

MINUTES
Board of Supervisors
County of Prince George, Virginia

October 9, 2018

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, October 9, 2018 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Alan R. Carmichael, Vice-Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

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

CLOSED SESSION

E-1. Resolution; Closed Session for: (1) discussion of the evaluation of the performance and compensation and terms of employment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion of the appointment of a specific board appointee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended. Mrs. Waymack made a motion, seconded by Mr. Hunter, that the Board convene closed session for : (1) discussion of the evaluation of the performance and compensation and terms of employment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion of the appointment of a specific board appointee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

R-18-118

E-1.

RESOLUTION; CLOSED SESSION FOR: (1) DISCUSSION OF THE EVALUATION OF THE PERFORMANCE AND COMPENSATION AND TERMS OF EMPLOYMENT OF A SPECIFIC EMPLOYEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (2) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (3) DISCUSSION OF THE APPOINTMENT OF A SPECIFIC BOARD APPOINTEE 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 9th day of October, 2018, does hereby vote to enter closed session for: (1) discussion of the evaluation of the performance and compensation and terms of employment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion of the appointment of a specific board appointee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 6:02 p.m., Mr. Brown made a motion, seconded by Mr. Webb, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman 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-18-118A

E-2.

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

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of October, 2018 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, Carmichael, Hunter

Opposed: (0)

Absent: (0)

WORK SESSION

Administration and staff thought it was important to examine the viability of the Central Wellness Center (CWC) and potential uses prior to making significant improvements. A request for proposals was developed by Community Development, General Properties, and Parks and Recreation for architectural and engineering services for the Central Wellness Center (CWC) Feasibility Study and Adaptive Reuse Design. Ms. Betsy Drewry, Finance Director, gave a brief report on recent improvements at the CWC, the need for study to strategize future improvements and uses of the building, and the next steps in the process. Pricing and scope negotiation was recently finalized with a top firm and recommendation for award will be brought to the Board for consideration on October 23.

Mr. Tim Graves of the Planning Department presented to the Board the consideration of an additional convenience and recycling center in the County. The Board has received citizen requests for a closer location for garbage/recycle drop off in District Two. Mr. Graves went over several key factors in finding a convenience center location, including service area, capital costs, operation, and land use compatibility. Mr. Brown recommended that this matter be revisited during the next budget process. No action was taken at this time.

Ms. Crystal Smith of the Virginia Department of Transportation addressed three issues with the Board. The first issue was the decision of mumblestrips versus rumblestrips on Route 10. The VDOT traffic engineer is recommending that they place mumblestrips for the entire segment along Route 10 on the two-lane section from Beavercastle Road to Chippokes Road. She stated that she will be asking the Board to move forward with mumblestrips in her VDOT report later this evening. The second issue discussed was a possible speed study on Courthouse Road from Laurel Springs to the roundabout at the Fort Lee Gate. They have already moved forward with a speed study which is east of Ruffin on Courthouse. In regards to citizen complaints about people speeding on Trailing Rock Road while children are waiting at the school bus stop, Ms. Smith stated that a traffic calming request is always at the discretion of the Board. It is not a VDOT process. The initial contact would come through the citizens (at least ten residents). If the Board then chooses to move forward, the County would be responsible for preparing an engineering review, a traffic count, and a speed study of that road to determine if it qualifies for that particular calming device. Included in this process, the Board would have to determine where the funds would come from to install them and maintain them. Chief Keith Early stated that the Police did do a Stealth Stat Speed Monitoring System speed study and 85% were recorded at 28 mph or less. Chief Early suggested that they wait a few days and do it again. Once a problem is determined, they can come up with an action plan.

The Board recessed at 6:52 p.m. and reconvened at 7:00 p.m.

Invocation. Mr. Brown gave an invocation.

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

PUBLIC COMMENTS. Chairman Carmichael 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 7:03 p.m.

Ms. Nancy Loving (2511 Liverman Drive). Ms. Loving talked about the devastation in Lumberton, North Carolina and the monies promised to them that they never received. She compared that scenario to that of Jefferson Park Fire Station in Prince George County. She asked this Board to go to the CIP members and ask them to move this project forward as the current building is not stable.

