

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

January 4, 2022  
Organizational Meeting  
5:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** The organization meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Tuesday, January 4, 2022 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Chairman Floyd M. Brown, Jr.

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

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

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

**Invocation.** Mrs. Waymack gave the Board's invocation.

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

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The County Attorney, Mr. Dan Whitten, stated that when the question came up on Monday to postpone the meeting to tonight, it was asked who the current Chairman was to make that call. According to the By-Laws, the Chairmanship should have expired on December 31, 2021 at midnight because this was an election year. But, according to the minutes of last year's organizational meeting, it stated that the Chairman would be the Chairman until such time as a successor was appointed. Therefore, he and Mr. Jeff Stoke, Interim County Administrator, made the decision to defer to Chairman Brown to make that call even though according to the By-Laws, it should have been Mr.

Carmichael (the Supervisor with the most tenure alphabetically). Mr. Whitten stated that they will make a note in future election years to be more specific about the Chairmanship ending at the end of the year.

**ORGANIZATIONAL MEETING**

**O-1. Election of Board of Supervisors Officers for 2022.**

**A. Resolution; Election of Chairman.** Mr. Carmichael nominated Mrs. Marlene J. Waymack for Chair. There being no other nominations, Mr. Jeff Stoke, Interim County Administrator, closed all nominations. Roll was called on the nomination of Mrs. Waymack.

R-22-001

O-1.

**RESOLUTION; BOARD OF SUPERVISORS CHAIRMAN FOR  
2022**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 4<sup>th</sup> day of January, 2022, hereby elects Mrs. Marlene J. Waymack, its Chair for 2022 beginning immediately and serving until such time as a successor is appointed in 2023.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

Chair Waymack thanked the Board for their confidence in her. She stated that she cannot do this without the help of her colleagues and each one of them with their unique experiences and abilities. This is a team effort and she asked for their help in the future.

**B. Resolution; Election of Vice-Chairman.** Mr. Carmichael nominated Mr. Donald R. Hunter. There being no other nominations, Mr. Jeff Stoke, Interim County Administrator, closed all nominations. Roll was called on the nomination of Mr. Hunter.

R-22-001A

**RESOLUTION; BOARD OF SUPERVISORS VICE-CHAIRMAN FOR  
2022**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 4<sup>th</sup> day of January, 2022, hereby elects Mr. Donald R. Hunter, its Vice-

Chairman for 2022 beginning immediately and serving until such time as a successor is appointed in 2023.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**O-2. Resolution; Adoption of 2022 Board of Supervisors By-Laws and Rules of Procedure.** Mr. Webb stated that, in light of the error made early regarding the Chairmanship, he would like to see the Board consider postponing the By-Laws until January 25 to allow Staff to clean them up a bit and get them more aligned with Robert's Rules of Order. The Board agreed. Mr. Webb made a motion, seconded by Mr. Hunter, to postpone the By-Laws to January 25. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

**O-3. Resolution; Adoption of Board of Supervisors 2022 Meeting Schedule.** Mr. Webb made a motion, seconded by Mr. Carmichael, that the 2022 Meeting Schedule be approved as amended. Roll was called on the motion.

R-22-002

O-3.

**RESOLUTION; ADOPTION OF BOARD OF  
SUPERVISORS MEETING SCHEDULE FOR 2022**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 4<sup>th</sup> day of January, 2022, hereby adopts the following meeting schedule for the Year 2022 pursuant to Section 15.2-1416 of the Code of Virginia (1950, as amended); and

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

**YEAR 2022 REGULAR MEETING SCHEDULE  
PRINCE GEORGE COUNTY BOARD OF SUPERVISORS**

<u>Regular Meeting Date</u>	<u>Location</u>	<u>Closed</u>	<u>Meeting Time</u>		<u>Public Hearings</u>
			<u>Worksession</u>	<u>Business</u>	
Tuesday, January 11, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, January 25, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, February 8, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Thursday, February 17, 2022	Boardroom	5:00 p.m. (Budget Work Session)			
Tuesday, February 22, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Wednesday, February 23, 2022	Boardroom	5:00 p.m. (Budget Work Session)			
Tuesday, March 1, 2022	Boardroom	5:00 p.m. (Budget Work Session)			
Tuesday, March 8, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Wednesday, March 16, 2022	Boardroom	5:00 p.m. (Budget Work Session)			
Tuesday, March 22, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, March 29, 2022	Boardroom	5:00 p.m. (Budget Work Session)			
Tuesday, April 12, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, April 26, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, May 3, 2022	Boardroom	5:00 p.m. (Budget Work Session)			
Tuesday, May 10, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, May 24, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, June 14, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, July 12, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, August 9, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 13, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 27, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, October 11, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, October 25, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Wednesday, Nov. 9, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, November 22, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, December 13, 2022	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.

<u>Regular Meeting</u>			<u>Meeting Time</u>		
Tuesday, January 10, 2023	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**O-4. Resolution; Prince George County 2022 Holiday Schedule.** Mr. Hunter made a motion, seconded by Mr. Webb, to accept the 2022 Holiday Schedule as presented as it follows the Virginia State Holiday Schedule as done in previously years. Roll was called on the motion.

R-22-003

RESOLUTION; ADOPTION OF PRINCE GEORGE  
COUNTY HOLIDAY SCHEDULE FOR 2022

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 3<sup>rd</sup> day of January, 2022, in conjunction with the State of Virginia, hereby adopts the following days as paid holidays for eligible full-time employees of Prince George County Government for Calendar year 2022.

Martin Luther King, Jr. Day	January 17, 2022
George Washington Day	February 21, 2022
Memorial Day	May 30, 2022
Juneteenth Day	June 20, 2022
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Columbus Day	October 10, 2022
Election Day	November 8, 2022
Veterans Day	November 11, 2022
1/2 Day Before Thanksgiving	November 23, 2022
Thanksgiving Day	November 24, 2022
Day After Thanksgiving	November 25, 2022
Christmas Holiday	December 23, 2022
Christmas Holiday	December 26, 2022

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

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

R-22-004

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

WHEREAS, The term of Mrs. Marlene J. Waymack expired on December 31, 2021.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 4<sup>th</sup> day of January, 2022, hereby reappoints Mrs. Marlene J. Waymack to serve as the Board of Supervisors representative to the Crater Planning District

Commission for a term of one year beginning retroactively on January 1, 2022, and ending on December 31, 2022, or until a successor is appointed by the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

R-22-004A

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

WHEREAS, The term of Mr. T. J. Webb expired on December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 4<sup>th</sup> day of January, 2022 does hereby reappoint Mr. T.J. Webb to serve a one-year term on the Metropolitan Planning Organization Committee beginning January 1, 2022 and ending on December 31, 2022.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

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

R-22-004B

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

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

WHEREAS, The term of Mr. Donald Hunter expired on December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 4<sup>th</sup> day of January, 2022 that it hereby reappoints Mr. Donald Hunter as the representative from the governing body; and

BE IT FURTHER RESOLVED That this term shall commence on January 1, 2022 and end on December 31, 2022, or until appointment of a replacement by the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

R-22-004C

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

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

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

WHEREAS, The term of Mr. Floyd M. Brown, Jr. expired on December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 4<sup>th</sup> day of January, 2022, hereby reappoints Mr. Floyd M. Brown, Jr. to serve as the Board of Supervisors representative to the Prince George County Local Emergency Planning Committee and Citizen Corps for a term effective immediately at the pleasure of the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 5:20 p.m.

[Draft Minutes prepared January 10, 2022 for consideration on January 25, 2022; adopted by unanimous vote.]

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Marlene J. Waymack  
Chair, Board of Supervisors

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Jeffrey D. Stoke  
Interim County Administrator

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

January 11, 2022

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 January 11, 2022 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Chair Marlene J. Waymack.

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

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

Also present was: Jeff Stoke, Interim County Administrator; Julie C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to an employee in the General Services Department; and (ii) Section 2.2-3711.A.3 – for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Such discussion shall be limited to property located on S. Crater Road.** Mr. Brown made a motion, seconded by Mr. Hunter, that the Board convene closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to an employee in the General Services Department; and (ii) Section 2.2-3711.A.3 – for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Such discussion shall be limited to property located on S. Crater Road.

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICERS, APPOINTEES OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO AN EMPLOYEE IN THE GENERAL SERVICES DEPARTMENT; AND (II) SECTION 2.2-3711.A.3 – FOR DISCUSSION OR CONSIDERATION OF THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE, OR OF THE DISPOSITION OF PUBLICLY HELD REAL PROPERTY WHERE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE PUBLIC BODY. SUCH DISCUSSION SHALL BE LIMITED TO PROPERTY LOCATED ON S. CRATER ROAD

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to an employee in the General Services Department; and (ii) Section 2.2-3711.A.3 – for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Such discussion shall be limited to property located on S. Crater Road.

On roll call the vote was:

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

Opposed: (0)

Absent (1) Carmichael

**E-2. Resolution; Certification of Closed Session.** At 6:00 p.m., Mr. Webb made a motion, seconded by Mr. Brown, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chair Waymack 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 Chair asked that the roll be called on the motion.

R-22-005A

E-2.

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

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**WORK SESSION**

Ms. Corrie Hurt, Human Resources Director, provided a recap from the November 23 work session discussion regarding Hours of Work proposed policy revisions. Section 20.5 was revised to state that employees cannot work remotely outside of the State of Virginia due to state-to-state payroll/taxation requirements. The Directors were polled to see if employees have worked remotely to this point and if so, was it a positive or negative experience. Also, what criteria would they consider to make remote work a success, which positions can telework, and do they have the proper resources need to telework. Language was added to Section 20.1 to clarify that meal periods of at least 30 minutes are not paid. If the employee does not receive this break, they are considered working hours and shall not be paid. Flexible work schedules may be considered by Directors. However, it must be within the work week for non-exempt employees and within the timesheet period for exempt employees. Staff is proposing a new section for remote work. Ms. Hurt stated that they have had 45 COVID cases since December. This policy would give them the ability to work from home. In addition, there are new employees with no leave time on the books that have been exposed to COVID while at work forcing them to quarantine without pay. Alternative work arrangements can be made for employees who are eligible. This may be a viable option for some departments and will not work for others. Customer service remains a top priority regardless of where work is performed. This offers employees to deliver customer service in a flexible manner and help in recruiting and retaining the best employees due to the flexibility. In order to be eligible, the employee must be employed for at least six months (exceptions may be granted by the Director). Remote work is not a right to the employee and may be discontinued at any time. The employee must have a meets expectations evaluation or higher. Some items to consider when offering remote work, are that some position are suitable and some are not, can the employee work independently or do they need to collaborate with others, is the work portable, will there be adverse affects on customer service, does the position require face-to-face interaction, will it effect other people's workload, and can the productivity of the position be measured. Ms. Hurt went over the guidelines of the new proposed policy. Work schedules is no more than two days per week unless during an emergency situation. The employee must be available and accessible during work hours. They must participate in scheduled meetings via teleconference when appropriate and report to the office for meetings that need to be in-person. Travel between the remote work location and the County is considered commuting time and will not count as time worked for compensation

purposes. This process should appear seamless to customers. The employee must be able to maintain confidentiality of all work-related information. All work done at the remote work site is considered official County business and is subject to FOIA. Ms. Hurt stated that she knows a lot of people are against this new policy, but there are just too many employees having to isolate due to COVID. Therefore, she believes that they do need a policy in place. Otherwise, the County is setting itself up for liability. The next steps would be to consider any revisions the Board would like to see and bring changes back to a future work session or this policy could be added to tonight's agenda for adoption. If issues are identified once implemented, we can revise the policy as needed for the Board's approval at a later meeting. Seventeen other departments have allowed it on a limited basis during the pandemic, which is all the more reason why we need a policy in place. Ms. Hurt clarified for Mr. Brown that COVID falls in the circumstances of an emergency. Mr. Webb stated that in terms of people having to isolate due to COVID and not being here long enough to have earned leave, you cannot dictate what employees do once they leave the premises. Ownership needs to be taken when it comes to having large gatherings or being around large crowds and then returning to work and spreading the virus. This is the world we are living in and Mr. Hunter stated that a policy needs to be in place to protect the County. Mrs. Waymack stated that we need to have some sort of policy in place. Mr. Webb asked for clarification that if each Director has the authority to determine who can telework, will Mr. Stoke be able to oversee it. Ms. Corrie stated that he will be able to oversee it. He is not the biggest fan of it. Mr. Webb stated that if they don't keep a consistent management practice in place, this County could face a discrimination claim. Mr. Brown stated that he supports this going on the agenda this evening. It will not be perfect, but due to the state we are in with COVID, he thinks it is necessary.

