

**AGENDA**  
Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: May 9, 2017  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**Work Session**  
**6:00 p.m.**

**Business Meeting**  
**7:00 p.m.**

**\*Public Hearings Will Be Heard at 7:30 p.m.**

**CALL TO ORDER**

Roll Call

**WORK SESSION**

Proposed Ordinance for Real Estate Exemption for Line of Duty  
Utility Rates for Brickhouse Landing Subdivision  
Discussion on PGEC Enterprises Fiber-to-the-Home Broadband Initiative

**INVOCATION**

**PLEDGE OF ALLEGIANCE TO U.S. FLAG**

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

- C-1. Draft Minutes – April 25, 2016 Regular Meeting.
- C-2. Resolution; Budget Amendment and Appropriation (\$7,674 Animal Center Donations).
- C-3. Resolution Authorizing the County Administrator to Accept a Utility Easement Related to the Starr Express Development.

**PRESENTATIONS**

**SUPERVISORS' COMMENTS**

**COUNTY ADMINISTRATOR'S COMMENTS**

**REPORTS**

**VDOT** – Crystal Smith

**Compensation for Members Serving on Various Local Boards/Commissions** – Betsy Drewry

**TABLED ITEMS**

- T-1. Draft Minutes – April 11, 2017 Regular Meeting.

**ORDER OF BUSINESS**

- A-1. Resolution; Authority to Advertise a Public Hearing for Jefferson Park Voting Precinct.
- A-2. Resolution; Adoption of FY18 Budget.
- A-3. Discussion of Recognition Extended by the Board of Supervisors.

A-4. Amendment to Board of Supervisors' Minutes of January 24, 2017 and March 28, 2017 Meetings.

A-5. Review of Letter to Prince George Congressional Delegation Relating to Counting Personnel at Fort Lee in the 2020 Census.

**[ADDED] A-6. Discussion of Hunting on Yancey Property.**

**[ADDED] CLOSED SESSION**

**E-1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting.**

**E-2. Resolution; "Certification of Closed Session" Certifying that Only those Items Contained in the Closed Session Motion were Discussed.**

**PUBLIC HEARINGS**

**ADJOURNMENT**

**Board meeting format:** Executive Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information [www.princegeorgeva.org](http://www.princegeorgeva.org).**

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

May 9, 2017

County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:03 p.m. on Tuesday, May 9, 2017 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by William A. Robertson, Jr., Chairman.

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

William A. Robertson, Jr., Chairman Present  
Donald R. Hunter, Vice-Chairman Present  
Alan R. Carmichael Present  
Jerry J. Skalsky Present  
T. J. Webb Present

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; and Steve Micas, County Attorney.

**WORK SESSION**

Mr. Douglas Miles, Zoning Administrator, reviewed the real estate exemption for Line of Duty.

Mr. Chip England, County Engineer, gave an update on Utility rates for Brickhouse Landing Subdivision.

Mr. Jeff Stoke, Deputy County Administrator, gave an update on the Prince George Electric Cooperative Fiber-to-the-Home broadband initiative.

**Invocation.** Mr. Skalsky gave an invocation.

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

Chairman Robertson recognized Mr. Chip England, County Engineer, as this will be his last appearance before the Board. He commended Mr. England on his service to Prince George County and wished him well on his new position in Henrico County.

**PUBLIC COMMENTS.** Chairman Robertson announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:06 p.m.

Mr. David Sullivan (1777 Spain Drive, South Prince George VA). Mr. Sullivan owns 125 acres of land that he wishes to donate to the County in the future. Mr. Sullivan is a retired Engineer/Construction Manager from various sewage treatment plants. He has been spending the last six months preparing his ideas on how to engineer, design, and fabricate Prince George County. He shared some of these ideas with the Board and stated that he looks forward to discussing this in more detail with a Board member from District 1.

There was no one else to speak so Chairman Robertson closed the public comments period at 7:05 p.m.

**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) Robertson, Carmichael, Skalsky, Hunter, Webb

Opposed: (0)  
Absent: (0)

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

C-1. Draft Minutes – April 25, 2017 Regular Meeting minutes were approved as presented.