Mr. Ecardo Academia (7444 Trailing Rock Road). Mr. Academia expressed his concern regarding the speeding on Trailing Rock Road. He stated that there are no speed limit signs on Trailing Rock Road. He stated that he has been working with the Prince George County Police Department and they have been very helpful. He stated that residents are buying their own personal speed signs and are taking pictures of speeders in the neighborhood. He asked for more police presence, a traffic study, and the consideration of the traffic calming program (speed bumps).

Ms. Gretchen Petty (7448 Trailing Rock Road). She has spoken with several other residents and knows of one neighbor that had their dog killed. She also stated that there has been racing on that road. She too requested for more police presence.

Mr. Don Wells (733 Trailing Rock Road). Mr. Wells also spoke in favor of speed bumps on Trailing Rock Road.

Mr. Mike Ward (7451 Trailing Rock Road). Mr. Ward stated that the development has grown and cars come through at a quick pace every day. The noise element is also a problem. He would appreciate some police presence and some signs.

There being no one else to speak, Chairman Carmichael closed the public comment period at 7:17 p.m.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF CONSENSUS. Mr. Brown made a motion, seconded by Mrs. Waymack, that the consensus agenda be approved as amended. Roll was called on the motion.

C-1. Resolution; Commendation; Donna Traylor; You are the One; Employee Recognition Award.

R-18-119

C-1.

RESOLUTION; COMMENDATION; DONNA TRAYLOR; YOU ARE THE ONE EMPLOYEE RECOGNITION AWARD

WHEREAS, A family from North Carolina evacuated their home in anticipation of Hurricane Florence and their 14 year old cat got spooked and lost while they were here in Prince George County; and

WHEREAS, One of our county employees, Donna Traylor, received a flyer and realized she had seen a cat just like this around her home twice since the storm. A humane trap was set and luckily, Donna was able to catch Skamper that same night; and

WHEREAS, Skamper's family drove all the way from North Carolina the minute they got the news that Skamper had officially been found. Skamper was so happy to see her family and buried herself into her mother's arms; and

WHEREAS, Donna Traylor refused the reward money and the family donated half to the Prince George County Animal Shelter and half to their local shelter.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of October, 2018, does hereby salute and commend Ms. Donna Traylor for going above and beyond to save this lost cat and reunite her with her family; and

BE IT FURTHER RESOLVED that Donna Traylor is applauded for her commitment to public service; and

BE IT STILL FURTHER RESOLVED that this Board congratulates and offers its heartfelt thanks to Donna Traylor for earning the honor and distinction of being designated "YOU ARE THE ONE" for Prince George County.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

C-1. Resolution; Commendation; Donna Traylor; You are the One; Employee Recognition Award. Mr. Percy Ashcraft, County Administrator, presented the commendation to Ms. Traylor in the presence of her family.

SUPERVISORS' COMMENTS

Mr. Brown reminded the public that October is Domestic Violence Awareness Month and Breast Cancer Awareness Month. He stated that everyone needs to go and be checked by their doctors.

Mrs. Waymack asked the public to keep the people in Florida and Alabama in their prayers.

Mr. Hunter stated that we will receive remnants of Hurricane Michael so please be ready.

Chairman Carmichael apologized for his absence at the last Board of Supervisors meeting as he was ill.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that VDOT has planned bridge lane closures on October 9-11 from 8:00 pm to 6:00 am on the Benjamin Harrison Bridge. The Captain Jesse Ozbat Roundabout Renaming Ceremony will be on October 11 at 10:30 a.m. at the Fort Lee A Gate. The Prince George Farmer's Market will continue on October 13 and 20 from 8:00 am to 12 Noon at Scott Park The Czech-Slovak Festival will be on October 20 from 11:00 am to 4:00 pm at the Old Courthouse Lawn. The Prince George Ruritan Club Seafood and Barbeque Festival will be on October 20 from 3 to 6 pm at Scott Park. The Annual Harvest Festival will be on October 20 from 5 to 8 pm at Temple Park. Prince George County has earned Platinum distinction in 'Go Green' & 'Healthy Living' Program. Land Use revalidation forms are due in the Planning Office by November 1. Hurricane Michael should bring wet conditions to Prince George County as early as Wednesday night.

