

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

August 10, 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 5:00 p.m. on Tuesday, August 10, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Marlene J. Waymack, Vice-Chair.

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

Floyd M. Brown, Jr., Chairman	Present [via telephone from Lamore Drive, Prince George]
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; Julie C. Walton, 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 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to Central Virginia Waste Management Authority and Community Development & Code Compliance Department; and (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 USERRA litigation, 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 Southpoint Industrial Park and delinquent real estate taxes.** Mr. Hunter made a motion, seconded by Mr. Webb, that the Board convene closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to Central Virginia Waste Management Authority and Community Development & Code Compliance Department; and (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 USERRA litigation, 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 Southpoint Industrial Park and delinquent real estate taxes. Roll was called on the motion.

R-21-123

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY AND COMMUNITY DEVELOPMENT & CODE COMPLIANCE DEPARTMENT; AND (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 USERRA LITIGATION, 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 SOUTHPOINT INDUSTRIAL PARK AND DELINQUENT REAL ESTATE TAXES

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to Central Virginia Waste Management Authority and Community Development & Code Compliance Department; and (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 USERRA litigation, 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 Southpoint Industrial Park and delinquent real estate taxes.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

Mr. Brown joined the meeting via telephone at 5:05 p.m. from his home in South Prince George for medical reasons.

**E-2. Resolution; Certification of Closed Session.** At 6:00 p.m., Mr. Webb 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-21-123A

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 10<sup>th</sup> day of August, 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)

Abstained: (0)

**WORK SESSION**

Ms. Lacie Leming and Mr. Colin Romanick from the Hopewell/Prince George Chamber of Commerce presented a Tourism Report to the Board. The Hopewell/Prince George Chamber of Commerce has been serving the business communities of Hopewell and Prince George for over 100 years. For the last 7 years, they have also been serving as the Visitor Center and Tourism Vendor for both localities. As part of their understanding with Hopewell and Prince George, each locality funds 1/3 of the operating costs of the Visitor Center, and the Chamber of Commerce is responsible for funding the other 1/3 of the operating costs annually. They use these funds to support daily operations of the Visitor Center, staff salaries (scaled to % of actual tourism work), and to support various Tourism campaigns. Additionally, they apply for grants, such as VTC grants, to support tourism efforts. These funds are only used to support the operation of the visitor center and work directly related to tourism and hospitality in Prince George and Hopewell. The Chamber uses separate funds to manage our operations and services as a Chamber of Commerce. Tourism materials and campaigns are made by locals who know and love this region. During COVID (March 31 2020-April 1<sup>st</sup> 2021), the chamber was open and staffed during weekdays. They worked to ensure they were available for visitors in a safe way and adhered to all COVID restrictions. They did not receive any in person visitors, but actively engaged with the community virtually during that time. They were not open on weekends during this period, and have kept those hours into 2021 due to lack of staffing availability/funding. Prior to the pandemic closure, we were open 355 days a year. Ms. Leming

went over the County's shared expenses. Overage is covered by Tourism grants from VTC to support digital marketing campaigns, etc. VTC grants are available for annual re-application, and the Chamber will take advantage of those opportunities as much as possible. They are preferred candidates for such grants because they are community-funded and manage a visitor center. Salaries are scaled based on employee's direct support of tourism efforts. No employees receive health benefits or other employee benefits. After careful consideration, they will be eliminating the postage meter- saving an additional \$600 annually that will be used for other tourism purposes. Ms. Leming went over the 2021 highlights, including COVID restrictions, the Patio Poker Run, Marketing prep, the Bluegrass Jamboree, Restaurant Week, and featured 34 business pages, including a lot of local restaurants. They enhanced their photo and video libraries and attended the Fort Lee Community Action Council meetings. In addition, they applied for and implemented the WanderLove Grant (\$10k). That money was used to build [visithpg.com](http://visithpg.com) (5k from WanderLove Grant) and create the five & Dime Itinerary and Video, Launched Marketing Campaigns (\$5k from WanderLove Grant). They also sponsored the Dixie World Series by paying for the live broadcasting, dixie digital marketing ads, signage, and paid for the accommodations of the live broadcast teams. They received rave reviews from the JockJive team during their time in Prince George. FY 2021 served as a benchmark year in their social media efforts. With the visitor center closed, they increased their number of posts and type of media used to increase engagement and continue to serve PG Tourism virtually during COVID. They will bring their learnings into FY 2021 as they continue to increase their reach and engagement. They launched their VisitHPG.com website in August 2020 and have consistently added new and engaging content, technical performance improvements, and Search Engine Optimization. They will continue to leverage their data and set goals for FY 2022, constantly working to enhance and expand on the website. That is why you will see them using multiple channels to build awareness, repeat messaging, and measure success. They are using print, internet, radio, word of mouth, human billboards (t-shirts) and collaboration to build their brand. In terms of website traffic, they saw spikes in May (Tree Time, 5 & Dime), June (Restaurant Week, 5 & Dime) and July (Dixie World Series, Bluegrass Jamboree). Several posts were made, shared, and got higher than usual engagement activity, resulting in a spike of page likes, followers, and traffic to the website. Ms. Leming gave an overview of their plans for FY22, including increased digital ad spend, diversify marketing efforts, continual website improvement, and build on a solid foundation. They also plan to focus on the 5 & Dime Tour, upcoming PG events, the future of Jordan Point Marina and Holy Mackerel, future reporting content and schedule, the LOVE sign in PG County, Visitor Center Weekend Hours, and a Photo Contest. They encouraged the Board and the public to visit their websites, [www.visithpg.com](http://www.visithpg.com) and [www.hpgchamber.org](http://www.hpgchamber.org).

Mr. Frank Haltom, County Engineer, gave a presentation on solutions for future wastewater capacity. In 2018, the County did a Southpoint Business Park study, which was performed by Dewberry. The Study offered three options, one was to build a new pump station for forcemain that would be directed to Hopewell, another option was to build our own wastewater treatment plant (WWTP), and a third option was to send waste back to the City of Petersburg at South Central Wastewater Authority. Due to the high cost of investment within the City of Petersburg, the latter of the three was taken off of the table. Mr. Haltom went over the strengths and weaknesses of the other two options. The strengths of a new pump station directed to Hopewell would be the capital costs would be significantly less than a WWTP and it does not require a licensed operator. Its weaknesses would be a significantly higher operation and maintenance

cost – more than double, and it would increase flows to the Chesapeake Bay watershed, which could have future cost implications. The strengths of a county owned WWTP plant are a significantly lower life cycle cost, reduced flows to the Chesapeake Bay watershed, the potential to reroute existing flows from SCWWA and Hopewell to county-owned WWTP, which reduces third party fees, and a potential for reuse at business park as non-potable process water (reduced water demand). The weakness would be the ability to recruit employees with proper credentials to operate the plant. The advantages to a new conventional flow-through system WWTP would be high energy efficiency and the capability to optimize treatment to achieve improved quality of final effluent. The disadvantages would be greater mechanical complexity, increased instrumentation needed to take full advantage of energy efficiency capabilities, and it would require separate clarifiers and return sludge pumping. The advantages to a recommended new SBR WWTP would be it eliminates separate clarifiers and return sludge pumping, high energy efficiency, it achieves high quality effluent under a large range of loading conditions, it can achieve higher levels of total nitrogen removal, and a smaller plant footprint. The disadvantages would be a higher level of automation is required for timing of unit phasing and control settings, and it would require an additional tank to achieve post equalization as this is a batch process. The PER for the WWTP options recommends a conventional continuous flow bioreactor plant, which differs from the Southpoint Business Park utility study recommendation of a sequencing batch reactor plant. The difference in the estimated capital costs appears to be the primary reason for this recommendation. Chairman Brown stated that they are trying to get to a point where Prince George County can control its own destiny. It is the best use of citizens tax dollars long term. Mr. Haltom stated that they will need to put out an RFP for the design of either of these solutions and they need direction to move forward. Chairman Brown stated that he is definitely in favor of the WWTP. Mr. Webb agreed and added that he would like to see them go with the SBR. Mr. Carmichael stated that he is not ready to move forward. Mr. Webb stated that they are behind the curb to date. The A&E could answer some of his questions if they move forward, which is better than to do nothing. Mr. Brown stated that the Board previously told Mr. Haltom that a decision would be made on August 10. Mr. Hunter added that he has doubts on which way to go as well. Mrs. Waymack stated that she is not ready either. Chairman Brown asked how long are they going to sit on these ARPA funds. Mr. Webb suggested that if they do not want to move forward this evening, then they need to formulate any questions they have so that they can be provided the answers. We are losing millions of dollars in potential businesses and if someone has a better plan, they should speak up. Mr. Webb asked Mr. Carmichael what would be his response to citizens that are paying a higher rate on water. Mr. Carmichael stated that he is more concerned about them asking him how he is going to pay for a WWTP. There is no clear answer on what it is going to cost to run it or refurbish it. Chairman Brown stated that he would hope the engineering study would answer those questions. As far as paying for it, he would hope they could apply for grants. He stated that Mr. Haltom had already laid out what the debt service would be. Vice-Chair Waymack stated that time has run out and there will be no conclusion this evening.

Vice-Chair Waymack called for a recess at 6:50 p.m. The meeting reconvened at 7:00 p.m.

**Invocation.** Vice-Chair Waymack 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.** Vice- Chair Waymack announced that anyone wishing to come before the Board may do so at this time. She noted that this was the time for unscheduled general public comments. Vice-Chair Waymack opened the public comments at 7:02 p.m.

Ms. Elizabeth Metts (11445 Cedar Run Road, Prince George VA). Ms. Metts showed the Board a sample of her water and the water filter from her house. She stated that the residents in her neighborhood have been dealing with brown water and their concerns are what is actually in the water since their children have to bathe in it and they have to cook with it. She would like to see the situation addressed.

There was no one else to speak and the public hearing was closed at 7:05 p.m.

**APPROVAL OF AGENDA.** After requesting that Leave and Overtime Personnel Policies be added to Item A-7, 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. Webb made a motion, seconded by Mr. Brown, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – July 13, 2021 Regular Meeting and July 21, 2021 Work Session.

R-21-124

C-2.

**RESOLUTION; COMMENDATION; ANTHONY TOWNSEND; SERVICE TO PRINCE GEORGE COUNTY**

WHEREAS, on January 1, 2003, ANTHONY TOWNSEND was hired as a Police Officer and remained in this capacity until he retired on August 1, 2021; and

WHEREAS, during his career, Townsend served in the Field Operations Division, as a Patrol Officer; and

WHEREAS, during his career Officer Townsend was a General Instructor, Driver Training Instructor, Firearms Instructor, Range Master, Department Armorer; and

WHEREAS, Officer Townsend throughout his career, has received numerous letters of commendation from citizens and business owners of Prince George County; and

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

WHEREAS, throughout his remarkable career in Law Enforcement, Officer Townsend 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 10th day of August, 2021 does hereby commend Anthony Townsend for completion of eighteen years and six months of dedicated service to the County and its citizens; and

BE IT FURTHER RESOLVED that this Board wishes to extend to Anthony Townsend much happiness and continued success as he enters the next phase of his life.

R-21-124A

C-3.

RESOLUTION; COMMENDATION; RECOGNITION OF COMMUNITY VOLUNTEERS FOR COVID-19 PANDEMIC

WHEREAS, the Prince George County Board of Supervisors hereby expresses its appreciation to all of the volunteers who have assisted Prince George County at the COVID Vaccine Clinics, Testing Sites, and the Call Center; and

WHEREAS, Volunteers are the lifeblood of our schools and shelters, hospitals, and faith-based and community groups. They are everyday heroes that make a real and lasting impact on the lives of our citizens; and

Whereas, Volunteers all over this County make Prince George County a great place to live, learn, work, and raise a family; and

WHEREAS, It is with great gratitude that this Board recognizes these volunteers for their selfless dedication and their commitment to the containment of this pandemic through the administration of vaccines in Prince George County.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of August, 2021 does hereby congratulate all of the COVID Vaccine Clinic, Testing Sites, and Call Center Volunteers for their valued services to Prince George County.

R-21-124B

C-4.

**RESOLUTION; COMMENDATION; MR. J. PETER CLEMENTS; SERVICE ON INDUSTRIAL DEVELOPMENT AUTHORITY BOARD**

WHEREAS, Mr. J. Peter Clements was appointed by the Board of Supervisors to represent Prince George County on the Industrial Development Authority Board on September 10, 1996; and

WHEREAS, During his nearly 25 year tenure on the Industrial Development Authority, Mr. Clements served as Vice Chairman for five years, and as Chairman for 17 years, while serving the interests of Prince George County and its citizens to the utmost of his ability; and

WHEREAS, Mr. Clements is an advocate for Prince George County, its citizens and its resources, and spent much of his life helping make his community a better place in which to live and where businesses thrive. Under his watchful eye, Mr. Clements has seen the development of Southpointe and Crosspoint Business Parks, bringing industry such as Service Center Metals, VSP Technologies, and Goya Foods to the County; the construction of dorms at Richard Bland College of the College of William and Mary to aid in the increase in enrollment at the college; and, the placement of a water tower and truck plazas with improvement of the Tourism Zone at Exit 45 in South Prince George; and

WHEREAS, Mr. Clements is very well known and well respected in the community, holding offices and serving on numerous boards and commissions in the surrounding area and with Richard Bland College.