R-17-063

C-2.

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$7,674 ANIMAL CENTER DONATIONS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of May, 2017, does hereby authorize and appropriate the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0100-03-100-0602-46029      Law Enforcement Grants: Animal Shelter	\$7,674.00
 <u>Revenue:</u>	
0100-10-507-8115-318952      General Fund; Animal Shelter Donations	\$7,674.00

R-17-063A

C-3.

**RESOLUTION; AUTHORITY TO ACCEPT UTILITY EASEMENT RELATED TO STAR EXPRESS DEVELOPMENT:**

DEED OF EASEMENT made this \_\_\_\_ day of May, 2017, by and between S CRATER RD, LLC, a Virginia limited liability company, (“Grantor”) and the COUNTY OF PRINCE GEORGE, VIRGINIA, a political subdivision of the Commonwealth of Virginia, (“Grantee”).

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of May, 2017, does hereby authorize the County Administrator to accept these easements on behalf of the County of Prince George for extension of the County sewer system to provide wastewater service to the new Starr Express Development.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Skalsky, Webb  
Opposed: (0)  
Absent: (0)

**SUPERVISORS’ COMMENTS**

Mr. Skalsky stated that the Carson Volunteer Fire Department community luncheon was a total success. He thinks their passion for the community speaks highly for the citizens of Prince George County.

Chairman Robertson reminded the public of all of the activities this coming Saturday at Scott Park, including the Farmers’ Market, the Hometown Heroes 5K, and the Woman’s Club of Prince George Community Day.

**COUNTY ADMINISTRATOR’S COMMENTS**

Mr. Ashcraft stated that the Farmers Market will be on May 13 from 8 a.m. to 12:00 Noon at Scott Park. Community Day will be on May 13 from 8 a.m. to 2 p.m. at Scott Park. There will also be a Pet Adoption on May 13 from 8 a.m. to 1 p.m. at Scott Park. Hometown Heroes 5K Race & Little Hero Feet Meet will be on May 13 at 9 a.m. at Scott Park. 'Run for the Fallen' will be on May 13 at 10 a.m. at Williams Stadium. Rowanty Technical Center Open House will be on May 13 from 10 a.m. to 2 p.m. The Richard Bland College Commencement Ceremony will be on May 13 at 3 p.m. at Statesman Hall. 'Harbor Blast Concert' will be on May 13 at 5 p.m. at the Appomattox Boat Harbor. The Tri-Cities Police Memorial Breakfast will be on May 17 at 8:30 a.m. at Hopewell Moose Lodge. The Prince George Rotary Annual Scholarship Picnic will be on May 17 from 4 to 7 p.m. at Scott Park. 'Tip-a-Cop' Fundraiser for Special Olympics will be on May 19 from 6 to 9 p.m. at Nanny's Restaurant. Please let County Administration know if you have not received your Spring Newsletter. Absentee Voting has begun for the June 13 primary elections. You can vote at the Registrar's Office. Ace Hardware is leaving Prince George County in 2018 to relocate in Fredericksburg, Pennsylvania. That will affect 300 jobs in this County.

### **REPORTS**

**VDOT** – Ms. Crystal Smith of the Virginia Department of Transportation gave a brief report on road maintenance in Prince George County. The rumblestrips and markers along Route 10 have been submitted. There is alternative funding if necessary. A request for a right turn lane on River Road to Temple has been submitted. There is a study underway for the removal of the passing zone on Laurel Spring near the school. There is also a study underway for a guardrail on Mt. Sinai. Pole Run Road and Gary's Church Road are now open. The bridge at Bailey's Creek on Route 10 is being looked at for a superstructure repair. The Route 106 and Route 616 project bid has been awarded. They are looking at scheduling the public hearing for Route 460 and Route 630 smartscale project sometime at the end of June or early July.