REPORTS

Public School Division – Mr. Robert Cox, Chairman of the Prince George County School Board, Mr. Lewis Stevenson, Vice-Chairman of the School Board, and Mr. Doug Westmoreland with Moseley Architects presented the possibility of the new elementary school on the existing Walton School site without having to purchase additional property. The latest School Board proposal is to construct an elementary school directly behind the current Walton Elementary School. Mr. Westmoreland stated that the footprint could work without purchasing additional property, and Chairman Cox said it would still serve 850 students. Students would remain in the current school and then transition into the new one. The new proposal is an estimated \$32,139,750, according to proposed construction documents. Mr. Stevenson thanked the Board for allowing them to come before them this evening with this presentation. Mr. Cox added that building the new school on the current Walton School site would prevent redistricting leaving the Middle

Road site for the new Beazley School later down the road without having to redistrict. Mr. Stevenson added that he believes they have addressed all of the Board's concerns, including safety.

VDOT – Ms. Crystal Smith of VDOT clarified for the Board about the Allin Road speed study discussed in the work session. It is included in the current study mentioned earlier from Laurel Spring to the Fort Lee Gate on Courthouse Road. Crews are preparing for Hurricane Michael. Ms. Smith asked the Board what direction they want to take on the Route 10 mumbstrips and the aforementioned speed study. The Board gave a consensus to move forward with mumblestrips and the speed study on Courthouse Road to Fort Lee Gate. Ms. Smith added that she plans to work with the citizens that are requesting help on Trailing Rock Road in Branchester Lakes.

PUBLIC HEARINGS

P-1. Public Hearing; Adoption of an Ordinance to amend “The Code of the County of Prince George, Virginia,” 2005, as amended by amending §§ 2-523, 2-524, 2-525, 2-526, 82-31, 82-76, 82-106, 82-110, 82-265, 82-351, 82-396, 82-426, 82-429, 82-540, by adding § 82-427 and by repealing §§ 2-521 and 2-522 to eliminate a department of public works, to define the meaning of utility “availability”, to modify requirements related to utility extensions and connections and placing limits on private connections to sewer force mains. Mr. Frank Haltom, County Engineer, stated that this public hearing is to make an amendment of Chapter 2 – Administration, which would require the repeal of Article V. – Departments, which requires the creation of a Public Works department and the appointment of a Director of Public Works. These requirements are fulfilled in Chapter 82 -Utilities of the County code. Sections 2-523 through 2-256 of Article V are moved to Sections 82-49 through 82-52, respectively. Staff is also recommending amendments to Chapter 82, amending the definitions of “Availability” and “Director.” Development outside the Prince George Planning Area - revises the requirement to construct “a public water (or wastewater) system” to “a private water (or wastewater) system.” The amendment also clarifies requirement to pay water and sewer availability fees and corrects minor discrepancy to the ordinance. It removes the set discount percentage for connections for new water lines and allows two years instead of 60 days to pay the connection fee. The amendment revises the water and sewer reconnection fees from \$45 to \$50. Staff is also recommending that Sec. 82-427 be added for restrictions on connections to the County utility system. This addition restricts private connections to public force main without prior approval by the Department and grants the Board authority to restrict new connections to the sewer system due to existing capacity agreements. Chairman Carmichael opened the public hearing at 7:59 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the ordinance as presented. Roll was called on the motion.

O-18-15

ORDINANCE TO AMEND THE “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY AMENDING §§ 2-253, 2-254, 2-525, 2-526, 82-76, 82-106, 82-110, 82-265, 82-351, 82-396, 82-426, 82-429, 82-540, BY ADDING § 82-427 AND BY REPEALING §§ 2-521, AND 2-522 TO ELIMINATE A DEPARTMENT OF PUBLIC WORKS, TO DEFINE THE MEANING OF UTILITY “AVAILABILITY”, TO MODIFY REQUIREMENTS RELATED TO UTILITY EXTENSIONS AND CONNECTIONS AND PLACING LIMITS ON PRIVATE CONNECTIONS TO SEWER FORCE MAINS

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 § 2-523, 2-524, 2-525, 2-526, 82-106, 82-110, 82-265, 82-351, 82-396, 82-426, 82-429, 82-540, by adding § 82-427 and by repealing §§ 2-521, and 2-522 as follows:*

~~Sec. 2-521.—Created.~~

~~There shall be created a department of public works. The department of public works shall be an enterprise function of the county and shall have responsibility for the operation and maintenance of the county water and wastewater systems and the sanitary landfill.~~