WHEREAS, Mr. Clements continued to represent Prince George County on the Industrial Development Authority Board until his resignation on April 21, 2021.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of August, 2021, does hereby commend and salute Mr. J. Peter Clements for the many contributions he has made for the citizens and businesses of Prince George County; and

BE IT FURTHER RESOLVED That this Board honors Mr. Clements as a dedicated, sincere individual who always applies common sense solutions to the issues that the County faces; and

BE IT STILL FURTHER RESOLVED That this Board wishes Mr. Clements much happiness and fulfillment in his future pursuits.

R-21-124C



RESOLUTION; COMMENDATION; MR. F. LEWIS WYCHE, JR.; SERVICE ON INDUSTRIAL DEVELOPMENT AUTHORITY BOARD

WHEREAS, Mr. F. Lewis Wyche, Jr. was appointed by the Board of Supervisors to represent Prince George County on the Industrial Development Authority Board on September 10, 1996; and

WHEREAS, During his almost 24 year tenure on the Industrial Development Authority, Mr. Wyche served as Treasurer for 23 years, while serving the interests of Prince George County and its citizens to the utmost of his ability; and

WHEREAS, Mr. Wyche is an advocate for Prince George County, its citizens and its resources, and spent much of his life helping make his community a better place in which to live and where businesses thrive. Under his watchful eye, Mr. Wyche has seen the development of Southpointe and Crosspoint Business Parks, bringing industry such as Service Center Metals, VSP Technologies, and Goya Foods to the County; the construction of dorms at Richard Bland College of the College of William and Mary to aid in the increase in enrollment at the college; and, the placement of a water tower and truck plazas with improvement of the Tourism Zone at Exit 45 in South Prince George; and

WHEREAS, Mr. Wyche is very well known and well respected in the community, owning a business in the County for nearly 43 years, holding offices, and serving on several boards and commissions.

WHEREAS, Mr. Wyche continued to represent Prince George County on the Industrial Development Authority Board until his resignation on June 25, 2020.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of August, 2021, does hereby commend and salute Mr. F. Lewis Wyche, Jr. for the many contributions he has made for the citizens and businesses of Prince George County; and

BE IT FURTHER RESOLVED That this Board honors Mr. Wyche as a dedicated, earnest individual who applies common sense solutions to the issues that the County faces; and

BE IT STILL FURTHER RESOLVED That this Board wishes Mr. Wyche much happiness and fulfillment in his future pursuits.

R-21-124D

C-6.

RESOLUTION; COMMENDATION; MR. JAMES E. CUDDIHY; SERVICE ON INDUSTRIAL DEVELOPMENT AUTHORITY BOARD

WHEREAS, Mr. James E. Cuddihy was appointed by the Board of Supervisors to represent Prince George County on the Industrial Development Authority Board on November 11, 2010; and

WHEREAS, In the course of his ten year tenure on the Industrial Development Authority, Mr. Cuddihy served the interests of Prince George County and its citizens to the utmost of his ability; and

WHEREAS, Mr. Cuddihy is an advocate for Prince George County, its citizens and its resources, and spent much of his life helping make his community a better place in which to live and where businesses thrive. Throughout his time on the Industrial Development Authority, Mr. Cuddihy has seen the benefits of Southpointe and Crosspoint Business Parks for industrial businesses; the completion of dorms at Richard Bland College of the College of William and Mary to aid in the increase in enrollment at the college; improvements in the Tourism Zone at Exit 45 in South Prince George; and

WHEREAS, Mr. Cuddihy is very well known and well respected in the community, holding offices and serving on numerous boards and commissions in the surrounding area.

WHEREAS, Mr. Cuddihy continued to represent Prince George County on the Industrial Development Authority Board until his resignation on June 26, 2020.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of August, 2021, does hereby commend and salute Mr. James E. Cuddihy for the many contributions he has made for the citizens and businesses of Prince George County; and

BE IT FURTHER RESOLVED That this Board honors Mr. Cuddihy as a dedicated, sincere individual who always applies common sense solutions to the issues that the County faces; and

BE IT STILL FURTHER RESOLVED That this Board wishes Mr. Cuddihy much happiness and fulfillment in his future pursuits.

R-21-124E

C-7.

**RESOLUTION; COMMENDATION; MR. WILLIAM A. YOUNG, JR.; SERVICE ON INDUSTRIAL DEVELOPMENT AUTHORITY BOARD**

WHEREAS, Mr. William A. Young, Jr. was appointed by the Board of Supervisors to represent Prince George County on the Industrial Development Authority Board on November 12, 2004; and

WHEREAS, During his 16 year term on the Industrial Development Authority, Mr. Young served as Vice Chairman for 12 years and as Chairman for 1 ½ years, while serving the interests of Prince George County and its citizens to the best of his ability; and

WHEREAS, Mr. Young is an advocate for Prince George County, its citizens and its resources, and spent much of his life helping make his community a better place in which to live and where businesses thrive. Throughout his time on the Industrial Development Authority, Mr. Young has seen the expansion of Southpointe and Crosspoint Business Parks; the construction of dorms at Richard Bland College of the College of William and Mary to aid in the increase in enrollment at the college; and, the placement of a water tower and truck plazas with improvement of the Tourism Zone at Exit 45 in South Prince George; and

WHEREAS, Mr. Young is very well known and well respected in the community, holding offices and serving on numerous boards and commissions in the surrounding area.

WHEREAS, Mr. Young continued to represent Prince George County on the Industrial Development Authority Board until his resignation on June 25, 2020.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of August, 2021, does hereby commend and salute Mr. William A. Young, Jr. for the many contributions he has made for the citizens and businesses of Prince George County; and

BE IT FURTHER RESOLVED That this Board honors Mr. Young as a dedicated, sincere individual who always applies logical solutions to the issues that the County faces; and

BE IT STILL FURTHER RESOLVED That this Board wishes Mr. Young much happiness and fulfillment in his future pursuits.

R-21-124F

C-8.

**RESOLUTION: DEED OF DEDICATION OF RIGHT-OF-WAY LOCATED  
ON PARCEL ID: 120(07)00-00A-2 AND PARCEL ID: 120(07)00-00A-1 FOR  
STATE ROUTE 646/MIDDLE ROAD AND ROMANS ROAD  
IMPROVEMENTS AND THE CONSTRUCTION OF THE NEW  
ELEMENTARY SCHOOL**

WHEREAS, the Prince George County Board of Supervisors has determined that it is in the best interest of the County and its citizens to improve State Route 646/Middle Road and Romans Road for the construction of the new Elementary School; and

WHEREAS, the County needs a right-of-way for the project on land owned by Super Kids Ministries, Tax Map Parcel: #120(07)00-00A-2 and Spirit Life Church, Tax Map Parcel: #120(07)00-00A-1; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby authorize the County Administrator to sign the Deeds of Dedication of Right-of-Way from Super Kids Ministries and from Spirit Life Church.

R-21-124G

C-9.

**RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING  
FOR EMINENT DOMAIN FOR RIGHT-OF-WAY**

WHEREAS, Faith Baptist Church of the City of Hopewell are the owners of the real property known as Tax Map Number 230(0A)00-005-0 (“Property”) in Prince George County referenced on a plat dated March 10, 2021, by Timmons Group entitled “Right of Way Dedication Across the Property of Faith Baptist Church of the City of Hopewell Virginia Located on the South Side of State Route 646, Middle Road”; and

WHEREAS, Prince George County has requested a right-of-way for the purpose of road improvements on Middle Road in anticipation of the construction of the new elementary school; and

WHEREAS, the County has not been able to come to an agreement on the price with the owners of the “Property”; and

WHEREAS, the Board must have a public hearing and the County Attorney must send a 30 day notice to the “Property” owners before the quick take procedure can begin.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors this 10<sup>th</sup> day of August, 2021 does hereby authorize the advertisement of a public hearing on September 14, 2021 for Eminent Domain for a Right-of Way.

R-21-124H

C-10.

**RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING  
FOR EMINENT DOMAIN FOR RIGHT-OF-WAY**

WHEREAS, Herbert A. and Nancy B. Phillingane are the owners of the real property known as Tax Map Number 230(0A)00-014-0 (“Property”) in Prince George County referenced on a plat dated March 10, 2021, by Timmons Group entitled “Right of Way Dedication Across the Property of Herbert A. & Nancy B. Phillingane Located on the South Side of State Route 646, Middle Road”; and

WHEREAS, Prince George County has requested a right-of-way for the purpose of road improvements on Middle Road in anticipation of the construction of the new elementary school; and

WHEREAS, Herbert A. Phillingane, one of the owners of the "Property" passed away April 8, 2021; and

WHEREAS, Nancy B. Phillingane, the wife and other owner of the "Property" has not been able to probate Herbert A. Phillingane's will and a quick take is proposed; and

WHEREAS, the Board must have a public hearing and the County Attorney must send a 30 day notice to the "Property" owners before the quick take procedure can begin.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors this 10<sup>th</sup> day of August, 2021 does hereby authorize the advertisement of a public hearing on September 14, 2021 for Eminent Domain for a Right-of Way.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

#### **PRESENTATIONS**

**S-1. Resolution; Commendation; Mr. J. Peter Clements; Service on Industrial Development Authority Board.** Mr. Jeff Stoke, Deputy County Administrator presented the commendation to Mr. Clements in the presence of his colleagues and family.

**S-2. Resolution; Commendation; Mr. F. Lewis Wyche, Jr.; Service on Industrial Development Authority Board.** Mr. Hunter presented the commendation to Mr. Wyche in the presence of his colleagues.

**S-3. Resolution; Commendation; Mr. William Young; Service on Industrial Development Authority Board.** Mrs. Waymack presented the commendation to Mr. Young in the presence of his colleagues.

**S-4. Resolution; Commendation; Recognition of Community Volunteers for COVID-19 Pandemic.** The Board of Supervisors and the County Administrator recognized each individual volunteer who assisted in the COVID-19 vaccination clinics, testing sites, and the call center.

#### **REPORTS**

**VDOT** – Ms. Paul Hinson of the Virginia Department of Transportation gave a roads maintenance report. The next round of trash pickup and mowing will start on August 16. There is a solution in sight for Woody's Road. Shoulder widening on Route 460 is going to start along with asphalt patching throughout the entire County. Tar and chip operations are still planned for Rowanty Road, Scott Park, along with several other routes. The Koolwood Road task order has been submitted and once it is complete, they will move forward with State acceptance for that

subdivision. Mr. Hinson asked the Board for their consent to move forward with the abandonment process of Nobles Road. The Board agreed. He also asked the Board for their permission to move forward with a no through truck restriction on Templeton Road. The Board gave their consent on that as well.

**New Elementary School Update** – Dr. Lisa Pennycuff, School Superintendent, introduced Mr. Stephen Halsey, of Moseley Architects. Mr. Halsey gave a status update on the new school. It was advertised for bids on January 24, 2021. Bids were received on March 2, 2021 and awarded to Loughridge & Company. The groundbreaking was on May 21, 2021 and the school is scheduled to open in September, 2022. Mr. Halsey showed the Board a series of pictures of both the outside and inside design, including the parking lot, bus drop off, the entranceway, and upstairs classrooms. He also shared pictures from the groundbreaking and pictures and drone images on the construction progress. He stated that they are thrilled with the progress being made and they are off to a very good start.

### **PUBLIC HEARINGS**

**P-1. Public Hearing; Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending §§ 42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, and 42-1.12 to Change the Term Fire & Ems Director to Fire & EMS Chief.** Mr. Dan Whitten, County Attorney, stated that the County Code currently references Fire and EMS Director in Chapter 42 Article I. Such title has been in effect since the establishment of the Prince George Coordinated Fire and Emergency Medical Services System. With the hiring of the new Fire/EMS Director, it is recommended that the title change to Fire and EMS Chief in accordance with the language in the Virginia Code Section 27-6.1. The proposed amendments to Sections 42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, and 42-1.12 of the County Code will reference the fire and EMS Director as Chief. Vice-Chair Waymack opened the public hearing at 8:06 p.m.

Greg Taflinger (Prince George Professional Firefighters Association). Mr. Taflinger thanked the Board for their support, including through government funds to make sure they are staffed and rewarded. As they move forward, the Professional Firefighters Association supports the title change to Fire and EMS Chief. He stated that strong leadership is a priority and the title of Chief is deserving and believed to have a positive impact.

There was no one else to speak and the public hearing was closed at 8:10 p.m. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve an Ordinance amending Sections 41-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, and 42-1.12 to change Fire and EMS Director to Fire and EMS Chief. Roll was called on the motion.

O-21-17

P-1.

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF  
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY

AMENDING §§ 42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, and 42-1.12 TO CHANGE THE TERM FIRE & EMS DIRECTOR TO FIRE & EMS CHIEF

BE IT ORDAINED by the Board of Supervisors of Prince George County:

*(1) That The Code of the County of Prince George, Virginia, 2005, as amended, is amended by amending §§ 42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, and 42-1.12 as follows:*

CHAPTER 42 FIRE PREVENTION AND PROTECTION

ARTICLE I. IN GENERAL

Sec. 42-1.1. - Establishment of the Prince George Coordinated Fire and Emergency Medical Services System.

a) The Prince George County Coordinated Fire and Emergency Medical Services System is hereby established pursuant to Code of Virginia, § 27-6.1 et seq. The fire and rescue system shall provide comprehensive fire, rescue, emergency disaster management, hazard material ("hazmat") and emergency medical services throughout the county in accordance with state laws, county ordinances, and adopted policies.

(b) The coordinated and integrated fire and emergency medical service system shall be composed of the following volunteer fire companies, volunteer rescue squad and the Prince George County Department of Fire and EMS, including volunteers of the department:

- (1) Prince George Volunteer Fire Department, Company 1.
- (2) Disputanta Volunteer Fire Department, Company 2
- (3) Carson Volunteer Fire Department, Company 3.
- (4) Burrowsville Volunteer Fire Department, Company 4.
- (5) Jefferson Park Volunteer Fire Department, Company 5.
- (6) Prince George Emergency Crew.

(c) The coordinated fire and EMS system shall be a combined force of non-employee volunteer members of the several fire companies and rescue squad, county employees, and county volunteers of the Prince George County Department of Fire and Rescue.

(d) Volunteers reporting to the department of fire and EMS shall be managed and supervised by the fire and EMS ~~director~~ **chief** and may be assigned to various duties including placement in stations and as personnel on apparatus.

Sec. 42-1.3. - Responsibilities of fire and emergency medical services (EMS) ~~director~~ **chief**

The head of the coordinated fire and EMS system shall be known as the fire and EMS ~~director~~ **chief**, who shall be appointed by the county administrator. The fire and EMS ~~director~~ **chief** shall:

(1) Provide oversight and management of the coordinated system's functions by:

a. Developing strategies in collaboration with the Prince George Fire and Emergency Medical Services (PGFEMS) Board, to retain and expand the volunteer base within the system to ensure that the health of the volunteer system remains a high priority for the fire and EMS ~~director~~ **chief**.

b. Develop policies, in consultation with the PGFEMS Board, of system-wide policies that are essential to the effective and fair provision of **high-quality**, countywide fire and emergency services to include:

1. Standard operating guidelines for the system's delivery of fire, rescue, and emergency medical services;
2. System performance standards, such as minimum staffing and response goals;
3. A seamless command structure and incident command system that complies with federal and state incident management standards;
4. Minimum personnel, training, licensure, and reporting requirements and the delivery of high-quality fire and emergency services;
5. System fleet size, deployment, and functions;
6. Minimum standards regarding apparatus and equipment;
7. System funding by the county, including volunteer companies and monitoring and controlling system volunteer and county budgets and expenditures;
8. A process for setting and maintaining first due areas, response districts and apparatus response orders;
9. Development of a plan for construction and maintenance of stations and substations within the county; and
10. Mutual aid and cooperative agreements.



(2) Make day-to-day operational decisions necessary for an effective coordinated system on matters not addressed by system-wide policies. The fire and EMS ~~director~~ **chief** shall strive to consult with the PGFEMS Board prior to making any significant decision. If circumstances do not permit such prior consultation with the PGFEMS Board, the fire and EMS ~~director~~ **chief** shall advise the PGFEMS Board as soon as practicable after the decision is made and seek its recommendations for future actions.

(3) Serve as the chairman of the PGFEMS Board by participating in PGFEMS Board meetings and activities; providing and managing county staff support, as needed, for the PGFEMS Board; and overseeing the preparation of PGFEMS Board meeting documents. The fire and EMS ~~director~~ **chief** shall also be a full voting member of the PGFEMS Board.

(4) Provide general management, planning, preparation, response and recovery for any disaster relating to fires, hazardous materials, natural or manmade events, weather or emergency medical services that may occur in the county.

(5) Assume responsibility, under the authority of the county administrator, to carry out agreements for mutual aid, disaster preparedness and the provision of services related to hazardous materials, rescues, fire suppression, investigation, medical services or other emergency response services deemed necessary in the judgment of the fire and EMS ~~director~~ **chief** for events exceeding the capabilities of the county.

(6) Exercise all powers authorized by state law as necessary for the provision of coordinated fire and emergency medical services.

Sec. 42-1.4. - Responsibilities of volunteer fire companies, volunteer rescue squad and volunteer chiefs.

(a) Volunteer fire companies and rescue squads shall have all the powers and duties granted to them by state law. They shall also have the following responsibilities while acting in conformity with policies of the coordinated fire and rescue system:

(1) Managing performance and responses by the company or squad, including directing station activity and operations;

(2) Assuming or delegating the role of incident commander within the system's integrated incident command structure;

(3) Providing management within response districts and apparatus response orders;

(4) Selecting and promoting officers and other personnel;

(5) Recruiting, retaining and advocating on behalf of volunteer members;

(6) Managing officers and personnel, including discipline, training, and keeping records; provided, however that the fire and EMS ~~director~~ **chief** may take disciplinary action or other personnel action affecting volunteers in accordance with this article;

(7) Preparing annual budgets subject to approval by the county and managing expenditures in conformance with the approved budget;

(8) Fundraising and managing all funds and assets that derive from private or non-county sources;

(9) Collecting and forwarding to the fire and EMS ~~director~~ **chief** any requested data, statistics and other information as may be necessary to assure the efficient operation of the coordinated fire and rescue system;

(10) Caring for and maintaining station facilities, apparatus and equipment;  
and

(11) Managing station procurement of supplies and coordinating station procurement and care of county apparatus, equipment, and tools.

(b) The operational head of each volunteer fire company and rescue squad within the system shall be selected according to the by-laws of the company or squad. Volunteer chiefs shall exercise the authority granted to them by state law and the by-laws of their organizations, so long as their actions do not conflict with the provisions of this article or the policies of the coordinated fire and EMS system.

(c) Volunteer companies and squad shall have authority to adopt policies, guidelines and protocols for the governance of their stations, which are consistent with state law, county ordinances, and policies of the coordinated fire and EMS system. Nothing in this article is intended, nor shall it be construed, to make any member of a volunteer fire company and rescue squad an employee of the county.

(d) Additional volunteer fire companies and rescue squads may be formed in accordance with state law and board of supervisors' approval. They shall operate in conformity with state laws, county ordinances, and the policies of the coordinated fire and EMS system.

Sec. 42-1.5. - Establishment of Prince George Fire and EMS Board.

(a) The Prince George County Fire and EMS Board ("PGFEMS Board") is hereby established to perform the following responsibilities:

- (1) Cooperate with and advise the fire and EMS ~~director~~ **chief** on the delivery of fire, rescue and emergency medical services as representatives of the volunteer companies and squad;
- (2) Facilitate communication and collaboration between the volunteer and county-employed members of the coordinated fire and rescue system;
- (3) Communicate issues of importance to the fire and EMS ~~director~~ **chief** concerning individual volunteer organizations or the coordinated fire and emergency medical service system.

(b) The PGFEMS Board shall be composed of the highest ranking operational leader of each of the volunteer organizations and the county fire and EMS ~~director~~ **chief**, who shall also serve as the chairman of the board.

Sec. 42-1.6. - Duties of the Prince George Fire and EMS (PGFEMS) Board.

The PGFEMS Board shall perform the following duties:

- (1) Adopt by-laws for its operation consistent with this article.

(2) Review all proposed policies affecting the coordinated fire and EMS system and provide comments and advice to the fire and EMS ~~director~~ **chief** and ensure the communication and compliance with system-level policies to all companies and squads.

(3) Meet regularly in order to consider concerns affecting the coordinated system and provide input regarding:

- a. Incident management;
- b. Nonconformance with system policies; and
- c. Assurance of quality in the delivery of emergency services.

(4) Review and provide input and recommendations to the fire and EMS ~~director~~ **chief** regarding new initiatives for the coordinated system's operating and capital improvement budgets.

(5) Develop, in collaboration with the fire and EMS ~~director~~ **chief**, a grievance procedure that is consistent with the procedure available to county employees to contest disciplinary or operational matters affecting individual volunteers. The general management and discipline of volunteers shall be a station-level responsibility, unless the fire and EMS ~~director~~ **chief** must act and take personnel actions affecting any volunteer in order to protect the effective operation of the coordinated fire and emergency medical service system.

(6) Meet on a regular basis and present a report annually to the board of supervisors regarding the health of the volunteer system.

Sec. 42-1.7. - Procedure for developing policies of the coordinated fire and EMS system.

All system-wide policies shall be developed through the following system:

(1) The fire and EMS ~~director~~ **chief** shall prepare the new system-level policies and shall review all existing system-wide policies. Any member of the coordinated fire and EMS system may suggest new policies or policy amendments to the fire and EMS ~~director~~ **chief** and the PGFEMS Board through the member's chain of

command. Personnel policies that affect only county employees or county volunteers will not be considered by the PGFEMS Board.

(2) The fire and EMS ~~director~~ **chief** shall consider any comments and recommendations on proposed policies from the PGFEMS Board and shall incorporate such recommendations for revision which, in his judgment, meet the system policy standards. Should the chief decline to accept any material recommendation for revision from the PGFEMS Board, he shall provide a written explanation of his decision to the PGFEMS Board after attempting to reach a consensus.

After considering any draft policy, the PGFEMS Board shall take one of the following actions by majority vote:

- a. Accept the draft policy as worded.
  - b. Support the policy in principle, but with specific revisions.
  - c. Decline to accept the policy.
- (3) By majority vote, the PGFEMS Board may appeal any decision to decline to accept a policy within seven days to the county administrator in writing giving its reasons for appeal. The county administrator shall consider such appeal and deny the appeal or remand to the PGFEMS Board for further review within ten days.

Sec. 42-1.8. - Noncompliance with system policies.

The **chiefs** of all member organizations may communicate concerns about noncompliance with system policies to the fire and EMS ~~director~~ **chief**.

(1) As soon as practicable after receiving any such complaint, the fire and EMS ~~director~~ **chief** shall determine whether reasonable cause exists to believe that there has been a material noncompliance with any system policy.

(2) The PGFEMS Board shall prepare a written report summarizing the investigation and its conclusions and submit the report to the fire and EMS ~~director~~ **chief** no later than ten calendar days following the conclusion of the investigation. If the PGFEMS Board determines, by majority vote, that the charged party has materially noncomplied with system policy, with the concurrence of the fire and EMS ~~director~~

**chief**, the charged party shall comply with all recommended steps for remediation of the noncompliance.

(3) Should the charged party substantially fail to implement the plan, the fire and EMS ~~director~~ **chief** may modify the plan, discontinue the plan, implement an alternative plan, and/or take other action as needed. Prior to taking these steps, however, the fire and EMS ~~director~~ **chief** must consult with the board about his intended action and consider its recommendations except when immediate action is required, in which case he shall consult with the board as soon as practicable after such action.

(4) If the board and fire and EMS ~~director~~ **chief** determine that the nature of the noncompliance is so serious as to merit consideration of de-certification of the organization or reduction in its funding by the board of supervisors or repossession of equipment, they shall apprise the county administrator who shall refer the matter to the board of supervisors, which shall be the sole authority to take any punitive action, pursuant to Code of Virginia, § 27-10, and to determine annual appropriations.

Sec. 42-1.10. - Physical examination for firefighters.

- (a) Every firefighter, either salaried or volunteer, entering upon the service of the county, at the time of such entry, shall, at the expense of the county, undergo the physical examination required by Code of Virginia, § 27-40.1 by a physician licensed to practice medicine in the state, which physical examination shall include the examination of the eyes, ear, nose, and throat; the glandular system, chest and lungs, heart and abdomen, inguinal area; the extremities; blood pressure sitting, radial pulse, peripheral pulse; a general neurological examination; and a physical agility examination. In addition, such examination shall include a blood count, routine urinalysis, hemoglobin and hematocrit, blood serology, large chest X-ray (posterior-anterior and lateral), a 12-lead electrocardiogram, and any other specialty tests indicated by abnormal findings from any of the foregoing tests. The physician conducting such examination shall submit a written report thereof to the fire and EMS ~~director~~ **chief** on a prescribed form which sets forth the result of each of the tests and studies, and his findings, based upon the results, as to whether such firefighter is free from respiratory

diseases, hypertension, heart disease or any other physical defect that would actually or potentially impair the firefighter's fitness to function as a firefighter.

- (b) The fire and EMS ~~director~~ **chief** shall contract with such physicians, clinics or hospitals for the performance by such physicians, clinics or hospitals of the physical examination and laboratory and diagnostic studies prescribed in subsection (a) of this section.

Sec. 42-1.12. - Criminal history records check.

In accordance with the requirements of Code of Virginia, §§ 32.1-111.5, 15.2-1503.1 and 19.2-389, as amended, all applicants for employment with the Prince George Coordinated Fire and Emergency Medical Services System, or applicants to become volunteers in such system, shall participate in a state and national criminal history records check as required and administered by the county. The ~~director of the fire and EMS system~~ **chief** is hereby designated as the county's representative in coordinating such record checks with the FBI and the Central Criminal Records Exchange. The applicant shall submit to fingerprinting and provide personal descriptive information to be forwarded along with the individual's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information. The Central Criminal Records Exchange, upon receipt of an individual's record or notification that no record exists, shall forward it to the designated county governmental employee.

- (2) *That the Ordinance shall be effective immediately.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-2. Public Hearing; SPECIAL EXCEPTION SE-21-03: Request of Jere Amidei Jr., pursuant to Prince George County Zoning Ordinance Section 90-103(53) to permit a home occupation within an accessory building in a R-A, Residential Agricultural District, for the purpose of online sales and storage of products. The request property is approximately 4.272 acres in size, located at 8910 Old Stage Road and is identified as Tax Map 250(18)00-003-A. The Comprehensive Plan indicates the property is suitable for residential uses. Mr. Tim Graves of the Planning Department stated that the applicant has a current business license for an online sales business based out of the home and inquired about using the detached garage for the business, and was advised that a Special Exception is required for this use of the property. He would like to use his garage at (8910 Old Stage Rd) as an accessory building for his online business. The garage size is 30x47. He does not sell local and will not have any drive thru traffic, only UPS or Fedex maybe twice a week for merchandise. He currently sells novelty prank**

products on his website and also other sites like Ebay. He would say about 80-90 percent of the garage will be dedicated for business. He was planning on having the office in his other garage which is attached to the home to maximize the garage space and use the detach for storing the merchandise. He has no employees. This use is permitted by Special Exception, per Section 90-103(53) "Home occupation within an accessory building." Staff and the Planning Commission recommend approval, subject to the recommended conditions. Vice-Chair Waymack opened the public hearing at 8:19 p.m. There was no one to speak and the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the special exception as presented. Roll was called on the motion.

O-21-18

P-2.

SPECIAL EXCEPTION SE-21-03: Request of Jere Amidei Jr., pursuant to Prince George County Zoning Ordinance Section 90-103(53) to permit a home occupation within an accessory building in a R-A, Residential Agricultural District, for the purpose of online sales and storage of products. The request property is approximately 4.272 acres in size, located at 8910 Old Stage Road and is identified as Tax Map 250(18)00-003-A. The Comprehensive Plan indicates the property is suitable for residential uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-21-03 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception request is granted to Jere Amidei, Jr. for a Home Occupation within an Accessory Building on Tax Map 250(18)00-003-A, for the purpose of operating an online sales business within an existing 30' x 47' accessory building on the property.
2. There shall be no employees on the property other than those who permanently live in the house on the property.
3. There shall be no customer visits to the property.
4. There shall be no permanent signage on the property for the use.
5. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
6. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**SUPERVISOR'S COMMENTS**



Mr. Hunter reminded the public that there will be a COVID testing site on Friday at the Central Wellness Center from 1:00 pm to 2:30 pm.

Vice-Chair Waymack commended everyone on National Night Out.

Chairman Brown stated that he is calling in remote from home due to health reasons.

### **COUNTY ADMINISTRATOR'S REPORT**

Percy Ashcraft, County Administrator, stated that the Fort Lee Civilian Military Council will meet on August 12 at 11:30 a.m. at the Lee Club to discuss Afghan refugees and the renaming of the base. The Union Branch Convenience Station will be closed on August 13 for repairs and reopen August 14. The last day to file for the Special Election in November is August 13. The Prince George Expanded Farmers Market will be on August 14 from 8 a.m. to 2 p.m. at Scott Park. Prince George residents seeking vaccine appointments should call (877) 829-4682 or click on <https://vaccinate.virginia.gov/>. Prince George County has 39 percent of its population fully vaccinated. Prince George joins King William and New Kent counties as being on the highest alert for COVID-19 in the Richmond Metro area. Meridian ended residential trash pickup effective August 1. The moratorium on utility cutoffs ends August 29 for Prince George County Utility customers. Congressman McEachin has confirmed funding has been secured for Route 10 waterline extension in Prince George County. Prince George Electric Co-Op sets annual meeting for September 27. Prince George County Litter Reduction Program picks up 177 bags of trash in July. Renovations expected to be complete at the Central Wellness Center August 28. Prince George County unemployment increases to 5.2 percent; approximately 750 residents unemployed. 'Back to School' Drive-Thru Event Saturday distributes 649 backpacks to students. County flags are hanging at half-mast today in memory of former County Administrator Dick Bain who passed away August 2 at age 89.

### **REPORTS (cont'd)**

**Dixie World Series Wrap-Up** – Mr. Jeff Stoke, Deputy County Administrator, stated that from July 23-27, Prince George County hosted the Dixie Softball World Series for the first time ever. The last time in Virginia was 2012 in Powhatan. It all started with a letter of intent in May 2019 and a formal presentation to Dixie National officials in Burns, TN in September 2019. Dixie National hosting requirements are very unique on a 12-page contract. The County provided birthday cakes for two players and two coaches. The provided team ambassadors, Dixie National hospitality room, and goodie bags for players as a part of the requirements. The only had rain on Monday, which halted one game and pushed another game to Tuesday. The host is allowed to enter a softball team in each division, which Prince George County took advantage of for the tournament. They held the opening ceremony meal at PGHS with the formal event at the stadium. They sold about \$15,000 in tickets and programs on Friday night. They focused on the experience of the players, coaches, fans, umpires and Dixie officials. Their goal was to make this the best World Series by eliminating parking lines, ticket lines, bathroom lines and concession lines. At different times, they were parking vehicles on the grass. Kristi Higgins, Progress Index article July 26, 2021, "It's been a long time since we've been in Virginia for a World Series," said Dixie Softball, Inc. President Obie Evans of Birmingham, Alabama. "The Prince George people are doing a fantastic job and have a fantastic facility." According to President Evans, one of his directors reported that Prince George County is hosting one of the

best organized World Series that he's ever witnessed. The expenses are estimated at \$179,999.57 (over two fiscal years) (of which, about \$89,326.46 were one time capital improvements to the ballpark – outfield reseed, A/C unit, water fountains, fix scoreboards, walking path paving). The direct revenue in hand today is \$42,364.26. Lodging tax and meals tax increases to be seen in future reports. The hotels, restaurants, retail and entertainment venues are the business winners of this event. And, as the same business sectors hit hardest by the pandemic, they are the ones we are helping to make strong again in our community. Dixie National is looking for a venue to hold it's 2022 Annual meeting. At this meeting, they will vote on the 2024 World Series venues. A shout out to our Virginia State Director, Dale Wooding, who guided our team through the process. Mr. Stoke also thanked Keith Rozoll and Rob Eley, both of whom have been working on this tournament since the very beginning.

**Water Update on Cedarwood Subdivision** – Mr. Frank Haltom, County Engineer, stated that Cedarwood Subdivision has a community well system serving 111 homes. The average water usage is 15,500 GPD (~140 GPD per household). The system consists of one well, a 25,000-gallon ground storage tank, two (2) booster pumps, a 1,600-gallon hydropneumatic tank and a distribution system made up of six-inch (6”) and eight-inch (8”) diameter PVC pipe. It was well constructed in 1989. Disinfection measures were added in 2014. Mr. Haltom talked about some of the causes of brown water, including Iron and/or Manganese, natural mineral deposits such as calcium and magnesium, and if scouring velocity is not achieved during flushing it will only stir up these deposits and temporarily cause brown water. Usually, the water will clear on its own within a few hours. In addition, significant pressure drop in the water line and water heaters can cause brown water. Mr. Haltom stated that none of the aforementioned elements can be harmful. The County has taken a sampling of the Well and Distribution System to determine what is in the water that might cause the issue. The County has installed automatic flushers to reduce the age of the water. They have performed a Jar Test at the lab to determine the best dosage of chlorine. They have also performed a VDH Level 1 Assessment. In addition, the County is scheduling a vendor to perform flushing activities and have started planning to install additional chemical if the levels of Fe and/or Mn is the cause of brown water. The EPA does have drinking water standards for public water supply, including Maximum Contaminant Level (MCL), which are Primary MCL set to protect the health of the public and Secondary MCL wet to protect the odor, taste, and appearance of drinking water. Constituents/chemicals do not present a risk to human health at the SMCL. All of the samples at Cedarwood have been on Secondary MCL standards. The EPA believes that if these contaminants are present in your water at levels above these standards, they may cause the water to appear cloudy or colored, or to taste or smell bad. This may cause a great number of people to stop using water from their public water system even though the water is actually safe to drink. Secondary standards are set to give public water systems some guidance on removing these chemicals to levels that are below what most people will find to be noticeable. Based on results and conversations with VDH, brown water in Cedarwood could be due to accumulations of minerals and sediment in the water mains. The complaints increased when automatic flushers were used. The levels of manganese at hydrants indicate accumulations. The levels of Fe and Mn at homes are below SMCL. The precipitant test shows no indication of brown water. The Jar test shows very little precipitant at 2.0 mg/L of chlorine and no precipitant at current feed rate of 1.0 mg/L. The County will get confirmation by hiring a vendor to flush system at higher velocities to scour the pipe and remove any accumulations. Mr. Haltom talked about the purpose of the boil water advisory (BWA). It was a

precautionary measure when samples test positive for total coliform bacteria. The bacteria exists in all water systems, which is why VDH does not require a BWA for total coliform. A BWA is required when samples test positive for fecal coliform, such as e-coli. Most recent routine samples tested positive for total coliform but negative for fecal coliform. The Well Source water sample was negative for any bacteria. The likely cause is Chlorine dosing turned off in an effort to determine if it was causing the brown water. Although flushing was performed, scour velocities may not have been achieved. The stirred up sediment accumulations likely caused the positive bacteria samples.

Vice-Chair Waymack called a recess at 9:05 pm. The meeting reconvened at 9:10 pm.

### **ORDER OF BUSINESS**

**A-7. Resolution; Proposed Revisions; Prince George County Personnel Policies; Sections 24.1 through 24.23 Entitled *Leave*, Sections 22.1 through 22.5 Entitled *Overtime*, Section 40.1 Entitled *Administrative Closing Policy*, Sections 2.1 through 2.35 Entitled *Definitions*, Sections 5.1 through 5.20 Entitled *Hiring*, and Sections 4.1 through 4.7 Entitled *Recruitment*.** Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised personnel policies entitled Administrative Closing, Definitions, Hiring, Recruitment, Leave, and Overtime for the Board's consideration at the August 10, 2021 meeting. /in the Administrative Closing policy, they added the public information phone number and defined what essential employee means. In the Definitions policy, they made clear when overtime occurs for Police and Fire per FLSA guidelines and the 7(k) exceptions for their 28-day cycles. In the Hiring policy, they referenced Section 46 of the personnel policies under 5.7 (DMV check). In the Recruitment policy, they updated the sources of recruitment under 4.4 to bring this up to date with how the process is handled currently. In the Leave and Overtime policies, comp time has been added back in. Mr. Hunter made a motion, seconded by Mr. Carmichael to approve a resolution adopting the personnel policy revisions as presented. Roll was called on the motion.

R-21-125

A-7.

**RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTIONS 24.1 THROUGH 24.23 ENTITLED *LEAVE*, SECTIONS 22.1 THROUGH 22.5 ENTITLED *OVERTIME*, SECTION 40.1 ENTITLED *ADMINISTRATIVE CLOSING POLICY*, SECTIONS 2.1 THROUGH 2.35 ENTITLED *DEFINITIONS*, SECTIONS 5.1 THROUGH 5.20 ENTITLED *HIRING*, AND SECTIONS 4.1 THROUGH 4.7 ENTITLED *RECRUITMENT***

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policies entitled *Leave*, *Overtime*, *Administrative Closing*, *Definitions*, *Hiring*, and *Recruitment* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 10<sup>th</sup> day of August, 2021 does hereby amend the Prince George County

Personnel Policies by approving a revision to the policies entitled *Leave, Overtime, Administrative Closing, Definitions, Hiring, and Recruitment* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-6. Resolution; Appropriation (\$400,000 Public Safety & County Vehicle Purchases; \$412,000 School Buses).** Ms. Drewry stated that as part of the fiscal year 2022 adopted budget, the County included \$400,000 of debt issuance for the purchase of County and Public Safety vehicles (“Rolling Stock”). Vehicle replacement purchases have been recommended at a rate of 9 to 11 vehicles per year annually, and until FY2020 were limited to law enforcement vehicle purchases. In FY2021 County vehicles were included in the “rolling stock” process. This process has been utilized for the past six fiscal years (FY2016 – FY2021), and FY2022 will be the seventh year. Additionally, the fiscal year 2022 adopted budget included \$412,000 of debt issuance for the purchase of school buses. This process was used for FY2021, and the request has been made for a continuation annually, and FY2022 will be the second year for making school bus purchases using debt issuance as the funding source. For the County, nine (9) vehicle replacements are recommended for purchase in FY2022; seven for public safety (Police [6], Sheriff [1]), and two (2) for Community Development and Code Compliance. For the Schools, four (4) school buses are recommended for purchase with \$412,000 provided through debt issuance in FY2022 if approved. The vehicles will be purchased using either state contract pricing or a cooperative contract if pricing is less than state contract pricing. The recommended source of funding is borrowing / bond issuance in the spring of 2022. Staff is requesting the board to authorize an appropriation of funds through bond issuance in the spring of 2022 (February /March 2022) and a reimbursement resolution for future debt issuance. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the appropriation of funds through bond issuance in the spring of 2022. Roll was called on the motion.