**Compensation for Members Serving on Various Local Board/Commissions** – Ms. Betsy Drewry, Finance Director, made the Board aware of a change in the way that the County compensates its Boards and Commission who do receive compensation. Four Boards are impacted, including the Planning Commission, the Social Services Advisory Board, the Board of Zoning Appeals, and the Board of Equalization. According to IRS regulations, these Boards and Commissions need to be paid as County employees through payroll and withhold and contribute the appropriate Social Security and Medicare tax contributions. The County will be making this change in July changing them from a "vendor status" to a "payroll employee status." These Board and Commission members have been notified of the change.

### **TABLED ITEMS**

**T-1. Draft Minutes – April 11, 2017 Regular Meeting.** Mr. Hunter made a motion, seconded by Mr. Webb, to approve the April 11, 2017 Regular Meeting Minutes as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Skalsky, Webb

Opposed: (0)

Absent: (0)

### **ORDER OF BUSINESS**

**A-1. Resolution; Authority to Advertise a Public Hearing for Jefferson Park Voting Precinct.** Staff is requesting Board approval to hold a Public Hearing for an ordinance amending The Code of Prince George County, Virginia, 2005, as amended, by amending sections within Chapter 30 Elections to revise the location of a polling place from Jefferson Park Volunteer Fire Station, 4225 Jefferson Park Road to Faith Baptist Church, 5501 Middle Road. Mr. Skalsky made a motion, seconded by Mr. Hunter, to approve the advertisement of a public hearing for June 13. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Skalsky, Webb

Opposed: (0)

Absent: (0)

**A-2. Resolution; Adoption of FY18 Budget.** Ms. Betsy Drewry, Finance Director, stated that the County Administrator's budget was proposed to the Board of Supervisors on February 28<sup>th</sup>. The budget was balanced keeping the real estate taxes at \$0.86 per \$100 of assessed valuation and the Personal Property Tax Rate to \$4.25 per \$100 of assessed valuation. The Proposed General Fund Budget was \$52,983,030. The Total Proposed Budget was \$113,650,488. Following a Special School Board meeting on May 4, 2017, Kevin Foster, School Board Chairman, expressed concerns that the MOU was not fully funded as it shows a reduction for the CSA Local Match of \$350,000. He requested (and the other School Board members supported), that the County's local transfer to schools reflect the full MOU amount, eliminating the CSA local match reduction, and that the adopted budget show a transfer from the School System to the County General Fund for the CSA Local Match of \$350,000. In the event the Board would like to consider revising the budget to honor this request, an "Option 2" FY2018 Budget has been prepared for its consideration and possible adoption. This option increases the FY2018 General Fund Budget to be considered for adoption by \$350,000 (revenues and expenditures). This option does not change the FY2018 Total Budget (All Funds) to be considered for adoption, as inter-fund transfers are netted/reduced from the total budget. Revenue changes need to be made to the budget to be considered for adoption, and they are summarized as follows: (1) increased revenue for State Sales & Use Tax funds in the amount of \$201,123; (2) increased revenue for CSA At-Risk Youth funds in the amount of \$25,132; (3) overall net reduction in Compensation Board Shared Expense Revenue of \$(3,934); (4) increased School Operating Revenues from non-local sources in the amount of \$142,980 [State \$108,980; Other \$34,000]; (5) increased School Operating Revenues for increased Local Transfer by \$350,000; (6) increase in Utility Operating Use of Fund Balance of \$2,445 to cover final increase in health insurance for FY2018; (7) show Transfer from Schools to General Fund in the amount of \$350,000 as a revenue source for CSA Local Match amount. A variety of General Fund expenditure changes have been discussed and made at board budget work sessions and the net total of increases and decreases are balanced with available revenues with General Fund Contingency as "the balancing" line item. With Option 2, General Fund Transfer to Schools would increase by \$350,000. Non-General Fund expenditures require adjustments from what the County Administrator proposed as well, and are shown below as follows: (1) School Operating Budget was increased by \$579,644; (2) Tourism Budget requires increases for PART (\$38,500) and Chamber/Visitor Center (\$46,440) contributions and an offsetting reduction of contingency (\$84,940); and (3) Utility Budget requires an overall increase of \$2,445 to reflect the final FY2018 health insurance premium increase. In total, the revised increase to the County Administrator's proposed budget is: General Fund \$572,321 \$222,321 and Total All Funds \$367,746. Revised FY2018 Budget Amounts for Adoption are: General Fund - \$53,555,351 [\$1,334,561, 2.56% Increase over FY2017]; General Fund \$53,205,351 [\$984,561, 1.89% Increase over FY2017]; and Total All Funds - \$114,018,234 [\$2,183,630, 1.95% Increase over FY2017] (No Change as Inter-fund Transfers are netted against total). Mr. Kevin Foster, Chairman of the School Board, stated that the School Board appreciates the Board of Supervisors' support and working with them in the manner that they have. There being no further discussion, Mr. Hunter made a motion, seconded by Mr. Webb to approve the budget as presented in Option 2. Roll was called on the motion.