~~Sec. 2-522.—Director's appointment and duties.~~

- ~~a) The county administrator shall appoint a director of public works who shall have general supervision and direct charge of the department of public works and who shall have general supervision and direct responsibility for the operation and maintenance of the utility systems.~~
- ~~b) The director shall have direct charge of all equipment, personnel and operations of the department and shall be accountable for all expenditures of the department.~~
- ~~c) The director shall, at the end of each fiscal year, deliver a complete financial statement of the department, together with a detailed report of the utility operations for the preceding year.~~

~~Sec. 2-523 82-49. - Right of access.~~

~~The owner or tenant of any premises other than single-family residential units connected to the county utility systems shall permit the director of public works or any other authorized employee of the department of public works to enter the premises at reasonable hours to inspect the work and the plumbing therein. If a person refuses to permit such inspection, water service shall be cut off from the premises.~~

Sec. 2-524 82-50. - Defacing or destroying county utility property.

- a) No person shall place any building material, rubbish or any other matter in a manhole or cleanout of a sewer main or service connection or on the curbstop or ~~valve~~ valve of a water main or service connection; obstruct access to any fixture connected with the county utilities; remove or injure any pipe, fire hydrant, meter, meter box, valve, cleanout, manhole or other appurtenance; or operate any appurtenance so as to obstruct the flow of wastewater. The owner of the premises shall be responsible for any unauthorized or illegal use of the owner's service connection.
- b) Any person defacing or destroying county utility property shall be held liable for its repair or replacement.
- c) No person shall enter any pump station or manhole without the permission of the director ~~of public works~~.

Sec. 2-525 82-51. - Utility easements.

If any person shall construct or cause to be constructed a permanent structure, fence, slab or other improvement within a utility easement; plant or cause to be planted any tree, shrub or hedge within a utility easement; or place or cause to be placed any other obstacle within a utility easement, any or all of which will impede access by the department ~~of public works~~ to any part or all of the underground utility lines and appurtenances installed within the easement; and if any such obstruction is encountered in attempting to gain access to a utility line, the obstruction shall be removed at the expense of the property owner and shall not be replaced by the department. Nothing in this section, however, shall in any way supersede the provisions contained in any deed of easement duly executed by the county and by the owner of the property.

Sec. 2-526 82-52. - Access to property.

The director ~~of public works~~ or other duly authorized employees of the department ~~of public works~~ bearing proper credentials and identification shall be permitted to enter all premises other than single-family residential units connected or proposed to be connected to the utility system for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this Code.

Sec. 82-31. - Definitions.

Available. A ~~p~~Public water main shall be deemed available to any premises if the premises abut or adjoin any street, alley, easement, or right-of-way containing a public water main, or if the house, building, or other improvement containing ~~sanitary facilities~~ public water is located within 200 feet (61 meters) of the street, alley, easement or right-of-way. Public water is considered available if the site is

designated to be served by public utilities as indicated in the most recently adopted comprehensive plan, subject to the existing five (5) acre exception process.

Director means the ~~county engineer~~ Director of Engineering and Utilities and his authorized agents and/or assistants.

Sec. 82-76. - Development outside the Prince George Planning Area.

- (a) When any development is proposed to be located outside the Prince George Planning Area, as shown in the most recently adopted comprehensive plan, the developer shall design and construct at his expense a ~~public~~ private water distribution system supply to serve his development and shall design and construct at his expense water system improvements to expand as necessary and extend the county facilities to his property. ~~Groundwater source systems will not be allowed to be extended for residential subdivisions in any county planning area. Upon completion and approval of the system by the county, it shall be conveyed to the county. The public water system may be extended outside the planning area upon approval of the Board of Supervisors.~~
- (b) ~~When any development is proposed to be located outside the Prince George Planning Area, as shown in the most recently adopted comprehensive plan, and the water system to which the developer desires to connect is not of sufficient capacity to meet the needs of the entire development, the developer shall provide additional storage capacity and pumping supply, in addition to the requirements of subsection (a) of this section, so as to provide sufficient capacity to serve the needs of the development while not decreasing the supply of water available to existing users of the water supply system.~~
- (c) ~~At such time as the developer or any subsequent owner of any lot or premises within the development initially applies for water utility service to that lot or premises, the applicant shall pay the county the connection charge specified in section 82-261, subject to the credits provided for in section 82-73.~~

Sec. 82-106. - Requirements for payment of availability fees, physical connections.

Whenever a water line is constructed or acquired which is considered available, according to section 82-31, to any building, trailer, mobile home, manufactured home, or modular home used for human occupancy, employment, recreation or other purpose, where ~~sanitary sewer~~ water service is required, such building, trailer, mobile home, manufactured home, or modular home is required to pay availability fees as outlined in section 82-261. ~~For~~ Whenever a water line is considered available for any multifamily residences, condominiums, townhouses, motels, hotels, trailer, mobile home or manufactured home parks and commercial establishments, ~~if any such multifamily residences, condominiums, townhouses, motels, hotels, trailer, mobile home or manufactured home parks and commercial~~

~~establishments is within 200 feet of such water line,~~ the availability fees as outlined in section 82-261 are required to be paid for the entire development. The actual physical connection is not required; however, the connection charge fees as outlined in section 82-261 must be paid.

Sec. 82-110. - New connections; application and fee.

- (e) Applicants along newly constructed water lines ~~shall~~ may be eligible to receive a ~~56-percent~~ discount from established connection fees as approved by the director, provided:
- (1) The connection is for a single-family dwelling;
 - (2) Application for service is made within 60 days of notification by the director of availability of the utility line; and
 - (3) All applicable charges and fees are paid in full within ~~the same 60-day~~ a 2-year period from the date of application of service.

Sec. 82-265. - Other charges.

The department shall make the following charges for the respective water services to utility customers:

- (1) Turn-on water, account charge (payable in advance); new service, new account: \$25.00
- (2) Meters shall be read every two months by the properly authorized personnel, and utility bills shall be prepared therefrom by the utility department and rendered by deposit in the U.S. mail no later than the 20th working day of the month after the meters are read. Such bills so rendered shall be due and payable by cash, check, charge card or money order in the office of the county treasurer on or before 5:00 p.m. of the 15th calendar day of the following the month the bill was rendered, and, if not so paid, a ten percent penalty shall be added thereon and the department shall mail the customer a delinquent notice. The bill may be exempted from this penalty once in a 12-month period if a good faith effort can be shown that the customer attempted to pay the bill and the customer has had no payments late in the previous 12 months.
If such bill is not so paid on or before 5:00 p.m. ten days subsequent to the mailing of the delinquent notice, the utility service to such delinquent customer shall be discontinued. Any utility service discontinued under this subsection shall only be reconnected after all delinquent amounts and penalties have been paid by cash or money order along with a reconnection fee of \$4550.00.

Sec. 82-351. - Definitions.

Available. ~~A p~~Public sewer shall be deemed available to any premises if the premises abuts or adjoins any street, alley, easement, or right-of-way containing a gravity sanitary sewer, ~~and or~~ if the house, building, or other improvement containing sanitary facilities is located within 200 feet (61 meters) of the street, alley, easement or right-of-way. Public sewer is considered available if the site is

designated to be served by public utilities as indicated in the most recently adopted comprehensive plan, subject to the existing five (5) acre exception process.

Director means the ~~county engineer~~ Director of Engineering and Utilities and his authorized agents and/or assistants.

Sec. 82-396. - Development outside the Prince George Planning Area.

(a) When any development is proposed to be located outside the Prince George Planning Area, as adopted in the most recently adopted comprehensive plan, the developer shall design and construct at his expense a ~~public~~ private wastewater collection system to serve his development ~~and shall design and construct at his expense a sewer system to extend and expand as necessary improvements and to expand as necessary and extend the county facilities to his property.~~ Upon completion and approval of the system by the county, it shall be conveyed to the county. ~~Stand-alone or independent wastewater treatment facilities will not be allowed to be constructed in any county planning area to meet the requirements of this section.~~ The public wastewater collection system may be extended outside the planning area upon approval of the Board of Supervisors.

(b) ~~At such time as the developer or any subsequent owner of any lot or premises within the development initially applies for wastewater utility service, the applicant shall pay the county the connection charge specified in section 82-536, subject to the credits provided for in section 82-393.~~

Sec. 82-426. - Requirements for payment of availability fees, physical connections.

Whenever a sanitary sewer line is constructed or acquired which is considered available, according to section 82-351 of this article, to any building, trailer, mobile home, manufactured home, or modular home used for human occupancy, employment, recreation or other purpose, where sanitary sewer service is required, such building, trailer, mobile home, manufactured home, or modular home is required to pay availability fees as outlined in section 82-536. ~~For~~ Whenever a sanitary sewer line is considered available for any multifamily residences, condominiums, townhouses, motels, hotels, trailer, mobile home or manufactured home parks and commercial establishments, if any such multifamily residences, condominiums, townhouses, motels, hotels, trailers, mobile home or manufactured home parks and commercial establishments is within 200 feet of such sanitary sewer line, the availability fees as outlined in section 82-536 are required to be paid for the entire development. The actual physical connection is not required; however the connection charge fees as outlined in section 82-536 must be paid.

Sec. 82-427. - Restrictions on connections to the County utility system.

(a) No private connections to a public sewer force main are permitted without prior approval from the director. Connections to a sewer force main shall only be made through a public pump station.

(b) The board of supervisors may restrict connections to the utility system when the board finds that shortages in capacity or treatment capabilities exist or are likely to occur. If the board of supervisors restricts connections, the director shall prepare a system for allocating connections and present the recommendation to the board of supervisors for the board's approval as soon as practical.

Sec. 82-428. - Service connection pipe.

- (a) No person shall install a sewer service tap or otherwise make any connection to the county wastewater system, nor shall any person install a sewer service connection pipe, except authorized employees and contractors of the department or except as otherwise authorized in writing by the director and under the supervision of the department.
- (b) The size of the wastewater building connection pipe shall be determined by the director, but in no case shall the pipe be smaller than four inches (ten cm) inside diameter.

Sec. 82-429. - Application and fee for new connections.

- (f) Applicants along newly constructed wastewater lines ~~shall~~ may be eligible to receive a ~~56 percent~~ discount from established connection fees as approved by the director, provided:
 - (1) The connection is for a single-family dwelling;
 - (2) Application for service is made within 60 days of notification by the director of availability of the utility line; and
 - (3) All applicable charges and fees are paid in full within ~~the same 60-day~~ a 2-year period from the date of application of service.

Sec. 82-540. - Other charges.

Under this division, meters shall be read every two months by the properly authorized personnel, and utility bills shall be prepared therefrom by the utility department and rendered by deposit in the U.S. mail no later than the 20th working day of the month after the meters are read. Such bills so rendered shall be due and payable by cash, check, charge card or money order in the office of the county treasurer on or before 5:00 p.m. of the 15th calendar day of the month following the month the bill was rendered. If not so paid, a ten percent penalty shall be added thereon and the department shall mail the customer a delinquent notice. The bill may be exempted from this penalty once in a 12-month period if a good faith effort can be shown that the customer attempted to pay the bill and the customer has had no payments late in the previous 12 months. If such bill is not so paid on or before 5:00 p.m. ten days subsequent to the mailing of the notice, the utility service to such delinquent customer shall be discontinued. Any utility service discontinued under this subsection shall only be reconnected after all delinquent amounts and penalties have been paid by cash or money order along with a reconnection fee of \$4550.00.

(2) That this Ordinance shall be effective immediately upon adoption.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing for Adoption of Economic Development and Tourism

Strategic Plan. On November 28, 2017, the Prince George County Board of Supervisors awarded RFP#18-0717-1 to Thomas P. Miller & Associates in the amount of \$69,792.38 from the Economic Development Meals Tax Fund. The project was to create a 2019-2023 Economic Development and Tourism Strategic Plan for the County. Mr. Dustin Lester of Thomas P. Miller & Associates gave a brief review of the plan and discussed major strategies of the plan, including (1) implement the Prince George County Water & Wastewater Master Plan, (2) grow Prince George County through increased housing, higher density, mixed use, (3) develop a Prince George Downtown Area, (4) develop a Prince George County Incubator, (5) engage with site selectors, regional, and state partners; (6) attend trade shows within our business targets, (7) develop a Business Retention and Expansion survey; (8) align business community with workforce development needs, (9) growth the Sports Tourism reputation through marketing, and (10) make investments in sport fields and local assets. This document will guide the economic development and tourism policy direction for at least the next five years. Chairman Carmichael opened the public hearing at 8:10 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the Economic Development and Tourism Strategic Plan for the County. Roll was called on the motion.