Mr. Tim Graves, Planner, stated that the Board received citizen requests for a garbage/recycle drop-off location closer to District 2 residents in 2018. In 2021, there was further analysis and discussions of potential county-owned sites. Staff is currently examining current site selection options. There are three current site in the County. Union Branch Convenience Center is currently charging .06 per pound with a \$3 minimum. They are open Monday through Sunday, 7 am to 6 pm or 8 am to 5 pm. The Burrowsville Community Center currently charges \$1 per 30-gallon bag on Saturdays only 8 am to 4 pm. The County Government Complex receives recycling free of charge is always open. Mr. Graves showed some example convenience center layouts in other counties. Mr. Graves went over site selection criteria. Preferably county-owned land inside or very near Supervisor District 2 with approximately 1-acre or more. It should be compatible with surrounding uses and have access to a VDOT-maintained roadway. It should be flat land, not in wetlands, and compatible with County plans. Mr. Graves presented Staff options. Option 1 is the Scott Park future parking lot site. Sites 2A or 2B is the Yancey Tract Northwest Pad of the Southeast Pad, respectively. Option 3 would be to be determined privately-owned property. Staff recommends Site 1 or 2A or 2B and is asking for guidance at this time. The possible next steps would be site studies and development cost estimates. Mr. Webb stated that the site needs to be where the maximum amount of people will benefit from it. That does not necessarily mean that it needs to be with the District 2 line. It is a matter of driving time. Mr. Brown stated that he thought the Yancey Tract sites were District 2. He believes that there is a great amount of people that would benefit from the Yancey Tract. However, he does believe they will need to do something more for the people in the Burrowsville area later. He is not in favor of the Scott Park option. Mr. Hunter agreed and he

stated he cannot see the County purchasing land at this time. He also stated that they will need to look for something more for the citizens on Route 10 at a later time. Mr. Webb stated that he will be abstaining on this matter in the future due to a family conflict of interest with the company the County currently has a contract with. Mr. Brown stated that he would like Staff to look at the Yancey Tract. The Board agreed.

Mr. Dan Whitten, County Attorney, stated that the current County Code § 66-1: states that "Solid waste means any waste material of a solid or semisolid nature, including industrial wastes, refuse, construction and demolition debris, brush and sludge resulting from the processing of drinking water and the treatment and disposal of wastewater" (emphasis added). The definition of "Solid Waste" includes "Brush". County Code § 66-81 states that "It shall be unlawful for any person to throw, dump, bury, burn, destroy or otherwise dispose of solid waste within the boundaries of the county except at a sanitary landfill, transfer station or convenience station" (emphasis added). Accordingly, it is illegal to burn solid waste, which includes brush. County Code § 66-2 states that "Any person who shall violate any provision of this chapter shall be guilty of a class 1 misdemeanor." However, it has not been enforced. The penalty for burning brush is a Class 1 Misdemeanor. County Code 66-81 states "In areas zoned A-1 general agriculture or R-A residential-agriculture, when the health or safety of the public is not jeopardized and when not evident from a public road, street, or alley or from abutting property, a person may dispose of his own refuse upon property under his ownership or under his effective control; and, further, a person may burn his own rubbish on property under his ownership or under his effective control at a distance of not less than 50 feet from an occupied building on abutting property when permitted by regulations of the state air pollution control board and article III of chapter 42 of this Code" (emphasis added). Therefore, it is legal to burn "Rubbish" in the A-1 and R-A zoning districts. Rubbish is defined as "Rubbish includes glass, plastic, metal, rags, paper, plant growth, wood, masonry and other nonputrescible wastes of a solid or semisolid nature" (emphasis added). County Code § 44-72 states "It shall be unlawful for any owner or lessee of land to set fire to or to procure another to set fire to any woods, brush, logs, leaves, grass, debris or other inflammable material upon such land unless he previously has taken all reasonable care and precaution, by having cut and piled the material or carefully cleared around the material, to prevent the spread of such fire to lands other than those owned or leased by him" (emphasis added). The conflict is present because § 42-72 allows for the burning of "brush" in any zoning district. Staff is recommending to strike "Brush" from the definition of "Solid Waste." So, County Code § 66-1 would read "Solid waste means any waste material of a solid or semisolid nature, including industrial wastes, refuse, construction and demolition debris, brush and sludge resulting from the processing of drinking water and the treatment and disposal of wastewater." County Code § 66-81 currently requires a 50 feet setback from an occupied building on abutting property for burning "rubbish" in the A-1 and R-A zoning districts. We could amend the County Code to require a setback when burning brush in all agricultural and residential zoning districts. Mr. Webb asked if this would restrict people who rake their leaves up and burn them. Mr. Whitten stated that right now as the Code is written, it is illegal to burn leaves in the County. This is why they see the need for a change. Mr. Webb stated that we have citizens who burn their trash. Mr. Whitten stated that right now, you can only burn trash if you live in R-A or A-1. It is just not being enforced. Mr. Brown stated that part of the problem is the cost for citizens to take things to Union Branch Convenience Station. Before we try to address an ordinance amendment, we need to see how widespread this is. Mr.

Whitten stated that the Building Official wants some direction from the Board due to the amount of complaints that have been received. Mr. Brown stated that he is fine with removing the word brush, but he does not want to see warrants given out for burning trash as well. Mr. Hunter stated that there are burn laws in place and people just need to take caution. He has a hard time with not allowing people to burn leaves and trash. Mrs. Waymack stated that this is an issue for a lot of people and she has received complaints about the smell and smoke due to breathing issues. The Board agreed that they do need to move forward with removing brush. However, Mr. Brown stated that should not be the end to it. They need to look into the ordinance further and remember that people are living in the country and there are ways to work some of this out without all of these rules. Mr. Whitten stated that he can come back in February for the Ordinance amendment.

Chair Waymack called a recess at 6:47 p.m. The meeting reconvened at 7:02 p.m. Mr. Carmichael called in at 7:00 p.m. from 1824 Namozene Road due to illness.

**Invocation.** Rev. Dr. Sylvia Tucker of Loving Union Baptist Church, gave the Board's invocation.

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

**PUBLIC COMMENTS.** 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. Chair Waymack opened the public comments at 7:05 p.m.

Mr. Jerry Schultz (7112 Bull Hill Road). Mr. Schultz stated that he is one of the citizens that complained about his neighbor burning leaves and leaving burning embers on his vehicle. He lives in an R-2 Zoning District. He stated that he has spoken with Staff and the County Attorney to no avail. He is against removing brush from the Ordinance because this is exactly what his neighbor is burning. He lives on a half-acre lot and does not believe you should be burning when the lot sizes are that small. Yet, it is not being enforced. We may be in the County, but some lots are just too close for burning. If his truck gets damaged, who will paint for a new paint job? Will the County pay for it since they are not enforcing the Ordinance?

Gloria Mitchell-Lively (16800 Shands Road, South Prince George). Ms. Mitchell-Lively expressed her concern regarding the lack of availability of internet services particularly on Shands Road. When she tried to obtain internet through PGEC, she was told she could not get it because she is a Dominion Energy customer. She is a nurse by trade and because of COVID, she has received several opportunity to train online. She has had to turn those opportunities down because she does not have internet. She wants to know when internet will be more accessible to everyone in rural areas and asked the Board to consider how this affects its citizens.

There was no one else to speak and the public hearing was closed at 7:14 pm.

**APPROVAL OF AGENDA.** After requesting that Items A-8 be added as a resolution for a position control chart revisions, Item A-9 for a resolution in support of a casino for Petersburg,

and Item A-10 as an Hours of Work personnel policy revision, Mr. Brown made a motion, seconded by Mr. Webb, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – December 14, 2021 Regular Meeting and December 15, 2021 Pre-Budget Work Session.

R-22-006

C-2.

**RESOLUTION; COMMENDATION; SHERIFF HAROLD E. ALLIN, III “BUCKY”;  
SERVICE TO PRINCE GEORGE COUNTY**

WHEREAS, Sheriff Harold E. Allin, III (“Bucky”) began his employment with Prince George County on July 15, 1986 as a Part-Time Temporary Building Maintenance Mechanic; and

WHEREAS, on July 1, 1987 Bucky became a Part-Time Temporary Animal Warden; and

WHEREAS, Sheriff Allin established his career in law enforcement as a full time Patrol Officer in the Police Department on August 16, 1987 where he also served as an investigator in the Police Department. On July 1, 1994 his title switched from Patrol Officer to Police Officer; and

WHEREAS, On March 1, 1998 Sheriff Allin transferred from the Police Department to the Sheriff’s Department as Deputy Sheriff. On July 22, 2004 Sheriff Allin was appointed Sheriff where he continued to serve the County of Prince George until his retirement on December 31, 2021; and

WHEREAS, Sheriff Allin continued to provide exceptional leadership to the Sheriff’s Department and outstanding service to County citizens as Sheriff for 17 years; and

WHEREAS, Sheriff Allin has served his community well by being active on the Riverside Regional Jail Authority Board, the Community Criminal Justice Board, Prince George TRIAD, and an active member of Oakland Baptist Church; and

WHEREAS, Under the direction of Sheriff Bucky Allin, Prince George County maintained one of the lowest crime rates in the region and the state, maintained a community policing program that involves all aspects of neighborhoods, businesses and churches, and has one of the largest National Night Out celebrations held anywhere in the Commonwealth; and

WHEREAS, Sheriff Allin's success comes through his relationships and professionalism with other localities and jurisdictions; and

WHEREAS, Sheriff Allin is a dedicated, conscientious hard-working leader who always puts his family, the citizens of the County, and his faith first, setting an example of excellence and honesty that emanates in his everyday approach to life; and

WHEREAS, throughout his remarkable career in Law Enforcement, spanning more than thirty-four years, Sheriff Bucky Allin has served 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 11<sup>th</sup> day of January, 2022, does hereby commend Sheriff Harold E. Allin, III, who will always be known as Bucky, for completion of thirty-four years of dedicated service to the County and its citizens; and

BE IT FURTHER RESOLVED That this Board wishes to extend to Sheriff Bucky Allin much happiness and continued success as he enters the next phase of his life.

R-22-006A

C-3.

RESOLUTION; COMMENDATION; THE HONORABLE C. BISHOP KNOTT, JR.,  
CLERK OF CIRCUIT COURT; SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, C. Bishop Knott, Jr. began his employment with Prince George County on January 10, 1977 as a Tax Appraiser in the Commissioner of Revenue's Office; and

WHEREAS, on April 1, 1979, the Office of Tax Assessor was created and Bishop became acting Real Estate Assessor on May 1, 1982. He was promoted to Real Estate Assessor on November 3, 1982; and

WHEREAS, On August 1, 1988 Bishop Knott was appointed Clerk of Circuit Court and remained in that position and continued to serve the County of Prince George until his retirement on December 31, 2021; and

WHEREAS, Bishop continued to provide exceptional leadership in the Prince George County Circuit Court and outstanding service to the Judges and County citizens as Clerk for over 33 years; and

WHEREAS, Bishop has served his community well by being an active volunteer for the Prince George County Company One Fire Station since July 1986 where he currently serves as Captain and has served as Lieutenant, Assistant Chief, and Chief. Bishop still runs calls and is very much an active part of operations and an integral part of the volunteer organization. In addition, Bishop has been member of the Prince George County Ruritans since 1978 where he continues to serve his community as well; and

WHEREAS, Bishop Knott's success comes through his relationships and professionalism with other localities and jurisdictions; and

WHEREAS, Mr. Knott's dedicated service to the County quickly earned him the respect of the members of the 6<sup>th</sup> Judicial Circuit, the Board of Supervisors, County employees, County citizens, and surrounding localities; and

WHEREAS, Mr. Knott is a dedicated, conscientious hard-working leader who is always kind to everyone, quickly becoming everyone's friend, setting an example of excellence and honesty that emanates in his everyday approach to life; and

WHEREAS, throughout his remarkable career, spanning more than forty-four years, Bishop Knott has served citizens of the County and the Commonwealth to the utmost of his ability, demonstrating patriotism, integrity, and devotion to the 6<sup>th</sup> Judicial Circuit and this County 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 11<sup>th</sup> day of January, 2022, does hereby commend The Honorable C. Bishop Knott, Jr. for completion of forty-four years of dedicated service to the County and its citizens; and

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

R-22-006B

C-4.

RESOLUTION; AUTHORITY TO EXECUTE MEMORANDUMS OF UNDERSTANDING BETWEEN PRINCE GEORGE COUNTY AND THE CONSTITUTIONAL OFFICERS (SHERIFF AND CLERK OF CIRCUIT COURT)

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022, does hereby authorize the Chair of the Prince

George County Board of Supervisors to execute Agreements Between the Sheriff and the Clerk of Circuit Court and Prince George County; and

BE IT FURTHER RESOLVED, That these Agreements and been reviewed and approved by the Prince George County Attorney.

R-22-006C

C-5.

**RESOLUTION; APPROPRIATION STATE LITTER CONTROL GRANT \$12,094.00**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022, does hereby authorize and appropriate 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>
General Fund		
Expenditures:		
0100-04-102-0503-43327	Clean Community Day	\$12,094.00
Revenues:		
0100-20-601-8205-326019	State Litter Control Grant	\$12,094.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**PRESENTATIONS**

Mr. Keith Rotzoll, Director of Parks and Recreation, and the Board presented the following Holiday awards: Christmas Decoration Winners: Traditional Display – Ronald and Michelle Davis; Religious Display – Noland Cunningham; Tacky Holiday Fun – Dallas Synan and Grebas Family; Best Front Door and Porch – Melissa Pearson; Children’s Delight – Ryan Edwards; Business/Church – Newville United Methodist Church; Most Facebook Likes – Mackenzie Luneau. Christmas Card Contest Winner: Macie Strum. Christmas Parade Winners: Best Decorated Float – Prince George Dixie Darlings; Best Decorated Public Service Vehicle – Jefferson Park Fire Station; Most Spirited/ Themed – Dance Kraze; Judges Choice – Ellen Jones, Jones Family; Best Overall Entry – Synergy PT and Athletic Performance; Best Performance – Art of Rhythm Dance Company; Best Throwback – PGHS Majorettes from the 70’s; Most Adorable – West End Christian School; and Best Hometown – Aidan Bryant.

**SUPERVISORS’ COMMENTS**

Mr. Brown stated that even though the Omicron variant is not as deadly, it is still very contagious. He encouraged the public to protect themselves at all times.

Mr. Hunter stated that there are a lot of people sick. There will be home test kits available at Unity Baptist Church this Friday from 1 to 2 pm. In addition, there will be tests performed at Cavalier Square in Hopewell between 10 am and 12 Noon tomorrow. They are looking to have more vaccine clinics in the near future.

Mr. Waymack stated that she hoped everyone had a Happy Holiday.

### **COUNTY ADMINISTRATOR'S COMMENTS**

Interim County Administrator, Mr. Jeff Stoke, told Ms. Mitchell-Lively that he has reached out with his contact information and looks forward to speaking with her regarding internet accessibility. In terms of COVID, County Staff is very thin and he asked the public to please be patient.

### **REPORTS**

**VDOT** – Ms. Crystal Smith of the Virginia Department of Transportation gave a roads maintenance report. River's Edge Subdivision entrance at Route 10 was reviewed by their safety officer and it does appear there may be a speeding issue along Route 10 that is creating concerns for the traffic that is pulling out of River's Edge. He did measure the site there and indicated about 1,000 feet, which is well over the minimum standard. They are looking further into some past speed studies and some possible signage in that area. They may need to do another full speed study and a stopping site difference study. Bickings Lane is prepared for abandonment. There will be a need for a public hearing. Koolwood Lane is now complete. The packet for acceptance in the secondary roads system is in the process of being prepared. Union Branch no through truck restriction study came back not justified. They are looking at additional curve signs at Merchants Hope and Hall Farm Road. The summaries have been completed on the no through truck restriction that is being shared with Sussex County.

**Heritage Center Water Intrusion.** Mr. Dean Simmons, General Services Director, stated that on November 15 he sent Moseley Architects a request for proposal for the repairs at the Heritage Center starting with the roof. He has not received a price yet due to the holidays and COVID. The County's contractor will take a look and give a price on the Arcade roof. Because of the historical nature of those buildings, he does not want to move forward without the proposal from the architect.

**Crew Building** – Mr. Simmons stated that he has received the plans for the Crew Building. He has sent the plans to the County's electrical contractor on retainer and is waiting for an estimate.

**Jefferson Park Fire Station Renovations** – Fire Chief Paul Beamon stated that the Jefferson Park Fire Station is still under contract on tap with the dates provided at the previous update. He anticipates to receive the documents to review and send out for bid by January 14. He added that as of today, everything is still with the budget that was proposed.

### **POSTPONED ITEMS**

**T-1. Public Hearing; Lease Agreement for Use of a Portion of the Prince George Central Wellness Center Between the County of Prince George, Virginia and the Prince George Democratic Committee.** Mr. Dan Whitten, County Attorney, stated that representatives of the

Prince George Democratic Committee have approached the County to request that the County lease a room in the Central Wellness Center to this organization to be used for activities that educate and assist residents with information on candidates and voting procedures. The lease term will begin January 15 and will be renewed on an annual basis. This item was postponed at the Board's last meeting and it was suggested that the Board have a future discussion on County room reservation policies. A draft lease is attached for consideration. Mr. Brown made a motion, to approve the lease for the Prince George Democratic Committee to lease a room in the Central Wellness Center. The motion failed for lack of a second. Mr. Brown stated that when you have any organization regardless of the name apply for a lease with no policy in place, you are walking a very dangerous line in telling them no. He believes they are opening the County up for a lawsuit. Mr. Brown also stated that it just occurred to him that he remembers the County Attorney stating that since the motion at the last meeting ended in a tie with only four Board members presents, they would have to take that motion up again when everyone was in attendance. Mr. Whitten agreed that was correct and his mistake. That motion does need to be taken up again. The motion on December 14 was made by Mr. Webb, and seconded by Mr. Hunter, to deny the lease. Roll was once again called on that motion. The motion failed due to a tie.

On roll call the vote was:

In favor: (2) Hunter, Carmichael

Opposed: (2) Brown, Webb

Abstained: (1) Waymack

### **ORDER OF BUSINESS**

**A-1. Resolution; Authorization for the Interim County Administrator to Enter into an Agreement with the Virginia Department of Transportation for the Construction and Construction Management Related to the Completion of a Drainage Ditch at 16400 Arwood Road.** Ms. Julie Walton, Deputy County Administrator for Community Development, stated that VDOT and the County have investigated complaints of stormwater drainage issues in the area of 14600 Arwood Rd. After attempting solutions with minimal results, VDOT has proposed establishing a drainage ditch and easement to contain the stormwater and prevent further erosion on the adjoining property. The property owner is in agreement with the proposal, and has agreed to grant any easements necessary to perform the work. The estimate is for \$17,020. Funding for the project will come from the Stormwater Utility Fee Program. The County Attorney has reviewed the Agreement with no issues found. Mr. Webb made a motion, seconded by Mr. Hunter, to approve authorizing the Interim County Administrator to enter into an agreement with VDOT to perform stormwater improvements at 14600 Arwood Road. Roll was called on the motion.

R-22-007

A-1.

RESOLUTION; AUTHORIZATION FOR THE INTERIM COUNTY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION FOR THE

CONSTRUCTION AND CONSTRUCTION MANAGEMENT RELATED TO  
THE COMPLETION OF A DRAINAGE DITCH AT 16400 ARWOOD ROAD

WHEREAS, The Prince George County Board of Supervisors has determined that it is in the best interest of the County of Prince George and its citizens to complete construction of a drainage ditch in the area of 16400 Arwood Road to assist in controlling stormwater runoff and preventing property erosion; and,

WHEREAS, The County has the funds available in the Stormwater Utility Fee Program budget for projects of this nature; and,

WHEREAS, The associated cost for the Scope of Work as detailed by VDOT is \$17,020.00;

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11th day of January, 2022, hereby authorizes the Interim County Administrator to enter into an agreement with VDOT to perform work as outlined in the Scope of Work, and authorizes the funding for such services to be provided under the Stormwater Utility Fee Program.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-2. Resolution; Authorization of a Letter of Support for Drug Court Coordinator to Apply to the John Randolph Foundation for a Community Contribution Grant.** Ms. Lori Henley, Drug Court Coordinator, is interested in applying for a Community Contribution Grant from the John Randolph Foundation in an amount that will not exceed \$1,000. This is a one-time yearly grant opportunity with no automatic renewal, and does not require a local match (matching funds). The grant application requires a letter of support from the County's governing body. The grant funds, if awarded, will assist Drug Court participants in completing assigned community projects. A draft letter of support is provided for Board Member review. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution authorizing Interim County Administrator to sign letter of support for the Drug Court Coordinator to apply for a John Randolph Community Contribution Grant in an amount that will not exceed \$1,000. Roll was called on the motion.

R-22-008

A-2.

RESOLUTION; AUTHORIZATION OF A LETTER OF SUPPORT FOR DRUG COURT  
COORDINATOR TO APPLY TO THE JOHN RANDOLPH FOUNDATION FOR A  
COMMUNITY CONTRIBUTION GRANT

WHEREAS, the Prince George County Drug Court Coordinator wishes to apply for a Community Contribution Grant from the John Randolph Foundation in an amount that will not exceed \$1,000; and

WHEREAS, this Community Contribution grant is a one-time yearly grant opportunity with no automatic renewal and does not require a local match; and

WHEREAS, these grant funds, if awarded, will be used to assist Drug Court participants in completing assigned community projects.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022, hereby approves the preparation and submission of a letter of support for the Drug Court Coordinator to apply to the John Randolph Foundation for a Community Contribution grant, and authorizes the Interim County Administrator to sign the letter of support.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3. Resolution; Personnel Policy Revision 27.1 through 27.6 entitled *Separation from the County*.** Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised personnel policy entitled Separation from the County for the Board's consideration at the January 11, 2022 meeting. Separation from the County – Added language in section 27.3 for separation by retirement to state that employees should have at least 5 years of full-time service to the county to be eligible to continue health insurance. This truly will follow the definition under the definition in VRS where 5 years of service is considered “vested”. There is also additional language regarding open enrollment and opting out of the coverage at retirement or during retirement to make this clear to those retiring with the County. Mr. Brown made a motion, seconded by Mr. Hunter, to approve the personnel policy revision as presented. Roll was called on the motion.

R-22-009

A-3.

**RESOLUTION; PERSONNEL POLICY REVISION 27.1 THROUGH 27.6 ENTITLED  
*SEPARATION FROM THE COUNTY***

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Separation from the County* 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 11<sup>th</sup> day of January, 2022 does hereby amend the Prince George County

Personnel Policies by approving a revision to the policy entitled *Separation from the County* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-8. Resolution; Modification to FY2021-2022 Position Control Chart for the County Garage with the following changes: New position entitled Administrative Support Specialist III will be added.** Mr. Chris Talmage of the County Garage stated that Staff is requesting, for consideration, a new position within the County Garage that requires a modification to the County's Position Control Chart. The new position will help manage office operations allowing the Fleet Manager to focus on maximizing efficiency, increasing productivity and improving safety for county vehicles and drivers. This position would be able to assist General Services in the absence of their Office manager to be able to provide administrative support as needed. The Administrative Support Specialist III is a grade 310 on the County's pay scale and is classified under FLSA as non-exempt. The funds are currently available in the budget to fund this position immediately through the remainder of 2022. Mr. Webb made a motion, seconded by Mr. Brown, to approve the position control chart change.

R-22-010

A-8.

RESOLUTION; MODIFICATION TO FY2021-2022 POSITION CONTROL CHART for the County Garage with the following changes:

- New position entitled Administrative Support Specialist III will be added

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022 hereby approves the requested changes to the FY2021-2022 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-10. Resolution; Personnel Policy Revision 20.1 through 20.7 entitled *Hours of Work & Remote Work*.** Ms. Hurt stated that based on their previous discussion in the work session, under Section 20.5 she is adding language to say that the work arrangement must be authorized by the Department Director and approved by the County Administrator. In addition, exceptions may be granted by the Department Director and approved by the County Administrator. Also, work remote may discontinued or temporarily suspended at any time at the discretion of the

employee's supervisors or the County Administrator. Mr. Brown made a motion, seconded by Mr. Hunter, to approve the changes as presented. Roll was called on the motion.

R-22-011

A-10.

RESOLUTION; PERSONNEL POLICY REVISION 20.1 THROUGH 20.7 ENTITLED  
*HOURS OF WORK & REMOTE WORK*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Hours of Work* be reviewed and considered for revision in the County's Personnel Policies; the title shall be changed to *Hours of Work & Remote Work*;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 11<sup>th</sup> day of January, 2022 does hereby amend the Prince George County Personnel Policies by approving a revision to the policy entitled *Hours of Work & Remote Work* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-4. Resolution; Request of the Parks and Recreation Department of Prince George VA for Waiver of Certain Permit Fees Associated with the Installation of an Eighteen-Hole Disc Golf Course at Scott Park.** Ms. Walton stated that the Department of Community Development has received a request from Mr. Keith Rotzoll, Director of Parks and Recreation, to waive certain permit fees for work proposed at the new section of Scott Park. Volunteer organizations and the Parks & Rec. Dept. have proposed an eighteen-hole disc golf course along the access road to the new sections of the park. Design services have been donated, as well as most material and labor. The activity would be free to the public to use. While no building permit is required for the installation, a Land Disturbance permit would be required. Mr. Hunter made a motion, seconded by Mr. Carmichael to approve waiving all permit fees associated with the construction of an eighteen-hole disc golf course at Scott Park. Roll was called on the motion.

R-22-012

A-4.

RESOLUTION; REQUEST OF THE PARKS AND RECREATION  
DEPARTMENT OF PRINCE GEORGE VA FOR WAIVER OF CERTAIN  
PERMIT FEES ASSOCIATED WITH THE INSTALLATION OF AN  
EIGHTEEN-HOLE DISC GOLF COURSE AT SCOTT PARK

WHEREAS, The Parks and Recreation Department has requested a fee waiver of certain permits associated with the installation of an eighteen-hole disc golf course at the entrance area of the Scott Park expansion; and

WHEREAS, Volunteers and organization representatives have requested that the County waive the associated permit fees for this installation, and the Board of Supervisors has given due consideration to the nature of the proposed event and the impacts of fee waiver;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022, does hereby authorize the Department of Community Development and Code Compliance to grant the Parks and Recreation Department of Prince George a fee waiver for any permit associated with the installation of the disc golf course; and

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be given to the Department of Community Development and Code Compliance.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Resolution Accepting Second Renewal of Operations Agreement for Prince George County Solid Waste Convenience Centers at Union Branch and Burrowsville.** Mr. Whitten stated that the the County and Meridian Waste Virginia, LLC (Meridian) formerly The CFS Group and The CFS Group Disposal and Recycling Services entered into an Operations Agreement on January 10, 2012 for Prince George County solid waste convenience centers at Union Branch and Burrowsville. This Agreement was renewed on January 10, 2017 for an additional five-year term. The County and Meridian desire to renew the Operations Agreement for an additional five-year term. Staff recommends accepting the Second Renewal of Operations Agreement. Mr. Carmichael made a motion, seconded by Mr. Hunter, to authorize the Interim County Administrator to sign the Second Renewal of Operations Agreement for Prince George County Solid Waste Convenience Centers at Union Branch and Burrowsville. Mr. Brown stated that he would like to see the County work with Meridian for a better fee structure in the future. Mr. Whitten stated that they could withdraw their motion and postpone the matter to negotiate the fee structure. This contract did expire on January 10. If the Board should choose to postpone, they would be operating without a contract until the next meeting. Mr. Carmichael stated that the rates should have looked at prior to this evening. He will stick with his motion. Roll was called on the motion. Mr. Webb abstained due to a family conflict of interest with Meridian.

R-22-013

A-5.

RESOLUTION ACCEPTING SECOND RENEWAL OF  
OPERATIONS AGREEMENT FOR PRINCE GEORGE COUNTY

SOLID WASTE CONVENIENCE CENTERS  
AT UNION BRANCH AND BURROWSVILLE

WHEREAS, the County owns and operates solid waste convenience centers for household waste for the use of County citizens at 3100 Union Branch Road and at the Burrowsville Community Center at 18701 James River Drive; and

WHEREAS, the County has previously contracted with the CFS Group, now known as Meridian Waste Virginia, LLC (“Meridian”), to operate the two convenience centers and to transport, dispose of and recycle household solid waste generated from the two convenience centers; and

WHEREAS, the County and Meridian wish to renew the existing Operations Agreement for an additional five years retroactively beginning on January 10, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors accepts the Second Renewal of Operations Agreement for Prince George County Solid Waste Convenience Centers at Union Branch and Burrowsville retroactively beginning on January 10, 2022 and the Interim County Administrator is directed to execute the Agreement.

On roll call the vote was:

In favor: (3) Hunter, Waymack, Carmichael

Opposed: (1) Brown

Abstained: (1) Webb

**A-6. Resolution: Authority to Advertise Public Hearing to Sell Two County Owned Properties Located in River’s Edge Subdivision on Buxton Street, Tax Map#: 15B-02-01-010-0 and 15B-02-01-011-0 (Portion).** Mr. Whitten stated that Prince George County owns two parcels in River’s Edge Subdivision on Buxton Street known as Tax Parcel #: 15B-02-01-010-0 and 15B-02-01-011-0. These parcels are adjacent to another parcel (Tax Parcel #: 15B-02-01-011-A) that is currently listed for sale. Parcel 15B-02-01-011-0 has a County Sewer Pump Station on it and that would need to be divided out so the remainder of the property could be sold. After the division of property the remaining properties are no longer needed by the Utilities Department. In an offer to purchase Tax Parcel #: 15B-02-01-011-A, the buyer has proposed purchasing the additional parcels. In order to sell these properties, a public hearing must be held. A motion approving authority to advertise for a public hearing on January 25, 2022 is requested. Chief clarified for Chair Waymack that they do consult with Dr. Eaton at Disputanta Animal Hospital. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the advertisement of a public hearing on January 25, 2022 to sell two additional properties owned by the County located in River’s Edge Subdivision on Buxton Street. Roll was called on the motion.

R-22-014

A-6.

RESOLUTION: AUTHORITY TO ADVERTISE PUBLIC HEARING  
TO SELL TWO COUNTY OWNED PROPERTIES LOCATED IN  
RIVER'S EDGE SUBDIVISION ON BUXTON STREET,  
TAX MAP#: 15B-02-01-010-0 and 15B-02-01-011-0 (portion)

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 11<sup>th</sup> day of January, 2022, does hereby authorize the advertisement of a public hearing on January 25, 2022, regarding the sale of two properties located in River's Edge Subdivision on Buxton Street, Tax Map#: 15B-02-01-010-0 and 15B-02-01-011-0 (portion).

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Resolution: 2022 Fee Schedule for Animals Confined at the Animal Shelter.** Police Chief Keith Early stated that in November, the Board of Supervisors approved changes to Code Section 6-149 authorizing the Board of Supervisors to approve the schedule of charges for animals confined at the animal shelter on an annual basis. The following is a list of proposed charges: Adoption Fee\*: Dog - \$100; Cat - \$75; \*Fee includes spay/neuter; Rabies, Bordetella and Distemper shots; Owner Surrender Fee - \$30/per pet/litter. Pickup Fee: 1<sup>st</sup> offense in a calendar year - \$30 plus \$10/day until picked up; 2<sup>nd</sup> offense in a calendar year - \$40 plus \$10/day until picked up; 3<sup>rd</sup> offense in a calendar year - \$50 plus \$10/day until picked up. If an animal is brought into the shelter to be quarantined the charge would be \$10/day. If an animal is brought into the shelter for cruelty impoundment the charge would be \$10/day. Staff is also proposing a 50% reduction in adoption fees at events and for animals with medical/behavioral issues. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution setting the 2022 fee schedule for animals confined at the animal shelter. Roll was called on the motion.

R-21-215

A-7

RESOLUTION: 2022 FEE SCHEDULE FOR ANIMALS CONFINED AT THE  
ANIMAL SHELTER

WHEREAS, Code Section 6-149 authorizes the Board of Supervisors to approve the schedule of charges for animals confined at the animal shelter on an annual basis; and

WHEREAS, the 2022 Fee Schedule shall be:

Adoption Fee\*:

Dog - \$100

Cat - \$75

\*Fee includes spay/neuter; Rabies, Bordetella and Distemper shots

Owner Surrender Fee - \$30/per pet/litter

Pickup Fee:

1<sup>st</sup> offense in a calendar year - \$30 plus \$10/day til picked up

2<sup>nd</sup> offense in a calendar year - \$40 plus \$10/day til picked up

3<sup>rd</sup> offense in a calendar year - \$50 plus \$10/day til picked up

If an animal is brought into the shelter to be quarantined the charge would be \$10/day.

If an animal is brought into the shelter for cruelty impoundment the charge would be \$10/day

A 50% reduction in adoption fees will be given at events and for animals with medical/behavioral issues.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of January, 2022, does hereby approve the 2022 Fee Schedule for animals confined at the animal shelter.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-9. Resolution in Support of a Casino for the City of Petersburg.** Senator Morrissey has sent a letter to Prince George soliciting support for a casino in Petersburg along the I-95 corridor behind the Sheetz and Dunkin Donuts on Wagner Road. Mr. Brown stated that the Senator wants the Board to adopt a resolution in support of the effort by Petersburg. Mr. Brown made a motion, seconded by Mr. Hunter, to approve a resolution in support of a casino for the City of Petersburg. Roll was called on the motion. Mr. Carmichael stated that he is in favor of Petersburg, but he wants to make sure we are not promoting something in Petersburg that will take shared utilities away from Prince George. Mr. Brown stated that this would just be support. It would still need to go before the General Assembly for a referendum. Roll was called on the motion.

R-21-216

A-9

RESOLUTION SUPPORTING THE DEVELOPMENT OF A CASINO  
WITHIN THE CITY OF PETERSBURG, VIRGINIA

WHEREAS, the City of Petersburg, Virginia is desirous of obtaining state permission to proceed with a process that could lead to the development of a casino within the city limits; and

WHEREAS, State Senator Joseph Morrissey, representing both the City of Petersburg and the County of Prince George, has requested a resolution of support from the County for this

project as both state permission and a local City referendum would be required as part of the process; and

WHEREAS, the County of Prince George is supportive of this regional economic development project which would increase tax revenue and facilitate infrastructure improvements in the community.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors this 11th day of January, 2022 does hereby support the development of a casino within the City of Petersburg, Virginia and looks forward to the completion of this regional economic development project.

On roll call the vote was:

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

Opposed: (1) Carmichael

Absent: (0)

**ADJOURNMENT.** Mr. Webb moved, seconded by Mr. Brown to adjourn. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:30 p.m.

[Draft Minutes prepared January 18, 2022 for consideration on January 25, 2022; adopted by unanimous vote.]

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Marlene J. Waymack  
Chair, Board of Supervisors

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Jeffrey D. Stoke  
Interim County Administrator