R-21-126

A-6.

**RESOLUTION; APPROPRIATION (\$400,000 PUBLIC SAFETY & COUNTY VEHICLE PURCHASES; \$412,000 SCHOOL BUSES)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

FUND/ORGANIZATION

AMOUNT

Expenditure:

0311-06-208-3132-48105	Capital School Bus Replacement	\$412,000*
0311-03-100-3103-48105-3103	Law Enforcement Vehicle Replacements	\$326,000*

0311-03-400-3205-48105                      CDCC Vehicle Replacement                      \$74,000\*

Revenue:

0311-40-900-8115-341401                      Debt Proceeds                      \$812,000

\*With small provision for bond issuance costs

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

R-21-127

A-6.

RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF BONDS  
OR OTHER INDEBTEDNESS

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the purchase of public safety and county vehicles of \$400,000, and school buses of \$412,000;

WHEREAS, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$812,000;

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$812,000 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

WHEREAS, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$812,000.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the "official intent" of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County's counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Resolution; Appropriation (\$325,133.04 School IDEA ARPA PART B 611 & 619 ESSER III Grant Funds).** Ms. Drewry stated that on July 14, 2021 the Prince George County School Board approved an increase in the FY2022 School budget (Grant Fund 0510). The School Division has received notice of additional funding from the American Rescue Plan (ARP) Act the Individuals with Disabilities Education Act (IDEA) grant for Virginia's IDEA Part B Flow-Through grant for Special Education students and the IDEA Part B 619 flow-through grant

for Special Education pre-school activities. They are requesting an increase in appropriation of \$325,133.04 to make available these grant proceeds within FY2022. Staff is requesting that the Board approve an increase in School Federal appropriation for FY2021-22 \$325,133.04. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the appropriation as presented. Roll was called on the motion.

R-21-128

A-5

**RESOLUTION; APPROPRIATION (\$325,133.04 SCHOOL IDEA ARPA PART B 611 & 619 ESSER III GRANT FUNDS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby authorize the following increase of funds within the 2021-2022 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>
<b>SCHOOL GRANT FUND</b>	
<u>Expenditure:</u>	
0510-06-201-6001-61100-200-900-856-41125 ESSER III Grant Fund Compensation	\$ 165,590.00
0510-06-201-6001-61100-200-900-856-42100 ESSER III Grant Fund FICA	\$ 12,668.00
0510-06-201-6001-61100-200-900-856-42210 ESSER III Grant Fund VRS	\$ 27,521.00
0510-06-201-6001-61100-200-900-856-42300 ESSER III Grant Fund Health Insurance	\$ 16,000.00
0510-06-201-6001-61100-200-900-856-42400 ESSER III Grant Fund Grp Life Insurance	\$ 2,219.04
0510-06-201-6001-61100-200-900-856-43130 ESSER III Grant Fund In-Service Training	\$ 79,088.00
0510-06-201-6000-61100-200-900-857-46014 ESSER III Grant Fund Operating Supplies	<u>\$ 22,047.00</u>
<b>TOTAL</b>	<b>\$ 325,133.04</b>
 <u>Revenue:</u>	
0510-30-000-0000-00000-000-000-856-333856 ESSER III ARP 611 Grant Revenues	\$303,086.04
0510-30-000-0000-00000-000-000-857-333857 ESSER III ARP 619 Grant Revenues	<u>\$22,047.00</u>
<b>TOTAL</b>	<b>\$325,133.04</b>

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-4. Resolution; Appropriation (\$676,163.66 School ESSER II Grant Funds).** Ms. Drewry stated that on July 14, 2021 the Prince George County School Board approved an increase in the FY2022 School budget (Grant Fund 0510). The School Division has received a state set aside grant award under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Elementary and Secondary School Emergency Relief (ESSER) II funds to support unfinished learning and explore extended learning options. They are requesting an increase in appropriation of \$676,163.66 to make available these grant proceeds within FY2022. Staff is requesting that the Board approve an increase in School Federal appropriation

for FY2021-22 \$676,163.66. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the appropriation as presented. Roll was called on the motion.

R-21-129

A-4

**RESOLUTION; APPROPRIATION (\$676,163.66 SCHOOL ESSER II GRANT FUNDS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby authorize the following increase of funds within the 2021-2022 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>
<b>SCHOOL GRANT FUND</b>	
<u>Expenditure:</u>	
0510-06-201-6000-61100-100-900-855-41600 ESSER II Grant Fund Supplements	\$ 45,000.00
0510-06-201-6000-61100-100-900-855-41343 ESSER II Grant Fund Tutoring	\$ 108,000.00
0510-06-201-6000-61100-100-900-855-42100 ESSER II Grant Fund FICA	\$ 11,704.50
0510-06-201-6000-61100-100-900-855-46014 ESSER II Grant Fund Materials	\$ 105,317.16
0510-06-201-6000-61100-100-900-855-43101 ESSER II Grant Fund Purchased Services	\$ 50,000.00
0510-06-201-6000-61100-100-900-855-48104 ESSER II Grant Fund Software	\$ 356,142.00
<b>TOTAL</b>	<b>\$ 676,163.66</b>

<u>Revenue:</u>		
0510-30-000-0000-00000-000-000-855-333855	ESSER II Grant Revenues	\$676,163.66

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3. Resolution; Authority to Advertise a Public Hearing for the Appropriation of \$1,977,050.34 in Unexpended Series Fall 2019 Stormwater Bond Proceeds for Use in FY2022 (Budget Amendment).** Ms. Drewry stated that as part of the Fall 2019 borrowing / bond issuance, \$2,100,000 was included for Stormwater projects. Upon receipt, the bond proceeds were recorded as revenue in the Stormwater Fund (Fund 0220). This debt is repaid solely from Stormwater fees (no General Fund revenues). Unlike the Capital Improvement project Fund 0311, Stormwater unexpended budgeted amounts do not automatically re-appropriate / carry forward into the new fiscal year. These proceeds will be used for stormwater projects planned over the next four years. Project engineering and design is ongoing for three (3) major projects as of June 30, 2021: (1) Birchett Estates Reach 1, Phase 2; (2) Birchett Estates Reach 2; and (3) Quebec Avenue / Perrin Road. Cumulative bond funds expended as of June 30, 2021 are \$122,949.66, leaving \$1,977,050.34 of unexpended bond proceeds on June 30, 2021. Because the amount of Fall 2019 unexpended Stormwater Fund bond proceeds of \$1,977,050.34 to be re-appropriated (carried over from FY2021 to FY2022) exceed 1% of the adopted FY2022 budget, we must hold a public hearing to re-appropriate these funds. Mrs. Walton and her team



are working with the contracted engineering firm to complete design work and prepare Invitations for Bid (IFBs) for identified major Stormwater projects which will utilize the majority of the Fall 2019 borrowing. Additionally, identification of new smaller Stormwater projects remains ongoing. Mr. Hunter made a motion, seconded by Mr. Carmichael, to authorize the advertisement of a public hearing for appropriation of the unexpended Fall 2019 Stormwater Fund bond proceeds. Roll was called on the motion.

R-21-130

A-3.

**RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE APPROPRIATION OF \$1,977,050.34 IN UNEXPENDED SERIES FALL 2019 STORMWATER BOND PROCEEDS FOR USE IN FY2022 (BUDGET AMENDMENT).**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby authorize the advertisement of a September 14, 2021 public hearing for the appropriation of \$1,977,050.34 in unexpended Series Fall 2019 Stormwater Bond Proceeds for use in Fiscal Year 2022, and future years until fully expended.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-2. Resolution; Appropriation (\$29,660.00 Riverside Criminal Justice Agency DCJS Community Corrections Grant Increase).** Ms. Drewry stated that on July 14, 2021 the Department of Criminal Justice notified Prince George County of the finalized/approved grant award for the DCJS Community Corrections Grant. The grant award notice is provided as Attachment 1, and the total award is \$721,437. The grant revenue included in the FY2022 adopted budget was based on the FY2021 award of \$691,777. The increase in the grant is \$29,660 [\$721,437 – 691,777]. The additional grant revenue needs to be appropriated to the FY2022 budget. The increase in award was made to cover salary increases for full-time staff, which were provided on July 1, 2021. The staff recommendation is to shift locally supported salary costs to the grant, since a pay increase was already provided, and to move local salary and benefit budgeted amounts to non-salary line items to cover unmet needs within the FY2022 RCJA budget. The main increase being recommended is for professional services related to client curfew violation reporting services. Use of a third party application / technology will minimize after-hours work currently being performed by full-time staff. Use of a third party service will assist RCJA in addressing an unfunded overtime gap created by the newly adopted Overtime Wage Act. Mr. Hunter made a motion, seconded by Mr. Webb to approve an increase in RCJA State Grant appropriation for FY2021-22 \$29,660 and approve shifts / increases within the RCJA Budget. Roll was called on the motion.

R-21-131

A-2.

RESOLUTION; APPROPRIATION (\$29,660.00 RIVERSIDE CRIMINAL JUSTICE AGENCY DCJS COMMUNITY CORRECTIONS GRANT INCREASE)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby authorize the following increase of funds within the 2021-2022 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>RCJA FUND (0217)</u>	
<u>Expenditure:</u>	
0217-03-300-2178-00000-000-000-000-43101 RCJA Local Professional Services	\$ 27,060.00
0217-03-300-2178-00000-000-000-000-43831 RCJA Local CCJB / Tuition	\$ 800.00
0217-03-300-2178-00000-000-000-000-45530 RCJA Local Subsistence/Lodging	\$ 1,800.00
0217-03-300-2178-00000-000-000-000-41100 RCJA Local Salaries	(\$ 20,880.00)
0217-03-300-2178-00000-000-000-000-42100 RCJA Local FICA	(\$ 1,599.00)
0217-03-300-2178-00000-000-000-000-42210 RCJA Local VRS	(\$ 3,120.00)
0217-03-300-2178-00000-000-000-000-42300 RCJA Local Health Insurance	(\$ 3,671.00)
0217-03-300-2178-00000-000-000-000-42400 RCJA Local Group Term Life Ins.	(\$ 280.00)
0217-03-300-2178-00000-000-000-000-42500 RCJA Local VLDP Disability Ins.	(\$ 110.00)
0217-03-300-2174-00000-000-000-000-41100 RCJA Pretrial Salaries	\$ 20,880.00
0217-03-300-2174-00000-000-000-000-42100 RCJA Pretrial FICA	\$ 1,599.00
0217-03-300-2174-00000-000-000-000-42210 RCJA Pretrial VRS	\$ 3,120.00
0217-03-300-2174-00000-000-000-000-42300 RCJA Pretrial Health Insurance	\$ 3,671.00
0217-03-300-2174-00000-000-000-000-42400 RCJA Pretrial Group Term Life Ins.	\$ 280.00
0217-03-300-2174-00000-000-000-000-42500 RCJA Pretrial VLDP Disability Ins.	\$ 110.00
TOTAL	\$ 29,660.00
<u>Revenue:</u>	
0217-20-601-8203-00000-000-000-000-326210 RCJA Community Corr Grant Revenues	\$29,660.00
TOTAL	\$29,660.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-1. Resolution; Re-Appropriation (\$1,156,778.00 Outstanding June 30, 2021 Encumbrances / Purchase Orders).** Ms. Betsy Drewry, Deputy County Administrator for Finance, stated that with the recent transition of fiscal years (end of fiscal year 2020-2021 and the beginning of fiscal year 2021-2022), there are several open obligated purchase orders from the FY2020-21 budget that need to be re-appropriated from FY2020-21 to FY2021-22 to insure proper accounting and honor outstanding obligations. There are several encumbrances / purchase orders that were outstanding as of June 30, 2021. Open year-end purchase orders typically result from vendors performing project work over multiple months, projects that span two (or more) fiscal years, or lengthy delivery times for ordered items. Five school purchase orders are included in this year's request. School Purchase Orders total \$354,367.32 and are

contained within the School Operating Fund (0500). The School POs are re-appropriated as a General Fund Transfer (unexpended School Operating fund reverts to General Fund Balance at yearend). Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the re-appropriation of Fund Balance to FY2021-22 for purchase order obligations outstanding at June 30, 2021. The total re-appropriation is \$1,156,778.00 (excluding CIP Fund 0311 purchase orders which automatically re-appropriate at fiscal year end). The General Fund portion is \$194,234.39, with school purchase orders \$548,601.71. Roll was called on the motion.

R-21-132

A-1.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

*See page 2*

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b>EXPENDITURES</b>		
<b>ACCOUNT</b>	<b>ACCT DESCRIPTION</b>	<b>AMOUNT</b>
0100-01-001-0100-00000-000-000-000-43101 -	BOS PROF SRVC	8,422.00
0100-01-002-0502-00000-000-000-000-48104 -	GARAGE SOFTWR & AGRMNT - REPL	45,515.80
0100-02-010-0202-00000-000-000-000-48102 -	CLERK OF COURT FURNITURE & FIXTURES	7,780.00
0100-03-100-0601-00000-000-000-000-46010 -	POLICE DEPT POLICE SUPPLIES	7,199.60
0100-03-100-0601-00000-000-000-000-48105 -	POLICE DEPT VEHICLES-REPLACE	8,037.81
0100-03-200-0605-00000-000-000-000-48248 -	DISPUTANTA FIRE FIRE PROGRAM F	4,523.10
0100-03-200-0606-00000-000-000-000-48121 -	CARSON FIRE REPLACE FIRE EQUIP	15,141.00
0100-03-200-0610-00000-000-000-000-43101 -	FIRE EMS PROF SRVC	1,180.00
0100-03-200-0610-00000-000-000-000-48107 -	FIRE EMS INFO TECH EQUIPMENT -	5,355.00
0100-03-200-0615-00000-000-000-000-46066 -	SAFER RECRUIT FIRETURNOUT GEAR	4,026.75
0100-04-103-0504-00000-000-000-000-43101 -	GEN PROPRTS PROF SRVC	30,198.83
0100-04-103-0504-00000-000-000-000-43310 -	GEN PROPRTS REPAIRS & MAINTEN	32,104.50
0100-08-302-0916-00000-000-000-000-48101 -	COOPER EXTENSION MACH & EQUIP	24,750.00
0213-08-301-2131-00000-000-000-000-45652 -	BALL TOURNAMENTS	6,560.00
0213-08-301-2131-00000-000-000-000-49199 -	TOURISM CONTINGENCIES	1,858.80
0220-04-104-2121-00000-000-000-000-48130 -	STORMWATER IMPROVEMENT TO SITE	26,226.24
0500-06-208-6010-66200-000-900-000-48101 -	C/O MACH & EQUIP REPL	325,311.32
0500-06-208-6010-66200-000-900-000-48130 -	C/O IMPRVMT TO SITES	29,056.00
0610-04-104-7002-00000-000-000-000-410303-	WATER AND SEWER STRUCTURES AND	20,169.00
0610-04-104-7002-00000-000-000-000-43101 -	PROFESSIONAL SERVICES	47,321.68
0620-04-104-7016-00000-000-000-000-48406 -	UTIL WATER FACILITY IMPR	251,678.50
0620-04-104-7016-00000-000-000-000-48407 -	UTIL SEWR PUMP STAT REHAB/REPL	243,294.82
0620-04-104-7016-00000-000-000-000-48408 -	WATER TREATMENT PLANT ANALYSIS	11,067.25
	<b>TOTAL EXPENDITURES</b>	<b>1,156,778.00</b>
<b>REVENUES</b>		
<b>ACCOUNT</b>	<b>ACCT DESCRIPTION</b>	<b>AMOUNT</b>
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND, FUND BALANCE	194,234.39
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND, FUND BALANCE [FOR SCHOOLS]	354,367.32
0213-40-900-8208-00000-000-000-000-399999	TOURISM FUND, FUND BALANCE	8,418.80
0220-40-900-8208-00000-000-000-000-399999	STORMWATER FUND, FUND BALANCE	26,226.24
0610-40-900-8208-00000-000-000-000-399999	UTILITY REPLACEMENT RESRVS FUND, FUND BAL	67,490.68
0620-40-900-8208-00000-000-000-000-399999	UTILITY CAPITAL FUND, FUND BAL	506,040.57
	<b>TOTAL REVENUES</b>	<b>1,156,778.00</b>

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 §§74-1 and 38-82 to Change the Due Date for the 2<sup>nd</sup> Half of Real Estate Taxes and Stormwater Utility Fees from June 5 to May 5.** Mr. Dan Whitten, County Attorney, stated that the County Code currently states the due date for the 2<sup>nd</sup> half of real estate taxes and stormwater utility fees are due on June 5. This change was discussed by the Board at the July 21, 2021 work session. The

proposed amendments to Sections 74-1 and 38-82 of the County Code will change the due date from June 5 to May 5. Staff is requesting a motion approving authority to advertise the ordinance for a public hearing on September 14, 2021, is requested. This Ordinance shall be effective immediately. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the advertisement of an Ordinance amending Sections 74-1 and 38-82 to change the due date for the 2<sup>nd</sup> half of real estate taxes and stormwater utility fees from June 5 to May 5. Roll was called on the motion.

R-21-133

A-8.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE  
OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,”  
AS AMENDED, BY AMENDING §§74-1 and 38-82 TO CHANGE THE  
DUE DATE FOR THE 2<sup>ND</sup> HALF OF REAL ESTATE TAXES AND STORMWATER  
UTILITY FEES FROM JUNE 5 TO MAY 5

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 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 §§74-1 and 38-82 to change the due date for the 2<sup>nd</sup> half of real estate taxes and stormwater utility fees from June 5 to May 5.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-9. Resolution: In Support of Changing to Single Member Election Districts.** Mr. Whitten stated that Prince George County must redistrict in 2021 after receiving the results from the 2020 Census. The Census Bureau anticipates data needed to begin redistricting will be released beginning August 16, 2021. The final redistricting data toolkit will be delivered by the Census Bureau by September 30, 2021. Virginia Code Section 15.2-1211 gives power to the Board of Supervisors to “redistrict the county into magisterial districts, change the boundaries of existing districts, change the name of any district, or increase or diminish the number of districts”. Virginia Code Section 24.2-304.1 allows the Board of Supervisors to change from at-large districts to single-member districts. After proper advertisement of a public hearing the Board of Supervisors can adopt an ordinance to change from at-large districts to single member districts and amend the County Code Chapter 30 (“Elections”) to increase the number of election districts from two to five. A motion approving a Resolution in support of changing to single member election districts is requested. As staff begins the redistricting process, the resolution will give guidance to staff on the desire of the Board to switch to single member districts. Mr. Hunter stated that he is not ready to vote for five districts. Mr. Whitten stated that it would not hurt to postpone since they will not be receiving data until mid to late September anyway. Mr. Carmichael stated that he would like to see the Census data. Chairman Brown stated that he is

speechless at this point. Mr. Webb stated that some Board members have received at least 5 to 7 letters from citizens that want single member districts. He recommended maybe a citizen survey. Mr. Carmichael made a motion, seconded by Mr. Hunter, to postpone this item to September 14.

On roll call the vote was:

In favor: (5) Hunter, Waymack, Carmichael

Opposed: (2) Brown, Webb

Absent: (0)

**A-10. Resolution Confirming Agreement for Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding.** Mr. Whitten stated that the Commonwealth of Virginia and certain Political Subdivisions share a common desire to abate and alleviate the impacts of the opioid epidemic throughout Virginia. The Commonwealth of Virginia, through the office of the Attorney General and certain Political Subdivisions, to include Prince George County, through their elected representatives and counsel, are separately engaged in litigation seeking to hold those entities in the Pharmaceutical Supply Chain accountable for the damage caused by the opioid epidemic. The Commonwealth of Virginia and certain Political Subdivisions agree to enter into the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding relating to the allocation and use of the proceeds of any Settlements. The County Attorney's office recommends approving the attached Memorandum of Understanding for Virginia Opioid Abatement Fund and Settlement Allocation. Mr. Webb made a motion, seconded by Mr. Hunter, to adopt a Resolution confirming the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding and authorize the County Administrator to execute the Memorandum of Understanding. Roll was called on the motion.

R-21-135

A-10.

**RESOLUTION CONFIRMING AGREEMENT FOR VIRGINIA OPIOID ABATEMENT FUND AND SETTLEMENT ALLOCATION MEMORANDUM OF UNDERSTANDING**

WHEREAS, the County of Prince George, through their elected representatives and counsel, and the Commonwealth of Virginia, through the Office of the Attorney General, are separately engaged in litigation seeking to recover costs incurred and to be incurred in abating the opioid addiction epidemic that plagues Virginia communities;

WHEREAS, the County of Prince George and the Commonwealth of Virginia share a common desire to abate and alleviate the impacts of the opioid addiction epidemic and to maximize litigation recoveries from those third parties responsible for same;

WHEREAS, in order to advance their common interests, the County of Prince George and the Commonwealth of Virginia, through counsel, have extensively negotiated the terms of a memorandum of understanding relating to the allocation and use of such litigation recoveries;

WHEREAS, the County's outside opioid litigation counsel has recommended that the County approve the proposed memorandum of understanding; and

WHEREAS, the County Attorney has reviewed the available information about the proposed memorandum of understanding and concurs with the recommendation of outside counsel;

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors confirms authorization and approval, of the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding attached hereto and directs the County Administrator to execute and enter into such Memorandum of Understanding.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-11. Consideration of Appointments – Board, Commissions, Committees, Authorities:  
Resolution of Appointment(s):

**A. Resolution; Appointment of One Member to the Central Virginia Waste Management Authority (Four-Year Term).** Mr. Hunter made a motion, seconded by Mr. Carmichael, to appoint Mr. Dean Simmons. Roll was called on the motion.

R-21-136

A-11A

**RESOLUTION; APPOINTMENT OF ONE ALTERNATE  
MEMBER TO THE CENTRAL VIRGINIA WASTE  
MANAGEMENT AUTHORITY (FOUR-YEAR TERM)**

WHEREAS, Mr. Mike Purvis retired as General Services Director;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021 does appoint Mr. Dean Simmons as a member to the Central Virginia Waste Management Authority to serve a four-year term, effective immediately and ending on August 10, 2025.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

**B. Resolution; Recommendation of Appointment– Interim Building Official.** Mr. Webb made a motion, seconded by Mr. Hunter, to appoint Mr. Charles Harrison as Interim Building Official. Roll was called on the motion.

R-21-136A

A-11B

RESOLUTION; RECOMMENDATION OF APPOINTMENT– BUILDING OFFICIAL

WHEREAS, Mr. Dean Simmons was appointed Building Official for Prince George County in 2018 when he was hired as the Deputy Director of Community Development/Building Official;

AND WHEREAS, Mr. Dean Simmons is now the Director of General Services and Staff is recommending that Mr. Charles Harrison, Senior Building Inspector, be appointed Interim Building Official;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of August, 2021 does hereby appoint Mr. Charles Harrison as Interim Building Official for Prince George County, VA.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

**A-12. Resolution; Support of Prince George County Offering to be Grant Recipient for Crater Region Workforce Development Board (CRWDB).** Mr. Jeff Stoke, Deputy County Administrator, stated that the Crater Region Workforce Development Board (CRWDB), also known as Area 15 in the Commonwealth of Virginia, is actively discussing an opportunity as the Local Workforce Development Area Grant Recipient (LWDAGR) for a participating municipality. Staff is researching the regulations and requirements for this action. Staff is requesting that the Board approve a resolution in support to allow Chairman Brown to go before the CLEOs to request that the designation land with Prince George County. This is an opportunity to be a leader in the Region. Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-21-137

A-12.

**RESOLUTION; SUPPORT OF PRINCE GEORGE COUNTY OFFERING TO BE GRANT RECIPIENT FOR CRATER REGION WORKFORCE DEVELOPMENT BOARD (CRWDB)**

WHEREAS, the Crater Region Workforce Development Board (CRWDB) is the designated regional convener and administrative entity that coordinates workforce training and career services through federal funding from the Workforce Innovation and Opportunity Act (WIOA);

WHEREAS, there is a requirement within Area 15 for a municipality to be designated as the Grant Recipient to fulfill the mission of WIOA and serve the region;



WHEREAS, the Grant Recipient is required to procure an annual organization wide financial and compliance audit. The audit must include WIOA Title I funds. The annual audit must be submitted to the Virginia Community College System;

WHEREAS, Workforce Innovation and Opportunity Act (WIOA) Sec. 107 (d)(12)(B)(i) Grant Recipient states: (II) DESIGNATION - In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described in subclause (I);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince George this 10th day of August, 2021, does hereby support the designation of the County of Prince George, VA as a candidate for the Local Workforce Development Area Grant Recipient (LWDAGR) to serve Area 15. The Board of Supervisors supports consideration of the CRWDB Chief Local Elected Officials (CLEOs) for such a designation. The Board of Supervisors is willing to enter into a WIOA Title I Grant Award Agreement with the Virginia Community College System as required by federal law to serve the workforce development needs of the region.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ADJOURNMENT.** Mr. Webb moved, seconded by Mr. Hunter to adjourn to 4:00 pm on August 25, 2021. 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 9:45 p.m.

[Draft Minutes prepared August 27, 2021 for consideration on September 14, 2021; adopted by unanimous vote.]

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

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Percy C. Ashcraft  
County Administrator

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

Work Session  
August 25, 2021  
4:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 4:00 p.m. on Wednesday, August 25, 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 [electronically from 1001 E. Lee Street, Richmond, Virginia]
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 C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

**WORK SESSION**

**Discussion of Additional Wastewater Capacity.** Mr. Frank Haltom, County Engineer, went over a series of questions that the Board may have in assisting in their decision to move forward with a Wastewater Treatment Plant or a new pump station and forcemain that would be directed to Hopewell. The first question was “How many current homes and businesses now on septic would be available to join the public utility system and abandon their septic systems? Which solution, plant or extension to Hopewell, would be better for this?” The initial project will allow only existing customers already served by the public utility system in the business park to be served by the new solution. Therefore, no existing homes and businesses will be able to connect to the new solution without further expansion of the gravity sewer to the locations of existing homes and businesses. The new Utility Master Plan will determine where/when new infrastructure is constructed. Both solutions will equally meet the needs of those that wish to connect to public sewer. The second question was “How many vacant parcels are there today that would be available for development – either residential or commercial – that would benefit from the expansion? Which solution, plant or extension to Hopewell, would be better for this?” Both solutions will equally meet the needs of vacant parcels. With the variable size in parcels, it would be difficult to determine how many would be available for development. However, the county GIS identifies approximately 45 development sites in the immediate area of the business park and Route 460 that could connect with less than 4 miles of gravity sewer expansion. Many more

development sites could be connected if additional gravity sewer is installed. The new master plan will provide a layout for future gravity sewer to serve vacant parcels. The next question was “Would the wastewater solution, either the plant or extension to Hopewell, shrink the current land zoning for agriculture and take it to residential or commercial zoning?” In general, installation of new public utilities will encourage new development. The additional wastewater capacity, provided by both solutions, will allow for new development to occur. However, any new development that requires rezoning from agriculture to residential or commercial must gain approval from the board. Next question, “How many houses are within one mile of the proposed sites for the wastewater plant or the pump station?” The IT dept. has provided the number of properties that have addresses (assumes there is a home or business on the property). There are a total of 261 address points within a 1 mile radius. They are listed by zoning as A-1: one home, B-1: two homes, and R-A: 258 homes. “Do wastewater plants typically raise, lower or leave the same the assessment value of surrounding properties? The more developed the area, the more impact. The more rural, less impact. Also, how well the property is buffered would affect neighboring values. Values on approved building lots of the B-1 zoned properties will potentially see an increase in land value of approximately 15-30% based on the availability of public utilities, with approximately 15% allocated toward each utility, water and sewer respectively. Residential property values are virtually unaffected by the availability of public utilities versus private utilities. Residential properties that are affected by a wastewater facility in terms of sight, sound, or smell may see a decrease in value due to the external obsolescence of such plant. Similar external effects on residential properties within Prince George County have shown up to a 20% decrease in land value. The relative location of a dwelling would make that determination, not the specific boundary line of a property. Agricultural properties generally will see less of an impact than residential properties (i.e. A-1 vs R-A). The availability of public utilities will generally boost development. New parcels and new development will in turn increase the overall tax base. “What are the proposed dates for both options that would allow businesses and residents to tie in?” There are currently 2 pump stations in SBP that serve the wastewater needs. The initial project will allow only existing customers currently served by those 2 pump stations in the business park to be served by the new solution. Other projects not currently planned will need to be constructed to allow other businesses and residents to tie in. However, by diverting flow from these two pump stations to the new solution, it will free up the capacity of the existing sewer system along Bull Hill and Route 460, allowing new business and residents to connect. Typically, it would take about 5 years to permit, plan and construct a plant. However, the permit of concern (VPDES permit to discharge into the swamp) has been obtained. Therefore, it is projected to take another 4 years to plan and construct. Likewise, it will take about 4 years to obtain easements, plan and construct a new PS and FM to Hopewell. “What has to be done at the Blackwater swamp if a plant is built?” Improvements to the swamp are not required for the extension to Hopewell. There was a question regarding impacts to adding 6 MGD of flow into the swamp. This flow represents less than 1% of the current flow into the swamp. The issuance of the VPDES permit by DEQ is the approval to allow the rate of discharge and the effluent limitations. Therefore, there are no improvements needed downstream to ensure conveyance of the flow from the plant; and the swamp is not impacted by the effluent. Our consulting engineer has analyzed the impact of the plant discharge: the upstream drainage area to WWTP outfall is approximately 19.26 Sq.Mi. (12,326.35 acres). A 1-year, 24 hour storm will generate approximately 2,765 cubic feet per second (CFS) of flow at the outfall location. Plant design flow is 6 MGD = 9.28 CFS. Therefore, the plant design flow is approximately

**PG Circuit Court Renovations – Moseley Architects.** Mr. Chris Roman of Moseley Architects, stated that there has been a request to get a price on renovations, including updating existing work finishes in the Courtroom and the Jury Assembly Room. They would like to reduce unused space in the Judge's bench, consolidate unused witness attorney space, renovate the jury toilet rooms, enlarge the jury seating area to accommodate 14 jurors, plan for future technology, provide easily cleanable seating and work surfaces in the Court, address accessibility, and address generator inadequacies. Mr. Moseley showed the Board its schematic designs of the court renovations and the design budget. The construction costs and generator replacement would be \$1,199,488. After other costs are factored in, including furniture allowance, study fees, survey fees, design services, testing and inspections, commissioning services, moving expenses allowances, 2% building construction costs, and a 10% project budget contingency, the total would be \$1,621,488. Chairman Brown asked about a timeline and if the time it would take has been factored into the price. Mr. Roman stated that they estimate eight months to a year and that there would be alternatives for Court while the renovations are being made. Chairman Brown stated that a cost will come with that. Mr. Roman confirmed for Mrs. Waymack that the rooms that are currently not being used will be consolidated and four walls will be removed. He clarified for Mr. Hunter that there will be only one sequestered witness room. He stated that the Judge and the Sheriff signed off on that. Mr. Hunter expressed a concern about placing adverse people in the sequestered witness room. Sheriff Allin stated that there has been a concern about that. However, the two rooms that are there now have not been used as sequestered rooms in years. Everyone sequestered is placed in the hallway with a Deputy Sheriff there at the door. Therefore, one room will help if there is an issue. Chairman Brown stated that we need to think ahead and not just concentrate on what we are doing today for a quick solution. We must factor in all of the requirements. Mr. Webb stated that some think the market may not correct itself until 2024, so his concern would be supply on demand, which will add costs on the other end.

**PG Heritage Center Water Intrusion Report – Moseley Architects.** Mr. Chris Roman of Moseley Architects, stated that a water infiltration investigation was requested. It included investigating a window leaking source, a review of the condition of the roof, a review of the source of water behind the plaster, an investigation of the source of arcade roof leaks, confirmation of adequate drainage, a review of the condition of the existing brickwork, and a recommendation for remediation. Mr. Roman showed the Board pictures of the existing conditions and went over remediation recommendations, including removing and replacing the slate roof in the clerk's office, removing and replacing all flashing, removing and replacing attic louver vents, removing and replacing gutters and downspouts, removing and replacing steel window lintels, scraping and re-painting wood and steel windows, re-pointing brick starting at the water table and up, and scraping and re-plastering damaged interior walls. In the historic courthouse, they recommend re-pointing brick on facade facing the connecting arcade, and scraping and re-plastering the damaged interior side of the walls facing the arcade. In the connecting arcade, they recommend removing and replacing the membrane roof, removing and replacing flashing, and removing and replacing gutters and downspouts. The construction costs are \$724,669. After other costs are factored in, including study fees, survey fees, design services, testing and inspections, commissioning services, moving expenses allowances, and a 10% project budget contingency, the total would be \$904,669. Ms. Carol Bowman, Director of

the Regional Heritage Center, stated that they would like a chance to look at this and maybe come up with some ways to raise some money for the project. In addition, there may be grants available and they would be happy to pursue that.

**Annual Property Assessments.** Ms. Donna Prince, Real Estate Assessor, stated that Annual reassessments began after the 2005 biennial reassessment and coincided with the adoption of biannual real estate tax billing. Leading up to 2008 real estate markets were rapidly appreciating and county municipalities were incurring assessment increases. As the peak of the real estate market came and went, Prince George County benefited by having an accurate tax base from the result of converting to an annual assessment. She talked about the benefits of an annual assessment. It provides a more current interpretation of the property tax basis. Assessed values are more accurate reflection of current market values and factors that affect market conditions. Annual assessments alleviate the dramatic changes in property value that can occur in rapidly increasing or declining markets over a biennial assessment. Annual assessments capture value changes in an increasing market more quickly, increasing the tax base equitably. Some detriments of an annual assessment are higher cost associated with staffing, postage, and office supplies. the estimation of the tax base for budgeting purposes is challenging, and a decreased window of opportunity for physical property inspections. According to Historical Notes from the Assessors Office “2011 was the worst that Prince George County has experienced over the past five years. The second quarter showed signs of stabilization and some increases over the same in 2010, but it would take a substantial turnaround in the market over the next four months to again not see a decrease in the over assessed values.” At that time Mr. Rod Compton, former Real Estate Assessor, believed converting to a biennial assessment cycle would have benefited the county because of the downturn of the real estate market, limited valid sales, and declining property values. Ms. Prince went over figures of the current residential market in Prince George County. The median sales price is up 17.9% and the original list price is up 4.1%. The median sales price is \$245,000. The median home size is 1676 square feet. There are currently only three foreclosures in Prince George County, which is down by 42 in 2018. New Kent, Hopewell, Petersburg, Colonial Heights, and Powhatan all do a biennial assessment. Surry, Charles City, and Sussex are on a four-year cycles, and Dinwiddie is on a six-year cycle. As we look ahead to the future of County assessments and the impact of the surrounding real estate market there are situational influence factors that will be anchors to keep in mind when considering an annual or biennial assessment; accelerated real estate market conditions, and situational Influence Factors such as forbearance, eviction moratorium, inflation, and higher interest rates. The trials of assessing property are always challenging. During this time of situational influences the Assessor’s office believes there are many positives and negatives to amending the assessment cycle. Some of the Pro’s and Con’s listed by staff members are: Pro’s being always current with the market and allows for an appeal period every year. Con’s are time and staff to do the reviews and field work and the County could miss out on addition tax revenue needed in a 2 year cycle. With the Situational Influence Factors such as forbearance, eviction moratorium, inflation, and higher interest rates the Assessor’s office recommends continuing an annual assessment cycle is warranted in the current market.

**Pay Increase Discussion – Merit Pay, Step Plan, Scale Adjustment.** Ms. Betsy Drewry, Finance Director, talked about pay increase possibilities for FY2023 for non-public safety employees. Public Safety employees were placed on newly created step plans created from pay ranges based on years at 65% [PD # years certified law enforcement; Fire/EMS & Sheriff # years of related service (internal and external)]. Public Safety employees would be recommended to move up one step for FY2023. These possibilities include minimum wage impacts and considerations, a scale adjustment, a step plan placement (similar methodology as Public Safety approved for FY2022), merit pay, and part-time temporary employees. She stated that Virginia General Assembly approved increases to the minimum wage rate for Virginia Workers and minimum wage will increase incrementally over the next few years. The minimum wage rate increases provide a much-needed increase in the living wage for lower-paid Virginia Workers. These dramatic increases over the next few years create unique challenges for each Virginia employer across every class of employee. The minimum wage rate increase does not just impact hourly, lower-paid employees – it impacts all employees. Hourly rates are equated to salaries for all full-time employee classes. The minimum wage is typically considered the foundation or starting point for all salary scales. Prince George County worked with Evergreen Solutions to update its salary scales in 2018. Evergreen used a Job Assessment Tool (JAT) score to place each job title / classification\* on a pay grade based on leadership, working conditions, complexity of duties, decision making, and relationships. The County Administrator, County Attorney and Constitutional Officers are not on a pay grade. At that time, County Pay Grades were developed (Min / Mid / Max) and positions were placed on grades through market reviews, peer comparisons and employee interviews. The minimum wage in place in 2018 (\$7.25/hour) was used as the foundation / starting point of the lowest pay range. The minimum of each grade increased incrementally from that starting point – based on JAT scores. Our scales have remained unchanged since implemented for 2018-19 [except for Sworn Police Officers, Sheriff's Sworn Deputies & firefighters/EMT and Fire/EMS Officers. No improvements have been made to starting salaries for non-public safety employees. This does NOT position us well for these minimum wage increases. Therefore, there is a need to increase non-public safety ranges [not increased since 2018-19]. Police Officers and Fire/EMS direct response staff have received scale improvements since 2018-19. Attempting to increase all ranges to keep pace with the minimum wage rate taking effect on 1/1/2023 for FY2023 would mean increasing ranges at all levels 10-39%. It would be costly and this would not address compression for non-public safety employees (also a big concern and need to retain employees). Mrs. Drewry stated that they will be contacting other localities to see what they have planned to address the minimum wage increase and develop strategies to address minimum wage increases and minimize compromising the integrity of the current scales to the extent possible. In regards to a step plan increase, Mrs. Drewry stated that Public Safety employees received increases based on creation of a step plan (30 equal steps in pay range) and placing at 65% years to step (slide 2 shows how PS employees were placed). Affording step plan / placement increases to non-public safety employees would begin addressing compression across employee groups and promote consistency and equity in "years to pay" status across all County employee groups (survey feedback indicated employee feelings of inequity from non-public safety employees). Human Resources sent a request to all current non-public safety employees requesting current PG County position information (Start

Date; Years in position; description of duties), other / prior PG County Position Information (Title; FT/PT Status; Service start and end dates and # Years). And related outside service (Title, Employer, Service start and end dates and # Years) – required certification of prior employer. HR still awaits completed forms from several employees (not 100% complete). A step plan increase would be consistent with Public Safety increases for FY2022, recommendation to grant placement at 65% steps to years for all related internal and external employment; one step for each year of full-time PG Service, part-time service in the same position granted at 50%, and outside related service granted at 100%; 1 year = 1 step. Years' experience gathering continues and then calculations of cost will follow. Because of minimum wage increases, we must also consider scale adjustments to meet required minimum wage increase effective 1/1/2023. Next, Ms. Drewry talked about the possibility of merit pay. The Board requested that we examine re-implementing increases based on merit and develop a plan. Increases would be based on performance evaluations, and would vary depending on employee performance. A higher evaluation score would equal a larger pay increase. Merit Pay increases were last provided for County employees in FY2008 (before economic recession of 2008/2009). The cost of living adjustment was received on July 1. A merit increase would be received January 1 [half year budget impact]. Recommended eligible employees would include employees hired prior to July 1, 2021. It would be non-public safety employees only. Public Safety employees would continue progressing on step plan, if step increase approved. The increase would be based on performance evaluations completed 7/1/2021 – 06/30/2022. The range of increases would be 0% to 2.5%. A full-year impact would be \$260,000 and a half-year impact would be \$130,000 if implemented January 2, 2023. Ms. Drewry stated that it has been a number of years since hourly rates were increased for part-time temporary employees. If step placement is considered for full-time (FT) non-public safety employees, consideration should be given to increases based on part-time service to Prince George (# of years of part-time temporary service to Prince George). This provides an increase for length of service (allows employees who have served in a PT for a length of time to be paid at a higher rate than those with no service). Staff recommendation is to consider for FY2023 increases in the following order: minimum wage adjustment (Scale Adjustment), initial Step Placement for non-public safety employees at 65% (begin to meaningfully adjust compression) – will mirror what was done for PS employees in FY2022\*, and merit increases – perhaps consider in a future year (beyond FY2023). Staff plans to poll other localities to determine what actions they are taking to address mandated minimum wage increases and determine what scale adjustments are needed to effectively address minimum wage increases. HR will continue to input experience information for non-Public safety employees. Cost calculations will follow completion of experience information. Staff will provide the Board with an update at a future meeting. Ms. Corrie Hurt, Human Resources Director, added that if the Board decides to move toward a step plan, merit increases could be tied-in to them gaining a step each year. She reminded the Board, that there are still Constitutional Officers that are not on board with performance evaluations. If merit becomes an option, we want it to be an option for all employees.

**Scott Park Road Improvements.** Mr. Keith Rotzoll, Director of Parks and Recreation, presented a proposal to the Board for paving the entrance road into Scott Park. In addition, he proposed paving the Scott Park rear parking lot, and paving the trails near the concession stand. The cost to pave the entrance road is \$139,819.60. The cost to pave the rear parking lot would be \$342,238.40 and the cost to pave the trails near the concession stand is \$6,328.80. \$200,000

is the maximum per project total a contracted vendor can provide without a competitive procurement. If a formal IFB is prepared, they will need at least minimal professional A/E services to prepare drawings and assist with bid specifications. Staff would need to contact firms to get a cost estimate for these services. The Tourism Fund Balance is not secure to cover all three projects. Mr. Hunter asked if there was enough in the Tourism Fund to cover the entrance to the park. Ms. Drewry stated that there was. Mr. Hunter also recommended suggested speed limit signs. Mr. Webb stated that he has no problem using Tourism Funds. However, this was not budgeted for and he does have a problem taking funds from other places. In addition, we have yet to do any of the top three items citizens asked for in the park including a walking trail and a fishing pond. He cannot support anything outside of the Tourism Funds. Mr. Jeff Stoke, Deputy County Administrator and Economic Development Director, stated that their estimated FY21 surplus was \$324,014, which is what they will initially carryover. He believes that these projects are legitimate for this. Chairman Brown asked if the road would extend to Tree Time. Mr. Rotzoll stated that Tree Time would be responsible for paving that portion if they wanted. Chairman Brown stated that he would have thought they would have considered running water when they original did the trails near the concession stand. Chairman Brown stated that the Board will readdress this once they get final numbers from Mr. Stoke.

Chairman Brown called a recess at 6:57 p.m. The meeting reconvened at 7:03 p.m.

**Senior Citizen Van Grant.** Ms. Bertha Judge, Social Services Director, shared some information she received from the Crater District Area Agency on Agency. She stated that she spoke to the County Administrator along with the Senior Task Force member. There is an opportunity to get a van that requires a 20% match. The purpose of the van would be to assist seniors in the County for medical and wellness transportation. According to the Crater District Area Agency on Agency, the County would need to respond and submit a letter in February, 2022 requesting the van. The approval of the van would be made in June, 2022. The 20% match is about \$10,000 and is required in January, 2023. The van would be delivered in October, 2023. In order to be eligible for the grant, the County has to have a transportation program already established. This would require a transportation manager and a driver. Mr. Webb asked what the driver would drive until the grant is approved and the van is delivered. Ms. Judge stated that there are a few options for the Board to consider. There is a very old van that the County can use or if there are funds available, they may be able to purchase a used older van for the program to meet the need now. She stated that the program manager can be someone already on Staff. However, they will need a driver and the driver would need a cell phone. She also clarified for Mr. Webb that the driver would not need a Class B license to drive a 15-passenger van. The Board agreed that they have time to budget for the match for the grant. Chairman Brown stated that he has a church van at his house that they no longer use. He will speak to his pastor to see if the church would be willing to donate the van to the County to use that in the meantime to get the program started. It is a 15-passenger van. Mr. Keith Rotzoll, Director of Parks and Recreation, stated that they could start with just a couple of days a week to have a program in place. Mr. Webb stated that he would like them to figure how where the money will come from to maintain the program before they start.

**Battery Storage Facilities Policy/Ordinance.** Ms. Julie Walton, Deputy County Administrator and Director of Community Development, stated that this type of facility is not addressed in



Prince George County's Zoning Ordinance as a "stand alone" use. They have received a request to add the use and definition to the Code. Staff has developed a Draft Ordinance for consideration, defining the Use, Application as Special Exception, Zoning Districts, etc. They recommend an internal policy for guidance on application reviews and standard conditions for Special Exception requests. Ms. Walton showed the Board a couple of examples of battery storage facilities. Regulations established the demand for 3,100 MW of energy storage in Virginia by 2035, most among states in the nation. Energy storage is valued for its rapid response – most battery storage technologies can begin discharging power to the grid very quickly, while fossil fuel sources tend to take longer to ramp up. This rapid response is important for ensuring stability of the grid when unexpected increases in demand occur or temporary outages. Battery Storage facilities should have proximity to an electrical substation or transmission line. Other things to consider are the size of the facility ("footprint") and size of lot/property where located (acreage), the distance to adjoining properties and structures, hazard protections, a provider agreement in place with an Energy company, and facility screening and security. Facilities should be sited to avoid wetlands, floodplains, and environmental concerns. Also addressed in the draft ordinance is fire and explosion risk mitigation and developing a water containment plan as a component of a Battery Fire Action Plan. Ms. Walton went over the substation locations in the County. The next steps would be to receive feedback from the Planning Commission and the Board on the Draft Ordinance, set public hearings for Ordinance consideration, and determine if a Policy is needed, or include Special Exception conditions in the Ordinance. Mr. Webb asked if replacing or disposing of batteries is included in the draft Ordinance. Ms. Walton stated that they need to address single-use replacement. Ms. Walton informed the Board that they have included lot size and noise components. Mr. Webb asked if it has been determined how many hours of backup are required based on the amount of kilowatts used. Ms. Walton stated that they have picked a kilowatt amount of energy that they have to be able to backup.

**Growth in Residential Areas.** Ms. Walton talked about Residential Growth Areas and Trends in the Planning Area and Rural Conservation Area. Mr. Webb asked how this would compare to current utilities and projected utilities in the next five year. Ms. Walton stated utilities are only part of the Planning Area. She stated that is one of the main barriers of growth in the Planning Area. The current goal is to encourage and develop growth in the Planning Area in order to efficiently manage and provide services, infrastructure and businesses. There have been 256 new development lots in the Planning Area over the last three months. The Rural Conservation Area is designed to preserve green space and encourage preservation of land and resources. Five year totals show slight majority of single-family development growth in the Planning Area – current trend is a larger majority in the future. There are differing opinions between citizens and developers on future development goals within the Rural Conservation Area. Ms. Walton stated that they need to determine the desire to encourage growth in the Planning Area versus the Rural Conservation Area and work towards providing solutions that address any barriers for development in the Planning District (both real and perceived), while preserving the rural nature of the Conservation Area. In addition, they need to determine the interest in reducing the lot size in the Rural Conservation Area, which will inherently encourage more growth in the rural area. They need to consider the impacts on providing services with this growth- Public safety, fire and EMS, school transportation, road conditions, business services that may be unavailable. Ms. Walton presented the Board with two options. One option would

be to remove barriers to development in the Planning Area by increasing the availability/capacity of public water and sewer (connections required for new development in the Planning Area) Currently under consideration, providing incentives for private expansions of existing public services (already started), allowing small lot subdivisions (i.e. 5 to 10 lots) without providing public services if beyond certain distance from service, or capacity limits (Ordinance Amendment), and expanding a division waiver in Ordinance already in place (one lot, only certain zoning districts; requires Ordinance Amendment). The second option is to address lot sizes in the Rural Conservation Area by facilitating rezoning from R-A or A-1 to R-E if smaller lots without utilities is desired by a developer and allow by Ordinance dedication of green space and concentrate/ group housing lots. This is similar to cluster development. They could concentrate smaller lots together and dedicate the remaining acreage that would have met the five acre minimum as green space for the neighborhood/development. Ms. Walton recommends that Staff facilitate a development committee to define barriers and solutions for Board consideration regarding the Planning Area, utilizing both citizens and developers who have expressed interest in serving. She also recommends they support R-E Rezoning in areas that are suited for smaller lot development outside of the Planning Area, maintain current rural areas, but recognize the need for small developments, and amend the Ordinance to allow dedicated green space for lot size reduction in the Rural Conservation Area. Mr. Webb stated that it is more cost effective overall to build from inside out. When you start building smaller lot sizes, there is the consideration of wells. He does not want to see the County to continue to build places like Jordan on the James, Beechwood Manor, and River's Edge. He would like to see more of a centralized system when it comes to utilities. Chairman Brown stated that they should figure out the best fit for this committee as to should it work under the Planning Commission or the Board. The Board agreed that they for the committee and Ms. Walton's recommendations. Mr. Ashcraft stated that there are a number of subdivisions in this County with very few amenities and nothing for kids to do. He believes that concept should be part of the discussion as they move forward with future development. It starts with telling Staff that is where the discussions with developers need to be.

**Strategic Plan Update.** Ms. Walton stated that the RFP results came back with 12 firms responded to the Request for Proposals. The Evaluation Team has reviewed and ranked each of the Respondents. The top three firms have been selected for oral presentations. The scheduling for presentations are to begin the first week of September. Ms. Walton talked about the scope of services for development of the Plan, including a specific and effective plan for the County's growth, public investment, direction for the future; prioritize goals and initiatives. It must include Public engagement and Board of Supervisors and Planning Commission input. While not a Comp. Plan update, it will need to incorporate key elements of the existing plan and provide update direction. It will include community vision, economic development goals, community development priorities. It will provide strategic direction and measurable action items and plan for fiscal sustainability. The next steps are to complete respondent interviews and evaluations (September), select a candidate, and negotiate a contract for services and present a recommendation to the Board (October). Mr. Webb asked where utilities will fit in this plan. Mr. Ashcraft stated that Utilities has a master plan and it will be made to fit in with the Strategic Plan.

**ADJOURNMENT.** After brief discussion on possible dates for a tentative work session in September, Mr. Hunter made a motion, seconded by Mrs. Waymack, to adjourn at 8:20 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

[Draft Minutes prepared September 3, 2021 for consideration on September 14, 2020; adopted by unanimous vote.]

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

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Percy C. Ashcraft  
County Administrator