R-17-064

A-2.

**RESOLUTION; ADOPTION OF THE ANNUAL FISCAL PLAN FOR FISCAL YEAR 2017-2018**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of May, 2017, does hereby adopt the annual fiscal plan for fiscal year 2017-2018.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Skalsky, Webb

Opposed: (0)

Absent: (0)

**A-3. Resolution; Discussion of Recognition Extended by the Board of Supervisors.**

Chairman Robertson stated that he and the County Administrator often get requests for a letter of commendation for acknowledgement of community service or a special anniversary. The

Chairman is looking for consensus from the Board to authorize himself and the County Administrator to do this on behalf of the citizens of Prince George County. The Board agreed.

**A-4. Amendment to Board of Supervisors' Minutes of January 24, 2017 and March 28, 2017 Meetings.** Mr. Hunter made a motion, seconded by Mr. Skalsky to approve the amendments to both sets of minutes. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Hunter, Robertson, Skalsky, Carmichael

Opposed: (0)

Abstained: (1) Webb

**A-5. Review of Letter to Prince George Congressional Delegation Relating to Counting Personnel at Fort Lee in the 2020 Census.** Chairman Robertson has asked the Board to consider a letter drafted by Steve Micas, County Attorney, to the County's congressional delegation relating to how military personnel should be counted at Fort Lee during the 2020 Census. In 2010, representatives of the Census Bureau refused to count the Advanced Individual Training (AIT) student population stationed and residing at Fort Lee. Since Fort Lee is in Prince George County, this decision place the County at risk of losing federal funding associated with our actual, supported military population. As the Board By-Laws are written the Chairman cannot send out a letter on behalf of the County without the Board's consent. The Board agreed by consensus that this would be okay.

**A-6. Discussion of Hunting on Yancey Property.** Mr. Micas made the Board aware that the Yancey Property Hunting Lease held by Brockwell Hunt Club will expire on June 30, 2017. He asked the Board if they wish to solicit proposals for hunting leases again. After brief discussion, Mr. Carmichael made a motion, seconded by Mr. Webb, to post the Yancey property and not allow hunting rights. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (1) Skalsky

#### **CLOSED SESSION**

**E-1. Resolution; Closed Session for discussion of the assignment and salary of a specific employee pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended.**

Mr. Carmichael made a motion, seconded by Mr. Hunter that the Board convene closed session for discussion of the assignment and salary of a specific employee pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended.

R-17-065

E-1.

RESOLUTION; CLOSED SESSION FOR DISCUSSION OF THE ASSIGNMENT AND SALARY OF A SPECIFIC EMPLOYEE PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of May, 2017, does hereby vote to enter closed session for discussion of the assignment and salary of a specific employee pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

In favor: (5) Robertson, Skalsky, Hunter, Webb, Carmichael

Opposed: (0)

**E-2. Resolution; Certification of Closed Session.** At 8:14 p.m., Mr. Carmichael made a motion, seconded by Mr. Skalsky, 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 Robertson 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-17-065A

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 9<sup>th</sup> day of May, 2017 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) Skalsky, Robertson, Hunter, Webb, Carmichael

Opposed: (0)

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

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Skalsky, Webb

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:15 p.m.

[Draft Minutes prepared May 17, 2017, for consideration on May 23, 2017; adopted by unanimous vote.]

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William A. Robertson, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator