they were in person. Ms. Drewry stated that more and more employees are going with the high deductible health plan. Mr. Webb added that is good as long as you are healthy.

Virginia Retirement System (VRS Rates)

Ms. Drewry stated that there will not be an increase to the VRS Rate or the Group Life. Ms. Drewry added that there was some uncertainty whether COVID is considered compensable under workers comp. For now, it is considered an ordinary illness and is not considered under workers comp. If that does legislatively change, it will certainly create more traffic in Human Resources. There is no increase in workers comp at this time. Mr. Carmichael added that he does not see how they could prove COVID was contracted at work.

Volunteer Benefits – Length of Service Program (LOSAP) Expansion

The Fire and EMS LOSAP Committee requested cost information from Hometown Benefits related to expansion of Length of Service Program. They requested an increase in service credit from \$15 to \$20 for future credited service, a lower entitlement age to 60 or 62 for active

participants. The FY2021 General Fund contribution for LOSAP benefits is 141,000. The total potential for the requested benefits could change the annual cost up to \$105,500. Mr. Paul Mauger, Director of Fire and EMS, added that the independent firm that works with them recommended that an increase be considered.

Chairman Brown took a moment to recognize and thank Dr. Pennycuff, School Superintendent, and Rob Eley, School Board Chairman, and Cecil Smith, School Board member for attending the budget work session.

Potential New Positions

There is an extensive listing of new positions requested by Department Heads. These requests include four Police Officers, a part-time Property and Evidence Technician in the Police Department, a Senior Grounds Maintenance Worker for Parks and Recreation, an Information Technology position, a Senior Real Estate Appraiser, a Fire/EMS Deputy Director, a Logistics Supervisor for Fire and EMS, three fire medics, a General Services Deputy Director, two Manager III, Case Management in Social Services, a Utility Engineering Technician, a Senior Utility Worker, a Probation Officer, and a Drug Court Administrator. These positions would have a \$1,086,028 impact including salaries and benefits. In addition, there are two position reclassification requests, one in Social Services, and one from the Clerk of Circuit Court that total a \$11,274 impact.

Debt Service Schedule & Recent Bond Refunding

Ms. Drewry stated that in September 2020, the Board received information and an analysis of estimated savings from refunding some of the County's existing debt with a drop in interest rates. On September 23, the Board approved the issuance of County bonds through a direct sale at \$3,473,060 if the County could retain a AA rating. The County underwent a bond rating review and in November retained its AA ratings. On December 8, the bonds were sold on public market and on December 22 there was a formal closing of the bond sale. This resulted in an actual savings of \$3,718,480. Ms. Drewry reviewed the debt service payment schedule and stated that in order to complete and fund the desired future capital improvement projects, the FY2021 adopted budget included a General Fund transfer to debt reserves of \$1,244,688 in addition to the \$7.2 million for tax supported FY2021 debt payments for a total of \$8.527 million. There was no tax rate increase for this debt reserve contribution. The effective rate increase from increased assessed values was utilized. Ms. Drewry reminded the Board of a few recent Utility loans (cash transfers), including the interfund loans in 2013 from Utilities to Schools and the County with a 10-year repayment plan for School budget needs and the purchase of the Buren property.

Employee Bonuses – School and General Government

The School Board has made an appropriation of excess \$399,042 in DODEA funding collected in FY2021 to provide a \$500 bonus to all contracted school employees. This will be the first of two School requests for bonuses. If the Governor's proposed School Enrollment Loss (ADM) "Hold-Harmless funds are approved by the General Assembly, they are proposing a \$1,042 second bonus. Mr. Webb stated that he has no problem with this because it is Federal money, not County taxpayer dollars. He asked Dr. Pennycuff if he heard correctly that all School nurses would be required to be an RN. Dr. Pennycuff stated that all Prince George County School

nurses are already RNs. Ms. Drewry added that at least one or more Board of Supervisors members has expressed an interest in providing a one-time bonus to County employees, \$500 to full-time employees and \$250 to part-time regular and part-time salaried employees. The total cost would be \$137,792. The funding source would be a portion of the FY2021 savings from the debt refunding. Mr. Hunter stated that he would like to see the Board do this to show their appreciation to the County employees for all of their hard work through the pandemic. Mr. Carmichael agreed with Mr. Hunter. Mr. Webb stated that he has concerns with this on several different levels. The School bonuses would be coming from Federal money and will not be costing the taxpayers a dime. He added that the County has been able to keep all of its employees with benefits throughout the pandemic and there are citizens out their struggling. He does not think it is fair to use taxpayer dollars to give County employees a bonus while citizens are struggling. Chairman Brown stated that he would like more time as this should not be a rush. He suggested they bring this back to the Board on January 26. The rest of the Board agreed to wait until January 26. Mr. Carmichael added that if the School employees are going to get it, he thinks the County employees should. Mr. Webb stated that they have kept County employees whole with their health insurance. He stated that it would be a nice thing to do, however the Schools have a different funding source than the County. It is not always going to be equal. The County employees are paid strictly buy the County citizens' tax dollars. In addition, their tax dollars goes towards the school plus everything on the laundry list that Ms. Drewry showed them earlier. Mr. Webb stated that there has been some good years and there has been some bad years. He stated that the County did great with the bonds, but now is the time to start putting come money back in the kitty because there are other projects coming up both know and unknown. In addition, his goal is to keep the tax rate down. He believes it is great that they have been able to keep employees whole on their health insurance. A lot of corporations are passing those costs off to the employees and the local unions because medical costs have become so extreme. They have shareholders and this County has citizens.

Budget Principles

Mr. Ashcraft defined some major budget principles and asked for direction from the Board. First, he asked the Board if they are looking to reduce the real estate tax rate. Mr. Carmichael stated that he would hope they are looking to decrease taxes every year when a budget is put together. It is too early at this point to tell if this is possible. Mrs. Waymack stated that with everything going on, she thinks they would be very fortunate to keep the tax rate the same. Mr. Webb stated that it is great that the County has this extra money from the bond refunding, but he does not see how the Board can begin to give them any direction on reducing the rate at this point with running them into a rabbit hole. Especially with .02 already devoted to fire apparatus, .01 to fire equipment, and .05 to the new Walton Elementary School. He stated that technically they did have a tax increase last year based on the equalization rate. He stated that when he first came on this Board, they were given a budget with no time to react to it that dictated a .04 increase. We have been fortunate to keep it at .86. He would like to see if they could look at land management and see what they can do for the landowners with the significant difference in land use rates and maybe a two-year would put Prince George in the same cycle with the other localities. Mr. Webb in closing, stated that he does not see how they could reduce the tax rate. If it turned out that they could, he would be a proponent of it. It is just too early to tell right now. Mr. Hunter agreed with Mr. Carmichael and Mr. Webb. Chairman Brown with nearly 9 cents already dedicated off the current 86 cents tax rate, he thinks they would be hard pressed to

reduce the rate. However, he certainly does not want to see a tax increase. He hopes that the Board can get better at providing proper guidance to the Board about what direction they are planning to take. Mr. Webb agreed and stated that priorities should be placed on items. He asked Staff to write them down with the impact and the benefit. He would like to have plenty of time to get through it and requested that the information is given to them prior to any presentations from Department Heads. This would save time and allow Staff to focus on what should come first. He does not care how many work sessions they have. He would like to have at least a month to go through it after everything has been explained. Next, Mr. Ashcraft asked for clarification on the potential dedicated real estate tax of one cent to Fire and EMS equipment. Mr. Webb stated that his personal thought is that it should be secured because this equipment is very expensive just like the apparatus. And, you know you are going to have to have it. Mrs. Waymack stated that it is good planning. Mr. Carmichael asked if we should put a dollar amount on it, rather than just say one cent not knowing exactly what that amount will be. Mr. Webb stated that it needs to be defined what exactly it is for at .01 because you never know when something is going to break down. Chairman Brown agreed and stated that he believes one cent is a good start to have a plan. Mr. Ashcraft confirmed that Staff would proceed with the one-cent dedication. Mr. Ashcraft stated that there are some disparities on public safety salaries in comparison to other localities, which has affected the County on the hiring end. He asked the Board if they would be interested in making improvements in this area. Mr. Webb stated that if the numbers he has heard before are exact, there are some significant disparities and he believes they do need to look at it to see what they can do. It is public safety and it is important. The Board agreed with Mr. Webb. Mr. Ashcraft asked the Board for direction on the development of a County Strategic Plan, an Exit 45 Plan, and the update of the Comprehensive Plan. Mr. Ashcraft stated that they would need outside help on a strategic plan. However, he does think it is time and would be money well spent. Mr. Hunter agreed that you need to have a plan of where you are going so that you are not hit with something unprepared. Mrs. Waymack agreed that everyone needs a strategic plan. Mr. Carmichael agreed. Mr. Webb stated that he is 100% for it and that he has lived that world for 40 years. Chairman Brown stated that a strategic plan should be short and long term. Mr. Ashcraft stated that Exit 45 is one of the most underutilized exits on the 95 South Corridor. He believes it needs a plan starting with utilities, cleaning up present buildings, and trying to encourage property owners to develop rather than sit on their property. He believes they definitely need to explore ways to try to generate revenue at that exit. Mr. Jeff Stoke, Deputy County Administrator, agreed that they would certainly need to look at utilities first. Mr. Ashcraft added that a plan would help them make decisions based on data rather than just waiting for something to happen there. Mr. Webb stated that if you didn't know the area, you would be less likely to stop. The Board agreed and Mr. Ashcraft stated that Staff will move forward. Lastly, Mr. Ashcraft added that the Board should never not know at anytime what the budget is going to look like. Therefore, he asked the Board how they would like to interact in the individual budget meetings Administration will have with Department Heads. Chairman Brown stated that based on technology opportunity, he believes that Board members can watch recordings of individual meetings on their time. Mr. Webb agreed. Mr. Ashcraft stated that all Staff budget meetings will be in the Boardroom due to COVID, so it would not be a problem to record them. Mr. Webb wanted to make it very clear to the public that they are not trying to do anything behind the scenes. This is simply an attempt for the Board to be more efficient and effective with the information that comes before them. The public will still have full transparency to everything that is discussed. Mr. Ashcraft ended with the fact that Prince

George County was ranked the first best County in Virginia to be able to handle the stress of the pandemic.

ADJOURNMENT. Mr. Hunter made a motion, seconded by Mr. Webb, to adjourn at 7:40 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

[Draft Minutes prepared January 18, 2020 for consideration on January 26, 2020; adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

January 12, 2021

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 6:00 p.m. on Tuesday, January 12, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Floyd M. Brown, Jr., Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; and Dan Whitten, County Attorney.

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to a specific employee of the following: (a) Riverside Criminal Justice Agency, (b) Human Resources Department, (c) Utilities Department, and (d) Fire and EMS Department; (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a former County employee; and (iii) Section 2.2-3711.A.8 – 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 a specific employee of the Human Resources Department. Mr. Carmichael made a motion, seconded by Mr. Hunter, that the Board convene closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to a specific employee of the following: (a) Riverside Criminal Justice Agency, (b) Human Resources Department, (c) Utilities Department, and (d) Fire and EMS Department; (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a former County employee; and (iii) Section 2.2-3711.A.8 – 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 a specific employee of the Human Resources Department.

R-21-006

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICERS, APPOINTEES OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO A SPECIFIC EMPLOYEE OF THE FOLLOWING: (A) RIVERSIDE CRIMINAL JUSTICE AGENCY, (B) HUMAN RESOURCES DEPARTMENT, (C) UTILITIES DEPARTMENT, AND (D) FIRE AND EMS DEPARTMENT; (II) SECTION 2.2-3711.A.7 – CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL OR POSSIBLE LITIGATION; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO A FORMER COUNTY EMPLOYEE; AND (III) SECTION 2.2-3711.A.8 – 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 A SPECIFIC EMPLOYEE OF THE HUMAN RESOURCES DEPARTMENT.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to a specific employee of the following: (a) Riverside Criminal Justice Agency, (b) Human Resources Department, (c) Utilities Department, and (d) Fire and EMS Department; (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a former County employee; and (iii) Section 2.2-3711.A.8 – 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 a specific employee of the Human Resources Department.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 6:50 p.m., Mrs. Waymack made a motion, seconded by Mr. Hunter, 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 Brown 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-21-006A

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 12th day of January, 2021 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, Hunter, Carmichael

Opposed: (0)

Absent: (0)

Chairman Brown called a recess at 6:51 p.m. The meeting reconvened at 7:00 p.m.

Invocation. Rev. Dr. J. Alfred Reid, Pastor of First Baptist Church, gave the Board's invocation.

Pledge of Allegiance to U.S. Flag. Mr. Carmichael led the Pledge of Allegiance to the U.S. Flag.

PUBLIC COMMENTS. Chairman Brown 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. After he had County Attorney Dan Whitten reiterate recent changes to the Board's By-Laws regarding public comments, Chairman Brown opened the public comments at 7:04 p.m.

Mr. Brian Baer (7472 Trailing Rock Road). Mr. Baer is a volunteer at Jefferson Park Fire Station and he expressed his concerns regarding the shrink soil issues at Jefferson Park Fire Station. He stated that the Board planned and allocated \$2.4 million for a new station and there was a groundbreaking ceremony. Now, the Board wants to do a \$500,000 remodel. He asked the Board to reconsider since the promise was made to the community and the volunteers for a new fire station. He stated that they are not asking for money that is not there. The money has already been allocated.

Mr. James Easter (800 Hunters Run Road). Mr. Easter spoke in favor of increasing the number of election districts from two election districts to five election districts. He stated that there is

currently an unequal distribution of County voting strength and it is unfair. As it stands now, District 2 could potentially have the majority of the Board with three members while District 1's vote is suppressed with only two. Given the suppressive nature of the current electoral system and its unfairness to District 1 residents, Mr. Easter stated that it is incumbent to each member of the Board of Supervisors to become active advocates for initiating, supporting, and implementing the action necessary to cause the transition of the current electoral system to single-member electoral districts.

Mr. Jeff Oakley (9900 Old Stage Road). Mr. Oakley spoke in favor of deer hunting in Prince George County with a rifle. He stated that every animal hunted in the County can be hunted with a high-powered rifle except a deer. Someone can sit in the woods behind anyone's house in the dark shooting at coyotes or foxes and can shoot in any direction. Yet for some reason, deer hunting can only be done in daylight hours. Predator hunting is done at night in the dark and rifles are permitted. Mr. Oakley asked why single out deer hunters but allow all other hunters to use a rifle. Mr. Oakley added that hunting with rifles is safer. In the past three years there have been 18 hunting accidents in Virginia and only one was with a rifle. Rifles also allow elderly to continue hunting and allow a person who cannot afford \$1000 per year to join a hunt club to sit at their family land and enjoy the sport of deer hunting. It also allows youth to get a better experience while learning to hunt deer in their natural state. Mr. Oakley stated that the ethics of hunting with a rifle are exponentially higher than that of a shotgun and asked the Board to consider legalizing deer hunting with a rifle in time for the 2021 season.

There was no one else to speak and the public comments period was closed at 7:18 pm.

APPROVAL OF AGENDA. Mr. Hunter requested that Item A-12 be added as a revision to the position control chart. Mr. Hunter made a motion, seconded by Mr. Webb, 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 presented. Roll was called on the motion.

C-1. Draft Minutes – December 8, 2020 Regular Meeting; and December 16, 2020 Work Session.

R-21-007

C-2.

RESOLUTION; COMMENDATION; POLICE OFFICER THOMAS J. MILAZZO;
SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, on January 16, 2000, Thomas Milazzo began his employment with the County of Prince George as a Police Officer and continued in this capacity until he retired on January 1, 2021; and

WHEREAS, during his career, Thomas Milazzo served in the Field Operations Division, and was a Canine Handler; a member of the Marine Unit; and member of the Crash Team; and

WHEREAS, during his career as a Canine Handler, Officer Milazzo and Canine Bosco has thirty-six (36) finds of persons, property, and/or firearms; and

WHEREAS, Officer Milazzo, was the recipient of the MADD Award three consecutive years in a row from 2000 through 2003; and

WHEREAS, Thomas Milazzo had direct action in a lifesaving event by locating a citizen that was in need of immediate medical attention on July 16, 2017, in which he received a Commendation (You Are The One Employee Recognition Award); and

WHEREAS, Officer Milazzo's fellow co-workers refer to him as being competent and trustworthy; and

WHEREAS, throughout his remarkable career in Law Enforcement, Officer Milazzo has served the citizens of the County and the Commonwealth to the utmost of his ability, demonstrating patriotism, integrity, and devotion to Law Enforcement and Public Safety in a manner bespeaking the dedication of a true public servant;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021 does hereby commend Thomas Milazzo for twenty years and 11 months of dedicated service to the County; and

BE IT FURTHER RESOLVED that this Board wishes to express their sincere gratitude for his commitment to the County and its citizens and extends to Thomas Milazzo much happiness and continued success as he enters the next phase of his life.

R-21-007A

C-3.

RESOLUTION: COMMENDATION; CHIEF DEPUTY TREASURER GLORIA A. TERESCHENKO; SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, on November 16, 2006, Gloria A. Tereschenko began her employment with the County of Prince George as a Deputy Treasurer in the Treasurer's Office; and

WHEREAS, Ms. Tereschenko was promoted to Chief Deputy Treasurer on February 1, 2018 and continued in this capacity until she retired on January 1, 2021; and

WHEREAS, Ms. Tereschenko received her Master Governmental Deputy Treasurer certification through Weldon Cooper Center in 2008; and

WHEREAS, Ms. Tereschenko assisted with the financial software upgrade within the department and played a vital role in the online process of estimated payments being sent to the State; and

WHEREAS, throughout her career in the Treasurer’s Office, spanning more than 14 years, Gloria Tereschenko has served the citizens of the County to the utmost of her ability, demonstrating commitment, integrity, and devotion in a manner bespeaking the dedication of a true public servant. Ms. Tereschenko’s institutional knowledge and customer service skills are irreplaceable and will be sorely missed by the Treasurer’s Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors and the County of Prince George this 12th day of January, 2021, does hereby commend Gloria A. Tereschenko for a total of 14 years and 1 month of dedicated service to the County; and

BE IT FURTHER RESOLVED That the Board wishes to express their sincere gratitude for her commitment to the County and its citizens and extends to Gloria A. Tereschenko much happiness as she enters the next phase of her life.

R-21-007B

C-4.

RESOLUTION; APPROPRIATION (\$75,000.00 SCHOOL VIRGINIA TIERED SYSTEMS OF SUPPORT GRANT & CAMERON FOUNDATION GRANT FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize the following increase of funds within the 2020-2021 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>SCHOOL GRANT FUND</u>	
<u>Expenditure:</u>	
0510-06-201-6000-61100-100-900-000-43101 Grant Fund Professional Services	\$25,000.00
0510-06-207-6009-68100-000-900-000-48206 Grant Fund Hardware Technology Additions	\$50,000.00
 <u>Revenue:</u>	
0510-20-000-0000-00000-000-000-000-323883 Miscellaneous State Grant	\$25,000.00
0510-10-000-0000-00000-000-000-000-313883 Miscellaneous Local Grant	\$50,000.00

R-21-007C

C-5.

RESOLUTION; APPROPRIATION (\$23,675.00 INSURANCE RECOVERIES – POLICE VEHICLE REPAIR)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize the following increase of funds within the 2020-2021 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 Motor Vehicle Replacement
	\$23,675
 <u>Revenue:</u>	
0100-40-507-8206-341111	General Fund; Insurance Proceeds
	\$23,675

R-21-007D

C-6.

RESOLUTION; TRANSFER FROM GENERAL FUND CONTINGENCY (\$39,846.65 FOR CONTINUATION OF PART-TIME COVID-19 RESPONSE WORKERS FORMERLY FUNDED USING CARES CORONAVIRUS RELIEF FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize the following adjustment of funds within the 2020-2021 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>GENERAL FUND</u>	
<u>Expenditure:</u>	
0100-04-103-0504-41305	Gen. Services – COVID Response PT Wages
	\$37,015.00
0100-04-103-0504-42100	Gen. Services – FICA
	\$ 2,831.65
0100-09-401-0917-49199	General Fund Contingency
	(\$39,846.65)

R-21-007E

C-7.

RESOLUTION: SETTLEMENT AND RELEASE AGREEMENT BETWEEN THE COUNTY OF PRINCE GEORGE, VIRGINIA AND ANTHONY AND PATRICIA DASILVA

WHEREAS, there was a sewer backup at a property owned by Anthony and Patricia Dasilva located at 3609 Lundie Lane, S Prince George, VA; and

WHEREAS, the County owns sewer lines that provide services to the property; and

WHEREAS, the property owners requested that the County reimburse them for expenses related to the sewer backup; and

WHEREAS, the County desires to reimburse the owners for the expenses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby approve the signing of the Settlement and Release Agreement between the County of Prince George, Virginia and Anthony and Patricia Dasilva.

R-21-007F

C-8.

RESOLUTION: SETTLEMENT AND RELEASE AGREEMENT BETWEEN THE COUNTY OF PRINCE GEORGE, VIRGINIA AND JAMES D. FOSTER

WHEREAS, there was a sewer backup at a property owned by James D. Foster located at 11408 Moring Drive, S Prince George, VA; and

WHEREAS, the County owns sewer lines that provide services to the property; and

WHEREAS, the property owner requested that the County reimburse him for expenses related to the sewer backup; and

WHEREAS, the County desires to reimburse the owner for the expenses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby approve the signing of the Settlement and Release Agreement between the County of Prince George, Virginia and James D. Foster.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Police Officer Thomas J. Milazzo; Service to Prince George County. Mr. Hunter presented the commendation to Officer Milazzo in the presence of his family and co-workers.

REPORTS

VDOT

Ms. Crystal Smith of the Virginia Department of Transportation, gave a roads maintenance report. She stated that they have received the pipe to widen at Ruffin Road and Route 10. That pipe will be installed soon and they will start paving in the spring. They have also received the

pipe for the drainage project at Marl Bank. The equipment is scheduled to be dropped off this Friday and they expect to start on that sometime next week. They are currently working on the 2022 schedules for surface treatment and slurry seal. She asked the Board for any input they may have before they submit those. Additionally, the Benjamin Harrison Bridge detour is being rescheduled for Thursday, the 21st. They are getting ready to hire a new business residency administrator and hopefully that ad will go this week or early next week. She stated that she will send the ad to Mr. Ashcraft in hopes that it can go on some of the County's social media sites.

PUBLIC HEARINGS

P-1. Public Hearing; Ordinance to Amend The Code of the County of Prince George, Virginia, by Deleting §§ 90-12, and 90-1036, and by Amending §§ 90-1, 90-52, 90-53, 90-56, 90-102, 90-103, 90-106, 90-202, 90-242, 90-292, 90-295, 90-342, 90-392, 90-395, 90-442, 90-446, 90-492, 90-496, 90-546, 90-1036, and 90-1039, and to Consolidate the Requirements for Signs by Adding Article XIII, "Signs" to Chapter 90, "Zoning," §§ 90-591 through 90-600 so as to Revise Local Sign Requirements to be Consistent with Current Law and to Create a Clear and a Consistent Set of Regulations Pertaining to Signs. Chairman Brown asked County Attorney Dan Whitten to go over the recent changes in its By-Laws regarding public hearing procedures. Mr. Horace Wade of the Planning Department stated that Staff and the Planning Commission Subcommittee identified areas of improvement in the draft ordinance presented to the Board of Supervisors in June 2019. Staff and the Subcommittee reviewed the 2019 draft ordinance and a model sign ordinance, and made recommendations to improve the ordinance. On November 5, 2020, Economic Development staff assisted Planning staff by holding a virtual open house to present the proposed sign ordinance, receive input, and answer questions from the business community. An e-mail about the meeting was sent from the Economic Development Department to 204 businesses and also posted to the County's FaceBook page. The Planning Commission held a public hearing and recommended approval of the Sign Ordinance Amendment 5-0 on November 19, 2020. The purpose of revising the ordinance for signage is to remove current content based restrictions on signage as an outcome of the United States Supreme Court verdict of the Reed v. Town of Gilbert and to provide enhanced standards for signage per the land use goal. The purpose is to achieve a balanced land use system that provides sufficient and compatible land areas for all community land use needs, while protecting sensitive natural environments and important local historic and cultural resources. The objective is to adopt and maintain appropriate land use ordinances and voluntary programs designed to guide and implement the provisions of the Comprehensive Plan and to consolidate sign regulations into one section of the Zoning Ordinance. Signs that will not be affected by the proposed ordinance are Christmas and Holiday decorations, traffic and public safety signage, public art and large wall murals, window displays, and scoreboards. The proposed ordinance prohibits new billboards, vehicles as signs, and people as signs. The ordinance also addresses freestanding signage setbacks from 20 feet from the right-of-way to 10 feet from the right-of-way and 10 feet from pavement in special areas. Mr. Wade clarified for Mr. Carmichael that vehicle sign usage is permitted on the business property as long as the vehicle is operable and has its current license and registration. Mr. Webb inquired about the Supreme Court case and Mr. Wade clarified for him that the verdict was in favor of Reed. Chairman Brown opened the public hearing at 7:44 p.m. There was no one to speak and the public hearing was closed. Chairman Brown stated that this item has been in front of them for a long time and he cannot support this ordinance change as it is. He has a problem with people

and vehicles not being able to be used as signage. We are changing the rules of the game on businesses that have been here and established. However, he does support the changes in relation to the Supreme Court decision. Mr. Hunter agreed and stated that he feels we went a whole lot deeper into the weeds than they need to go. Mr. Carmichael agreed and stated that he didn't even realize the County had a sign problem to begin with. Mr. Webb stated that he deeply appreciates the effort behind all of this by Staff. He does, however, think they went a little too deep into the weeds when it comes to the execution of it. County Attorney Dan Whitten clarified for Chairman Brown that if they want to make it less restrictive, then they would not need to readvertise. He stated that if they only wanted to address the issues based on the Supreme Court case, then Staff would need to go back and look at the ordinance to see what items are content-based restrictions. Mr. Hunter made a motion, seconded by Mr. Webb, to send this back to Staff to be modified only to deal with issues regarding the Supreme Court case. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; Budget Amendment and Appropriation (\$1,877,866.32 for FY20 School Division Carry-Over Funds). Ms. Betsy Drewry, Finance Director and Deputy County Administrator, stated that on October 6, 2020, the Prince George County School Superintendent provided a request for carry-forward of unexpended FY2020 school operating funds and an appropriation increase of \$1,877,886.32. This represents the reduction in local school transfer for actual school revenues over actual school expenditures (\$1,924,925.32), less amount already re-appropriated for purchase orders (\$47,039). This appropriation would come from fund balance. The requested appropriation increases are amounts above those included in the adopted FY2021 budget. The total request of \$1,877,886.32 requires a public hearing because the amount exceeds 1% of the adopted FY2021 budget (Adopted FY2021 budget = \$126,187,775; 1% = \$1,261,878). The Code of Virginia §15.2-2507 requires a public hearing for budget amendments exceeding 1% of the adopted fiscal plan. The School textbook and Food Service funds carry forward automatically. The Board of Supervisors authorized advertisement of a January 12, 2021 public hearing on December 8, 2020. Chairman Brown opened the public hearing at 8:00 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve budget amendment as presented. Roll was called on the motion.

R-21-008

P-2.

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$1,877,886.32 FOR FY20 SCHOOL DIVISION CARRY-OVER FUNDS)

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize and appropriate the following increase of funds within the 2020-2021 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>
General Fund		
Revenues:		
0100-40-900-8208-399999	Fund Balance	\$1,877,886.32
Expenditures:		
0100-09-401-0917-49172	Transfer to CIP	\$1,877,886.32
County-Wide CIP Fund		
Revenues:		
0311-90-901-8207-399100	Transfer from General Fund	\$1,877,886.32
Expenditures:		
0311-06-208-3194 48240	New Walton Elementary	\$1,000,000
0311-06-208-3209-48120	PGHS Bleacher Replacement	\$310,000
0311-06-208-3210-48120	PGHS HVAC Cooling Tower/Chiller	\$500,000
0311-06-208-3211-48101	Fire Alarm Replacement	\$50,000
0311-06-208-3212-48130	JEJ Moore Water Intrusion Correction	\$17,886.32

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

SUPERVISORS' COMMENTS

Mrs. Waymack thanked the Board and stated that she is very humble by the confidence they have her by electing her Vice-Chair. She encouraged the public to take the COVID vaccine when their turn comes as it is very safe.

Mr. Hunter echoed Mrs. Waymack's comments regarding the vaccine. He added that there will be additional testing at the Central Wellness Center this Friday and they will be administering vaccines on Saturday at the Health Department by appointment only.

Chairman Brown thanked everyone who spoke during public comment. He told the Board and public that he will do his very best as Chairman of the Board in 2021 and he thanked the Board members for their support.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Percy Ashcraft, County Administrator, stated that there will be a Fort Lee Recognition Ceremony for the 9-1-1 Project (Virtual) on January 13 at 11 a.m. The Fire & EMS Advisory Committee Meeting has been changed to January 20 at 7 p.m. in the Boardroom. Live Christmas trees that are undecorated can be dropped off at the Convenience Site on Union Branch Road from 8:30 a.m. – 5 p.m. through January 16. Mr. Ashcraft gave a COVID-19 update and stated that all County buildings will remain closed to the public until February 1 because of current and anticipated spikes in the coronavirus. County employees will continue to report and the public

can still conduct business by contacting County offices by telephone or email. The announcement does not include activity related to court proceedings, according to Commonwealth Attorney Susan Fierro. The Circuit Clerk's Office in the County Courthouse continues to be open to the public through January, but will limit the number of customers to two at the front counter at one time and three will be allowed in the Record Room at one time. There have been 2,069 confirmed cases of the coronavirus and five deaths have been reported in Prince George County according to the Crater Health District statistics through January 11; Eighteen County employees have tested positive. The next testing site in Prince George County is the Central Wellness Center on January 15 from 1-3 p.m. Testing is for people experiencing symptoms to the coronavirus. Drive-ups only. COVID-19 Vaccines will be distributed by invitation only on Saturday, January 16, 23 & 30 at the Human Services Building.

REPORTS (cont'd)

Update on CARES Funding - Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that the County has received \$6,692,302 in CARES Funds. 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 31, 2021. Ms. Drewry provided a visual of the broad categories and how they have been utilized. The largest fund went to business and non-profit relief at \$2,157,222.62. The second largest went to the School System at \$2,136,386.69. Coronavirus prevention, equipment and supplies was \$1,277,279.97 and citizen relief was \$650,909.43. The rest went towards compensation at \$470,403.39 and a small contingency of \$100. The School Division received a \$2.1 million allocation and the vast majority of that has been used for virtual learning, a summer lunch program, Rowanty, child care services, and for the purchase of cleaning supplies. To date, Countywide about \$6.7 million has been expended with two purchase orders open on December 30 and these obligations will be met. All of the small business grants have been distributed to 84 businesses for a total of \$2.17 million. Social Services received 343 applications and 259 families have been assisted with 84 denied. These families were assisted with rent/mortgage, food, clothing/personal care, boys hair cuts, girls salon services, electricity, and garbage services. In addition, other moneys were designated to the local food bank, outreach of mobile home parks, and a pet food distribution effort. Ms. Drewry stated that the first responders received their hazard pay of \$1.70 per hour retroactive to March 1. Technology initiatives were estimated to be \$229,455.91. There was also a variety of cleaning and protective health measures and employee compensation and benefits. Other monies were allocated for Courthouse needs in the amount of \$28,396.89, Sheriff needs in the amount of \$67,378.76, General Services/Building needs in the amount of \$8,734.50, and Public Safety Requests in the amount of \$712,721.32. The Board commended Staff on a job well done.

The Municipal COVID Relief Funds Update – Mr. Frank Haltom, County Engineer, stated that the use of the CARES Act funding was to assist municipal utility customers experiencing an economic hardship due to COVID-19. On November 24, 2020, the Board authorized the application to receive CARES funds. On November 25, 2020 the application to receive \$153,348 in funds was submitted. On December 7, 2020, the Virginia Department of Housing and Community Development (DHCD) awarded Prince George County \$108,469.39 to assist with customer relief. IT, Utilities, and Finance Staff created an application process and posted the application on the county website. Utility Staff continues outreach to make customers aware

of relief opportunity. Customers must attest to an economic hardship due to COVID-19. (i.e. loss of employment, reduction in work hours, stayed home due to closure of school/day care, unable to find work due to pandemic, etc.). The expenses had to be incurred during the timeframe of March 1 – December 30, 2020; now December 31, 2021. In addition, they must not have received any other CARES relief for the same expense. To date, they have 101 application with 75 approved and 17 still pending. So far, \$29,071.48 has been disbursed and \$79,397.91 remains available. Mr. Haltom stressed that customers should apply as soon as possible and not wait until they are 90 days past due. Chairman Brown asked if they are able to apply again since the deadline was extended. Mr. Haltom stated that he is checking into that.

Fire and EMS Building Projects – Mr. Mike Purvis, General Services Director, gave an update on several Fire and EMS Building project. Starting with Jefferson Park Fire Station (Station 5) renovation quotes. This renovation addresses the HVAC System, the bay doors, a new roof, and the engineering costs for a total of \$216,502 with a \$500,000 budget leaving \$283,498 for any structural issues or other repairs. Originally, \$3.2 million was borrowed to construct a new Jefferson Park Fire Station and Mr. Purvis mentioned that it has been mentioned that the potential balance of those funds may be used to construct a new burn building and possible new Wells Station Road fire station. Mr. Paul Mauger, Interim Director of Fire and EMS, stated that the burn building project previously presented fell under the amount of money given to the County by the State. The County has asked for three extensions up to this point and and the approval to change the style of the building. The County has asked for approval to switch to a Prototype II Class ‘A’ building of a metal clad nature. Staff is currently in discussion with an architect familiar with the structures recently erected in Harrisonburg and Winchester. Mr. Mauger believes that the State will approve this structure. Mr. Purvis went over the costs of both the burn building and the potential new Wells Road Station fire station. An all-inclusive estimate for the Wells Road Station fire station including A/E & Engineering is \$2,500,000. The Burn Building estimate is \$718,306.75 less Grant funds of \$480,000 leaving a local cost of \$238,306.75. These two project would leave a shortfall of \$89,257.31 from the \$3,149,049.44 left available from the funds borrowed for a new Jefferson Park Fire Station. Mr. Webb asked what exactly is all-inclusive on the Wells Station Road fire station. Mr. Purvis stated that it includes from the road to the building and back. Mr. Webb asked about the runoff pond. Mr. Purvis stated that it is included in the Timmons Engineering cost. Mr. Webb asked about furniture and fixtures. Mr. Purvis stated that there is mention of decreasing the Well Station Road station to a two-bay station that would leave a cost savings of \$350,000. That money can be utilized to pay for items not budgeted. Mr. Mauger clarified for Mr. Webb that it would still be a fully functional, long-term building with two bays. Mr. Purvis asked for a sense of direction from the Board on how they would like to proceed. Mr. Webb stated that COVID is not gone and there are a lot of unknowns. However, they are under the gun on the \$3.2 million originally borrowed for paying a penalty. Mr. Webb asked how long this pricing is good for. Mr. Purvis stated that he has no idea how long this pricing is good for. Mrs. Waymack asked if the \$500,000 will be enough to properly renovate it and address all issues. Mr. Purvis stated there may be some cosmetic issues that are warranted that won’t be funded. He clarified for Mr. Webb that there may be no funds left from the burn building and the potential Wells Road Station fire station to cover that. Chairman Brown stated that he does not want to leave the Jefferson Park Fire Station short. A commitment was made and that building needs to be fixed first before any money is committed in other places. Mr. Webb stated that he would like to know

more about the structure. Mr. Purvis stated that they can get those questions answered if they are willing to proceed with the engineering study on the Jefferson Park Fire Station first. Chairman Brown stated that he would be more comfortable with that. Mr. Hunter added that we need to make sure we take care of them first and not leave them to think we are hanging them out to dry. Mr. Webb agreed that they need to proceed with evaluating the foundation of Jefferson Park Fire Station at \$1,500. The rest of the Board agreed.

ORDER OF BUSINESS

A-1. Resolution; Proposed Revisions; Prince George County Personnel Policies; Section 120.1 Through 120.6 Entitled *Wireless Devices* and Section 130.1 Through 130.9 Entitled *Electronic Information, Internet and Network Resources*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the administrative policies entitled “Electronic Information, Internet and Network Resources” and “Wireless Devices” for the Board’s consideration at the January 12, 2021 meeting. Ms. Hurt went over some of the main points revised in the Electronic Information, Internet and Network Resources addressing communication retention, acceptable use, and use requirements. She then went over some of the main points revised in Wireless Devices including, removal of reimbursement for personal wireless devices, some changes to device usage in regards to guest vs. county WIFI connection, and the addition of mobile device procurement, setup and usage in section 120.5 and employee separation in 120.6. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-21-009

A-1.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 120.1 THROUGH 120.6 ENTITLED *WIRELESS DEVICES* AND SECTION 130.1 THROUGH 130.9 ENTITLED *ELECTRONIC INFORMATION, INTERNET AND NETWORK RESOURCES*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the revised policies entitled *Wireless Devices* and *Electronic Information, Internet and Network Resources* be reviewed and considered for revision in the County’s Administrative Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 12th day of January 2021 does hereby amend the Prince George County Administrative Policies by approving the revisions to the policies entitled *Wireless Devices and Electronic Information, Internet and Network Resources* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Authorization for the County Administrator to Enter into an Agreement with The Virginia Department of Transportation for the Construction, Construction Management, and Inspection Services Related to the Completion of Koolwood Lane for Acceptance into the State-Maintained Secondary System of Roads and Appropriation of Performance Bond Funds and Transfer from General Fund Contingency (\$48,635.76). Ms. Drewry stated that Koolwood Lane is a partially completed road that serves nine lots off of Fairwood Road. The development was platted in 2004, and included the provision that Koolwood Lane would be constructed as a public road by the developer. The County's Planning department at that time required a performance bond be posted by the developer for the road work. The developer did not complete the road per VDOT's requirements for acceptance into the state system, and the residents on Koolwood Lane do not have the benefits of an accepted public road. County records show that attempts were made by the County to have the developer complete the road in 2009, 2011, 2016 and 2019. In 2019, the then County Attorney and Planning Manager were able to verify that a performance bond was still active and initiated the process to file a claim. Bond proceeds of \$45,000 were received and deposited into a "performance bond" account, and the balance at the last statement date of October 28, 2020 with accrued interest was \$45,074.14. Once the funds were received, estimates were obtained to complete the work. The initial estimates from contractors to complete the items listed by VDOT on their punch list far exceeded the bond proceeds of \$45,000. County staff has worked with VDOT to identify cost savings measures and to develop an agreement similar to our Stormwater Utility Fund agreements where VDOT performs the work and invoices the County. The residents of Koolwood Lane also have met with VDOT, and have/will complete smaller items at their own expense. This combined effort has reduced the estimated costs by almost 40%. The County has received an agreement from VDOT to complete the construction items and final paving of Koolwood Lane necessary for acceptance by VDOT into the state-maintained secondary road system. Staff recommends approval of this agreement with VDOT. The Code of Virginia. This deadline was extended to December 15, 2020 for the audit for the fiscal year ended June 30, 2020. The Virginia General Assembly amended Section 15.2-2510 of the Code of Virginia requiring local governing bodies to submit a notarized certification stating that the audited financial report has been presented to the governing body by December 31. The certification is to be signed by the chief elected official and the chief administrative officer. The template designed by the Auditor of Public Accounts (APA) was used to prepare the attached certification. Mr. Webb made a motion, seconded by Mrs. Waymack, to authorize the County Administrator to enter into an agreement with VDOT. Roll was called on the motion.

R-21-010

RESOLUTION; AUTHORIZATION FOR THE COUNTY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION FOR THE CONSTRUCTION, CONSTRUCTION MANAGEMENT, AND INSPECTION SERVICES RELATED TO THE COMPLETION OF KOOLWOOD LANE FOR ACCEPTANCE INTO THE STATE-MAINTAINED SECONDARY SYSTEM OF ROADS.

WHEREAS, The Prince George County Board of Supervisors has determined that it is in the best interest of the County of Prince George and its citizens to complete construction of Koolwood Lane for acceptance by VDOT; and,

WHEREAS, The County has received Bond Proceeds in the amount of \$45,000 from the original developer of Koolwood Lane, and the balance with accrued interest is \$45,074.14 as of the most recent statement date; and,

WHEREAS, The associated cost for the Scope of Work as detailed by VDOT is \$48,635.76;

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, hereby authorizes the County Administrator to enter into an agreement with VDOT for the amount of \$48,635.76 to perform work as outlined in the Scope of Work, and authorizes the funding for such services to be provided under the amount deposited in the Performance Bond Fund for the Koolwood Lane project.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the resolution as presented for the appropriation of performance bond funds. Roll was called on the motion.

R-21-010A

RESOLUTION; APPROPRIATION OF PERFORMANCE BOND FUNDS AND TRANSFER FROM GENERAL FUND CONTINGENCY FOR COMPLETION OF KOOLWOOD LANE (VDOT AGREEMENT - \$48,635.76)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize the following adjustment of funds within the 2020-2021 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>
GENERAL FUND	
<u>Expenditure:</u>	
0100-09-401-0917-49199 General Fund Contingency	(\$3,561.62)
0100-09-401-0917-49172 Transfer to Capital Project Fund	\$ 3,561.62
CAPITAL IMPROVEMENT FUND	
Revenue:	
0311-90-901-8207-399100 Transfer from General Fund	\$3,561.62
0311-10-507-8115-318956 Performance Bond Revocation Revenue	\$45,074.14
TOTAL	\$48,635.76

Expenditure:		
0311-08-301-3213-48130	Koolwood Lane Road Improvements	\$48,635.76
	TOTAL	\$48,635.76

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the County Administrator to sign the letter initiating demand for the proceeds of the irrevocable credit. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Authorize Contract Amendment Between Prince George County, Virginia and Kalyan Hospitality Relating to Emergency Hotel Rooms for Staff Quarantine for COVID-19. Mr. Jeff Stoke, Deputy County Administrator, stated that as an emergency quarantine option for Prince George County personnel, especially front line workers, staff has developed an emergency hotel agreement with Kalyan Hospitality to utilize two hotels at Exit 45 on South Crater Road. Any County staff wishing to quarantine away from their home would be afforded this option. The two hotels are the Hampton Inn and Holiday Inn Express. The contract is similar to one executed by Dinwiddie County on April 7, 2020. The company has requested that the Holiday Inn Express in Hopewell be added to the list of available hotels. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-21-011

A-3

RESOLUTION; AUTHORIZE CONTRACT AMENDMENT BETWEEN PRINCE GEORGE COUNTY, VIRGINIA AND KALYAN HOSPITALITY RELATING TO EMERGENCY HOTEL ROOMS FOR STAFF QUARANTINE FOR COVID-19

BE IT RESOLVED, that the Prince George County Board of Supervisors this 12th day of January, 2021, does hereby authorize the County Administrator to execute a Contract amendment between Prince George County and Kalyan Hospitality.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution: Authority to Execute Amendment to COVID-19 Small Business Micro-Grant Agreement. Mr. Stoke stated that on July 15, 2020, the County and the Industrial Development Authority (“IDA”) entered into an agreement to memorialize the understandings and conditions under which the COVID-19 Small Business Micro-Grant Program (“Program”) would operate and to set forth the obligations and responsibilities of the Parties. On September 8, 2020, the County and IDA desire to amend the agreement to increase the maximum amount of the grant from \$3,500 to \$50,000 and to amend the qualification criteria for participation in the Program to now include non-profit organizations with an impact period extending until October 30, 2020. In addition, small businesses without a Prince George business license may qualify if they are exempt from the requirement under the Virginia Code. On January 12, 2021, the County and IDA desire to amend the agreement to increase the overall program allocation from \$1,700,000 to \$2,147,222.62. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-21-012

RESOLUTION: AUTHORITY TO EXECUTE AMENDMENT TO COVID-19 SMALL BUSINESS MICRO-GRANT AGREEMENT

BE IT RESOLVED, that the Prince George County Board of Supervisors this 12th day of January, 2021, does hereby authorize the execution of the Amendment to the COVID-19 Small Business Micro-Grant Agreement.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Resolution Terminating the Contract with HBA Architecture & Interior. Mr. Whitten stated that on August 13, 2019 the Board of Supervisors approved the contract between HBA Architecture & Interior and Prince George County to design the new Jefferson Park Fire Station (Station 5). After reviewing the total cost of constructing a new fire station, it has been decided to renovate the current Jefferson Park Fire Station (Station 5). Pursuant to Article 9 Section 9.5 of the contract, the Owner may terminate this Agreement upon not less than seven days’ written notice to the Architect for the Owner’s convenience and without cause. Mr. Webb made a motion, seconded by Mrs. Waymack, to terminate the contract with HBA Architectural & Interior. Roll was called on the motion.

R-21-013

A-5.

RESOLUTION TERMINATING THE CONTRACT WITH HBA ARCHITECTURE & INTERIOR

WHEREAS, on August 13, 2019, HBA Architecture & Interior was awarded the contract for the design of a new Jefferson Park Fire Station.; and

WHEREAS, Prince George County (“Owner”) desires to terminate the current contract; and,

WHEREAS, in accordance with the terms of the contract Article 9 Section 9.5, the Owner may terminate this agreement upon not less than seven days’ written notice to the Architect for the Owner’s convenience and without cause; and

WHEREAS, Prince George County is responsible for compensation for services performed prior to termination, Reimbursable Expense incurred, and costs attributable to termination, including the costs attributable to the Architect’s termination of consultant agreements.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors terminate the Agreement with HBA Architecture & Interior for the design of the new Jefferson Park Fire Station.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Resolution; Appropriation; (\$399,042.06 School Federal Department of Defense Funds). Ms. Drewry stated that on January 6, 2021 the Prince George County School Board approved an increase in the FY2021 School budget. During FY2021 (current year), the School Division has received *actual* federal Department of Defense Revenues exceeding the FY2021 budgeted amount by \$399,042.06. The appropriation request is for the School Operating Fund (0500) \$399,042.06, and the School Board and administration plan to use funds to provide a \$500 one-time bonus to all active school employees working under a contract or letter of agreement. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the appropriation as presented. Roll was called on the motion.

R-21-014

A-6.

RESOLUTION; APPROPRIATION (\$399,042.06 SCHOOL FEDERAL DEPARTMENT OF DEFENSE FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize the following increase of funds within the 2020-2021 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:

FUND/ORGANIZATION
SCHOOL OPERATING FUND
Expenditure:
Compensation Bonus

AMOUNT

0500-06-201-6000-61100-100-900-000-41001

\$399,042.06

Revenue:

Department of Defense Funds

0500-30-000-0000-00000-000-000-000-333808

\$399,042.06

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-7. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Adding §74-6 to Allocate \$.01 of the Real Estate Tax for Fire Equipment Replacement for the Coordinated Fire/EMS System. Mr. Whitten stated that the County’s Coordinated Fire/EMS System has asked the Board to commit revenue from \$.01 of the real estate tax to be used exclusively for fire equipment replacement for the coordinated fire/EMS system. In order to make such an allocation permanent in a way that provides long-term predictability for a dedicated funding stream for certain fire equipment replacement, the Board should adopt an ordinance. Such an allocation for fire equipment would not be subject to a deduction for any annual transfer to the school system. The ordinance would bind future Boards of Supervisors. Chairman Brown made it clear for the public that this is not a tax increase, it is simply an allocation of what is already collected. Mr. Webb made a motion, seconded by Mrs. Waymack, to authorize the advertisement of a public hearing on February 9, 2021. Roll was called on the motion.

R-21-015

A-7.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” AS AMENDED, BY ADDING §74-6 TO ALLOCATE \$.01 OF THE REAL ESTATE TAX FOR FIRE EQUIPMENT REPLACEMENT FOR THE COORDINATED FIRE/EMS SYSTEM

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 12th day of January, 2021, does hereby authorize the advertisement of a public hearing on February 9, 2021 for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by adding §74-6 to allocate \$.01 of the Real Estate Tax for fire equipment replacement for the Coordinated Fire/EMS System.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-8. Resolution; Authority To Advertise An Ordinance To Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending §6-146 to Clarify the Language for a Dog Running at Large and to Provide for a Civil Penalty of up to \$100 for Dogs Running in a Pack Which is Defined as the Dog Running at Large in the Company of One or More Dogs that are Also Running at Large. Mr. Whitten stated that in 2019, the General Assembly amended Section 3.2-6538 of the Code of Virginia to require localities that have a running at large ordinance, which Prince George County does, to add language providing for a civil penalty up to \$100 for dogs running at large in a pack. A dog shall be deemed running at large in a pack if the dog is running at large in the company of one or more dogs that are also running at large not under direction of the owner. Mr. Webb asked if this means a citizen will be fined every time their dog gets out. Mr. Whitten stated that it is only if there are two or more. Mr. Webb stated that he would hope people use good judgment before they pick up the phone and call the Police or Animal Control on their neighbor’s dog(s) since it can result in a misdemeanor or a fine. Mr. Whitten reiterated that this is State mandated and if the Board desires, they can just remove the ordinance all together. The Board agreed that may create other problems. Chairman Brown stated that at this time they would are just readvertising a public hearing for February 9 so they have time to make a decision as to whether they would want to remove the ordinance then. Mr. Carmichael made a motion, seconded by Mr. Webb, to authorize the public hearing for February 9. Roll was called on the motion.

R-21-016

A-8.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” AS AMENDED, BY AMENDING §6-146 TO CLARIFY THE LANGUAGE FOR A DOG RUNNING AT LARGE AND TO PROVIDE FOR A CIVIL PENALTY OF UP TO \$100 FOR DOGS RUNNING IN A PACK WHICH IS DEFINED AS THE DOG RUNNING AT LARGE IN THE COMPANY OF ONE OR MORE DOGS THAT ARE ALSO RUNNING AT LARGE

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 12th day of January, 2021, 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 §6-146 to clarify the language for Dogs Running at Large and to provide for a Civil Penalty for up to \$100 for Dogs Running at Large in a pack.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-9. Discussion of Los Arrieros Inc. ABC License Application. On December 16, 2020, Prince George County received notification from the VA ABC of the Los Arrieros Inc. ABC license application. Per state code, local governing bodies shall submit objections to the granting of a license within 30 days of the filing of the application. The Prince George County Board of

Supervisors may recommend to the VA ABC: 1) approval, 2) denial, 3) approval with conditions, or 4) take no action on the notice. Any comments made by Prince George County Board of Supervisors will be submitted after the deadline of January 10, 2021 to the Virginia Alcoholic Beverage Control Authority. This office has spoken with Chief Early and he has no objections. VA ABC has final authority on this matter. The Board has no objections as well. Therefore, they took no action on the notice.

A-10. Crater Regional Chief Elected Officials Consortium; CEO Designee Certification & Alternate Members. Mr. Stoke stated that the Crater Regional Workforce Board has a Chief Elected Officials Organization that will meet on January 25. They have requested that Prince George County designate the Chief Elected Official and two alternates to represent Prince George County. Mr. Hunter made a motion, seconded by Mrs. Waymack to appoint Chairman Brown as the Chief Elected Official with Mrs. Waymack the first alternate and Mr. Hunter the second alternate. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-11. Six-Month Work Plan. Mr. Percy Ashcraft, County Administrator, presented the Six-Month Work Plan for the period of January through June 2021. This work plan incorporates goals established by the County Administrator and reaction to policy decisions made by the Board of Supervisors. It is not to be confused with day-to-day tasks that are assigned to each department. There are 248 goals submitted and agreed upon by County Staff and Administration.

A-12. Resolution; FY2020-2021 Position Chart. Mr. Frank Haltom, County Engineer, stated that Staff is requesting, for consideration, a position change within the Utilities Department that requires a modification to the County's Position Control Chart. Mr. Haltom recommends conversion of the Utility Supervisor position to a Utility Project Engineer. The creation of this position will allow for utility projects to have better oversight of capital maintenance projects and expansion projects, and reduce the amount of outsourcing for inspection and design services to consulting engineers. The position would also provide adequate support to the department in the absence of the Director. The elimination of the Utility Supervisor will require shifting oversight of the seven operations staff to the Operations Manager. The Utilities Project Engineer position is recommended as a grade 321 on the County's pay scale and is proposed to be classified under FLSA as exempt. The current Utility Supervisor is a grade 317. This increase in grade is not expected to have an impact on the FY2020-2021 budget, as partial year vacancy savings should offset expected difference in pay. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the request as presented. Roll was called on the motion.

R-21-017

A-12.

RESOLUTION; FY2020-2021 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 12th day of January, 2021 hereby approves the requested changes to the FY2020-2021 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mr. Webb, to adjourn to 5:00 pm on January 21, 2021 for a budget work session. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 9:42 p.m.

[Draft Minutes prepared January 20, 2021 for consideration on January 26, 2021; adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Pre-Budget Work Session
January 21, 2021
5:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. A budget work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Thursday, January 21, 2021 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Floyd M. Brown, Jr. for a work session to discuss the budget.

ATTENDANCE. The following members responded to Roll Call:

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

County Staff present: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator, Economic Development; Betsy Drewry, Deputy County Administrator, Finance; Julie Walton, Deputy County Administrator, Community Development and Code Compliance; Dan Whitten, County Attorney, Paul Mauger, Interim Director of Fire and EMS; and Police Chief Keith Early.

PRE-BUDGETWORK SESSION

Discussion of Virginia Public School Authority (VPSA) – Funding Option for New Walton Elementary School – Application Process

Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that the Virginia Public School Authority (VPSA) has opened its Spring 2021 pool application process. In tandem with that, there is a funding option available for school capital projects. This is a recommended financing option for the new Walton Elementary School through either a VPSA Pool Issuance or a County stand-alone VPSA issuance. The VPSA Pool Issuance would need to adhere to pool sale deadlines while a stand-alone VPSA issuance offers more flexibility if the project timing does not meet the VPSA pool timeline. The School Division plans to advertise and issue a new IFB for the new Walton Elementary School on January 24. The VPSA application packet is due to VPSA on February 22. Ms. Drewry will be working with the School Finance Director in putting that packet together. The School Board plans to award the bids on March 1. No later than the week of March, the School Board should have adopted any resolutions requesting and consent to the bond issuance, the County should authorize the bond issuance, and local bond counsel should submit copies of the School and County resolutions to VPSA along with a draft approving opinion to VPSA and McGuireWoods LLP, Bond Counsel to VPSA. The County will need to hold a public hearing on March 9 to consider the approval of a

resolution authorizing the issuance through VPSA via the Spring Pool and VPSA Stand –Alone Public Issuance and participation in the Virginia State Non-Arbitrage. Mr. Ted Cole of Davenport Public Finance and Mr. Doug Sbertoli, Bond Counsel, explained the process of the preferred Pool option and the advantages of using the Pool while using the Stand-Alone as a backup. There was discussion regarding breaking it up into two borrowings and the incremental costs that it could incur. Mr. Hunter stated that he is not interested in doing two borrowings. Mr. Webb agreed. Ms. Drewry stated that on March 10 the VPSA Board will consider credit approval of the applicants and authorize distribution of commitment letters. On March 15, preliminary debt service schedules will be distributed to localities, local bond counsel, and the financial advisor. March 31 is the VPSA deadline for the County to adopt a resolution/ordinance authorizing the bond issuance and execution of the Bond Sale Agreement. April 1 is the VPSA deadline for the County to submit the resolution/ordinance and executed Bond Sale Agreement and is the last opportunity for the County to change the amount of the requested financing or to withdraw from the sale completely. VPSA will hold the bond sale on or about April 20. May 3 is the deadline for the County and Schools to submit account registration forms to VASNAP. May 11 is the VPSA bond closing and when the funds become available. Mr. Sbertoli made the recommendation that the public hearing be held on March 23 instead of March 9 to allow advertisement of a not to exceed amount in conjunction with the submission of the construction bids. The Board agreed that is a good observation. Ms. Drewry went over the updated new Walton School project estimates. The grand total updated estimate is \$34.9 million. To date, \$2 million has been funded from Fund Balance leaving a \$936,250 gap for utility and road improvements and relocation of the force main and water line that has not been cash funded. Mr. Webb clarified that the Board has had conversations with the School Board on those additional needs of road improvements and utility improvements. Ms. Drewry stated that \$1 million of the \$1,781,250 needed for road improvements was provided in a School FY2021 fund balance carryover. Mr. Cole explained the VPSA recommended amount to finance plus at least 5% in the event bonds are issued at par less a discount. The School Board did adopt a resolution with an aggregate principal amount not to exceed \$35 million, which is a little more than 5%. Mr. Cole stated that they will have parameters to protect them from rising rates and borrowing more money than they want. The Board will be able to change the amount not to exceed in their resolution/ordinance. Mr. Webb asked if this is similar to what a fixed rate would be versus a variable. Mr. Cole stated that it would be a fixed rate for the entire 30-year term, but the parameter needs to provide some amount of cushion to cover any market movement between the time the resolution is adopted and when the bonds are sold. The Board can make that cushion as little or as large as they want, but if VPSA cannot get them the not to exceed amount that they approve, then they will not sell the bonds. Mr. Webb stated that his thought is there should already be some contingency built in the original amount approved. With that being said, Mr. Webb stated that the \$35 million scares him if they are penalized for not using it. Mr. Cole stated that they will not have excess dollars more than the \$32.9 million. Mrs. Drewry asked if the Board was comfortable with the \$32.9 million as what is needed for the project or are they going to stick with the original \$32,890.40. Mr. Webb stated that is what the original agreement was with the Schools and no one from the School has come forward and explained that they were already over budget without the first piece of dirt being turned over. Ms. Drewry reiterated that this estimate includes the utility and road improvements which their submission to CIP did not include. Mr. Webb stated that they committed to \$1 million and they were supposed to come up with the balance between now and the time it actually happens. Mr. Webb stated that, speaking

for himself, we only have so much to work with and the School Board needs to work with them. Chairman Brown stated that \$155,000 of that money is a requirement that the Board gave the Schools to relocate the force main and water line. Mr. Webb stated that the School still offered to pay for it. Mr. Webb stated he bets they have some contingency and he would like to give the Schools an opportunity to respond to that. He stated that they had an agreement and the County has done everything they can possibly do to work with the Schools. Mr. Hunter stated that he does not want to hold the project up but he would like to see the Schools sharpen their pencils a little bit to get closer to the number they agreed on. The County could absorb \$155,000 since we put that on them. That still leaves close to \$800,000. Mrs. Waymack agreed. The Board asked Ms. Drewry to relay to them to find those additional monies. Mr. Webb stated that he is not trying to stop the train, but they need to be on the same page. Ms. Monique Barnes, School Finance Director, reminded the Board that the original estimate said to be determined. Ms. Drewry confirmed that statement and stated that Staff will have discussions with Dr. Pennycuff and Ms. Barnes. The School Board can revise their resolution if needed. Ms. Drewry went back over the key financing decision dates. Mr. Cole added that we are currently in a premium bond environment. Therefore, if the Board wanted the \$32.9 million, they would probably only need to issue about \$30 million in bonds. The \$35 million was strictly for a discount bond market. Mr. Sbertoli agreed and said that the County benefited from that market trend back in December as well.

Children Services Act (CSA) – FY2021 and FY2022

Ms. Drewry stated that the Children's Services Act budget currently accounts for services primarily related to foster care and educational services. The FY2021 adopted budget total is \$2,005,300 with \$1,528,000 budgeted for educational services. Based on known services, it is estimated that FY2021 expenditures will total \$2,671,371 or \$666,071 more than what is budgeted. The local portion of that shortfall is estimated to be \$248,055. The School Division transfers back to the County the estimated local match for educational services budgeted at \$567,000 for FY2021. The local portion for educational services is estimated to be \$777,674 for FY2021 (or \$210,674 more than the transfer from schools). Mr. Webb asked if there is always a shortfall because we do not have the services in place to take care of some of this. Ms. Drewry stated that there are some educational day placements that are in other localities. Those students are placed either by the School System or CPMT. If the services cannot be accommodated within the School System, then they are placed in another setting. Mr. Webb asked if they are trying to budget this on a rolling average. Ms. Drewry stated that they typically look at current year services as a gauge to prepare for the upcoming service year. Chairman Brown stated that somewhere down the line, something needs to be done maybe on the State level. Not every locality can keep absorbing these additional funds needed year after year. Prince George County is better shape than some. We need to find out how to fill that gap in services. Mr. Hunter stated that it is because they are all different ages with different disabilities. You cannot just hire someone to take on a group. He also clarified for Chairman Brown that they try to use the closest services, but unfortunately sometimes the services that some of these individuals need is further away. Mr. Webb stated that the reason he inquired about it is that he always gets calls from citizens asking why these children are being bused outside of the County. He is not trying to scrutinize the process. Mrs. Drewry stated that the Social Services Director and CSZ Coordinator to prepare the upcoming year's CSA budget estimate, using current year actual projections, incorporating any known changes. The FY2022 estimate CSA budget, as submitted,

is \$2,671,371, \$666,071 more than the adopted FY2021 CSA budget of \$2,005,300. Educational-related services total \$2,092,772, \$564,772 more than budgeted FY2021 educational-related services of \$1,528,000. The FY2021 transfer from schools for the local match portion is budgeted at \$567,000. The FY2022 transfer would increase to \$777,674. Administration and Finance will meet with Mrs. Judge on February 3 to review the details of the FY2022 budget request. Mr. Webb stated that they budget what they think they will need and not try to sharpen it too much so they will not wind up with another shortfall.

Governor's Proposed FY2022 (September 1, 2021) Bonus for State Supported Employees

Ms. Drewry stated that the Governor has included in his proposed FY2022 budget a 1.5% bonus to state-supported employees effective September 1, 2021. This will impact the Department of Social Services and funded positions in the Constitutional Offices and when funding is possible in Community Corrections and Victim Witness grants. This will be for Comp Board funded positions only. Mrs. Drewry clarified for Mr. Webb that it would be the Board's choice to include those employees in the Constitutional Offices that are not Comp Board funded. The County's normal practice has been to provide the same pay increases for all County employees and not limit it to State-supported. There are positions in some Constitutional Offices that are not fully funded by the Comp Board, or Comp Board funded at all. If receiving increased revenue is contingent upon providing a bonus, and the Board does not include a bonus in the adopted budget, there is likely an option to decline the funding. If a bonus is included in the adopted budget, a public hearing is not required. The Governor has proposed a one-time 2% bonus for SOQ-funded instructional and support positions effective July 1, 2021. Ms. Drewry stated that the cost to provide a 1.5% bonus to all County employees would be approximately \$246,600. The cost of providing a 1.5% raise to all County employees would be approximately \$284,600. The cost of providing a 1.5% bonus to State supported employees only would be approximately \$58,000 and a 1.5% bonus would be \$53,000. Finally, the cost of providing a 1.5% bonus to County employees excluding sworn Police and Fire/EMS if they receive a pay increase and other receive a bonus instead, would be approximately \$160,700. Mr. Webb stated that he is not opposed to this, but he just wants to see where they are at the end of the day first.

Public Safety – Additional Positions and Salary Improvements for Public Safety Employees **Police Department**

Police Chief Keith Early stated that he is requesting four additional Police Officer positions and one part-time administrative position to provide the resources needed to best serve the citizens. The purpose is to provide for a safe community for all to thrive within and enjoy. He stated that they want to recruit and retain good, honest, confident, and compassionate hard-working people. They want to further build a diverse team both racially and in gender. Demands and expectations are consistently and predictably increasing. They need the resources to stay in front of problems, to fix problems, and to play offense. A police force that becomes reactionary is ineffective. The goal is to increase the minimum patrol staffing from six to seven officers per shift. There are four patrol shifts. The serious crime rate in Prince George County has increased by 19% in 2020. Currently, staffing is 59 sworn police officers. Each year officer are out of service on military leave, maternity leave, etc. and there are anticipated and unanticipated departures. The past eight years, including 2020, have shown a 34% increase in calls for service. A recruit officer hired today is not an asset for a full year. The part-time administrative position is being requested to accommodate the growing administrative challenges they are facing. This

position would be responsible for the management of property and evidence processes. The function of this position is critical to maintaining the integrity, trust and confidence of the community. In addition, the property and evidence processes are closely monitored via accreditation standards. At the current time all of these responsibilities are secondary roles shared among several police officers and Staff. Mr. Webb asked the Chief how many open positions he currently has in his department. Chief Early stated that they currently have three vacant positions with two conditional. Chief Early clarified for Mr. Webb that it would cost \$457,806 for four officers, including salary, benefits, and equipment.

Chief Early stated that the Police Department Pay Plan is priority over the additional positions request for retention purposes. They want to hire and retain quality people. Mr. Webb stated that he understands that they want to hire and retain good people because it seems a lot of money is being spent on training people with no guarantee that they will stay with the County. He stated that a lot of businesses are making employees sign an agreement to stay a minimum of five years once they complete their training. Chief Early stated that they benefit from training more than they have suffered. He does not want to trap someone who is not a good fit. His department currently has issues of pay compression at the junior level, unequal compensation based on total years of services at the mid and senior levels, and lacking competitive compensation based on their total years of service. Their goals with his proposed pay plan is to place employees on the approved step plan in an equitable and consistent manner, minimize pay compression, prevent "leap-frogging" of people of similar tenure, have uniform step placement across the department, be competitive in pay within the region, and prevent reoccurrence of compression moving forward. The plan would develop a placement system where implementation is achievable at .65 x years of service. It gives employees credit for their years of service at a realistic rate. It also ensures even and fair distribution across the 30 steps. Chief Early believes this plan will improve hiring and retention by providing competitive pay. It will require annual funding to move officers down the 30-year step plan in order to prevent problems from reappearing. The total initial investment would be \$368,691.33. The annual, estimated recurring costs are \$74,000. Without annual, recurring funding to move officers down the steps, compression, etc. will quickly reappear. Mr. Webb stated that he is struggling with the fact that this will not alleviate the issues of being short-handed when people are out on military leave, etc. Chief Early stressed that they do not need four positions or nothing. One is certainly better than zero. They will take what they can get. Mrs. Waymack inquired about sharing cars and Chief Early said that he would not recommend it.

Fire/EMS (positions and SAFER Grant Application)

Mr. Paul Mauger, Interim Director of Fire and EMS, stated that the most recent report from Virginia's Office of Emergency Medical Services revealed there are about 1,000 unfilled Advance Life Support positions Statewide. The decline is because of increased education requirements and a decrease in accredited EMS education programs. Qualitative evidence suggest that retaining workers is a challenge, with poor management practices, low wages and benefits, lack of career ladders, and disability contributing to turnover. Employment of emergency medical technicians (EMTs) and paramedics is projected to grow 6 percent from 2019 to 2029 faster than the average for all occupations. Fire and EMS advertised for Advanced Life Support Only Fire-Medic Positions in June 2020. The advertisement was left open for six months. Seventeen applications were received; four only requested part-time employment, three

did not have firefighter certification, and ten of the applicants did not have ALS certification. Two positions were offered and one did not successfully complete orientation. The average Paramedic salary in Virginia is \$43,543 as of September 25, 2020, but the range typically falls between \$39,091 and \$49,619. Mr. Mauger stated that the EMS Workforce for the 21st Century gave a National assessment that stated that the solution is to increase pay by 89% and benefits by 93%. If you look at the surrounding jurisdictions, including Hopewell, Hanover, Colonial Heights, Dinwiddie, and Goochland, Prince George falls somewhere in the middle. Prince George County has re-advertised the process for BLS-certified fire medics. Mr. Mauger has been working with Finance and Human Resources evaluating salaries, differentials for EMT-A and EMT-P, differentials for Lieutenants and Captains, and the consideration of giving credit for prior experience/years of service. They are working toward matching certifications to pay grades and taking steps for a placement methodology that will be the same as Police. This grade increase to certification levels will cost approximately \$250,000. Mr. Mauger stated that he currently has a 13-year officer that is a paramedic that only makes \$35 more a year than a two-year paramedic. Hopefully this plan will do away with the compression issue. Mr. Webb stated that he would like to see what the step program would look like on an annual basis. Mr. Mauger stated that he will get those numbers to them. Mr. Hunter stated that he does not know how they will ever get it equaled out. Mr. Mauger stated that it will not be as difficult as they may think. If the salaries are adjusted based on certification using a step concept first, then you can start factoring in years of service. Mr. Webb asked if there are annual reviews done on every employee. Mr. Mauger stated that there was. Mr. Webb stated that the reason why he asked is even if they make the adjustment, you can wind up with some variance there. An annual review can determine that variance based on how they have performed in that timeframe, good or bad. Mr. Mauger stated that is predicated against the supervisor have the guts to tell an employee that they are not going to the next step because they have not performed well. Mr. Webb stated that is leadership and you are not helping the employee if you are not honest with them. Mr. Mauger stated that he agrees and he would welcome that.

Mr. Mauger stated that Fire and EMS is asking for a Deputy Director due to workload expansion in the number of capital projects and service delivery improvement. In addition, they are asking for a Logistics Supervisor to coordinate annual testing, ordering and delivery of supplies and equipment. This position would also coordinate building and apparatus maintenance issue removing the admin burden from current direct service staff who share these duties. Lastly, they are asking for three additional Fire-Medic positions to offset overtime and vacancies. This is in lieu of three fire lieutenants and six Fire Medic requests from last year. Mr. Mauger stated that he has vacancy daily and has to do mandatory draft up to 72 hours. The total estimate for the three Fire-Medic positions with salary and benefits would be \$202,041. This cost is \$35,000 less than managing it the way they are now with overtime. Mr. Webb asked if there are any potential grants out there. Mr. Mauger stated that the SAFER grants are still out there and they are working on that. There is no guarantee that they will get any of them. Mr. Webb asked if that number would shift with the proposed pay scale. Mr. Mauger confirmed that it would. Mr. Mauger clarified for Mr. Hunter that 75 – 80% of calls are EMS-based, not fire.

Other Matters

Ms. Drewry recapped for the Board key dates for the FY22 Budget, including pre-budget work sessions (February 4), and budget work sessions (March 2, March 16, March 31, and April 6).

County Administrator Percy Ashcraft asked the Board for points of direction regarding when they would like to have the budget presented to them. Tentatively, the budget is scheduled to be presented on February 23. Chairman Brown stated that he does not want to see a tax increase. Therefore, he would like to see them do as much as they can do staying with the confines of revenue. Mr. Webb agreed. He stated that his expectation is to hear all of the presentations beforehand to actually be able to absorb them and then have the Board prioritize what they can do within the limits they have. Chairman Brown stated that ultimately Staff will put a budget together with the Board's guidance on prioritizing. Mr. Hunter and Mrs. Waymack agreed. Mr. Webb stated that he is not opposed to having extra meetings. He would like to get it all heard and have time to make proposals to avoid having a rework. Chairman Brown stated that he would hope that the Board is vested enough in it by the time Mr. Ashcraft presents it, so there will not be a lot of changes after. Mr. Webb stated that the final Fund Balance number is going to be the key. Mr. Ashcraft suggested that they will need an additional work session in February and that they take it one work session at a time to see how many they need. They should be ready to present by the first meeting in March.

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to the Assessor's Department; and (ii) Section 2.2-3711.A.8 – 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 reassessments. Mrs. Waymack made a motion, seconded by Mr. Hunter, that the Board convene closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to the Assessor's Department; and (ii) Section 2.2-3711.A.8 – 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 reassessments.

R-21-018

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICERS, APPOINTEES OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO THE ASSESSOR'S DEPARTMENT; AND (II) SECTION 2.2-3711.A.8 – 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 REASSESSMENTS.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 21st day of January, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to the Assessor's Department; and (ii) Section 2.2-3711.A.8 – 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 reassessments.

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 8:36 p.m., Mrs. Waymack 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 Brown 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-21-018A

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 21st day of January, 2021 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were 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. Hunter made a motion, seconded by Mr. Webb, to adjourn at 8:37 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

[Draft Minutes prepared January 28, 2020 for consideration on February 12, 2020; adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

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