R-18-120

P-2.

RESOLUTION; ADOPTION OF THE 2019-2023 PRINCE GEORGE COUNTY ECONOMIC DEVELOPMENT AND TOURISM STRATEGIC PLAN.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of October, 2018, does hereby authorize the adoption of the 2019-2023 Prince George County Economic Development and Tourism Strategic Plan.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-3. Public Hearing to Consider Adoption of an Ordinance to Amend The Code of the County of Prince George, Virginia, 2005, As Amended, to Provide for Appointment of a Clerk of the Board of Supervisors. Mr. Steve Micas, County Attorney, stated that for many years the County Administrator under the County Code

has been designated as the Clerk to the Board of Supervisors. The actual work of the Clerk, however, has been delegated to the Executive Assistant who performs the responsibilities of a Deputy Clerk. As the responsibilities of the clerk have increased significantly, it is recommended that the Board consider appointing a separate Clerk to the Board and removing those job responsibilities from the job description of the County Administrator. Chairman Carmichael opened the public hearing at 8:14 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the ordinance as presented. Roll was called on the motion.

O-18-16

P-3.

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY
AMENDING § 2-292 AND § 2-293 RELATING TO DUTIES
OF THE COUNTY ADMINISTRATOR AND APPOINTMENT
OF A CLERK**

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 § 2-292 and adding § 2-293, as follows:*

Sec. 2-292. – General Powers and duties.

The county administrator shall be clerk to the board of supervisors. It shall perform the following responsibilities: ~~be his general duty to:~~

- ~~(1) Record in a book to be provided for that purpose all of the proceedings of the board of supervisors.~~
- ~~(2) Make regular entries of all the board’s resolutions and decisions on all questions concerning the raising of money, and, within five days after any order for a levy is made, deliver a copy thereof to the county commissioner of the revenue.~~
- ~~(3) Record the vote of each supervisor on any question submitted to the board, if required by any member present.~~
- (1)(4) Sign all warrants issued by the board for the payment of money and record, in a book provided for that purpose, the reports of the county treasurer of his receipts and disbursements.
- ~~(5) Preserve and file all accounts and papers acted upon by the board with its action thereon for a period of five years after audit, and thereafter the board shall authorize their destruction in accordance with retention regulations for records established pursuant to the Virginia Public Records Act (Code of Virginia, § 42.1-76 et seq.).~~
- ~~(2)(6) Make recommendation to the board concerning any officer or department of the county government or employee under the control and supervision of the board.~~

- ~~(3)(7)~~— Attend to the execution and enforcement of all lawful resolutions and orders of the board concerning any department, office or employee in the county government. He shall see that all laws of the state required to be enforced through the board are faithfully executed, and he shall report to the board how such orders, resolutions and laws have been executed.
- ~~(4)~~(8) Confer with any person concerning the affairs of the county government and make a report to the board of all such matters whereon it should take action.
- ~~(5)~~(9) Make monthly reports to the board in regard to matters of administration and keep it fully advised as to the financial condition of the county.
- ~~(6)~~(10) For information and fiscal planning purposes only, prepare and submit to the board, in accordance with general law, a budget.
- ~~(7)~~(11) Audit all claims of every character or nature against the county, except those required to be received and audited by the county school board, to ascertain that such claims are in accordance with purchase orders or contracts of employment or in accordance with the law from which such claims arise; issue all warrants in settlement of all such claims when such expenditures are authorized and approved by the officer and/or employee authorized to procure the services, supplies, materials or equipment accountable from such claims. Every warrant issued pursuant to the provisions of this subsection shall bear the date on which the county administrator orders it to be issued and shall be made payable on demand, signed by the county administrator or by his designated assistant, when authorized by the board of supervisors, and recorded in the form and manner prescribed by the state auditor of public accounts. The warrant shall be converted to a negotiable check by the treasurer or appropriately designated deputy treasurer, by affixing his signature thereto in conformity with the provisions of Code of Virginia § 58.1 – 3162 and by designating thereon the bank by which it is to be paid. The county administrator shall not approve expenditures in any year for any purpose in an amount greater than the amount available for such purpose during the year nor shall he order issued against any funds at any time any warrant in excess of the amount available in such fund and in the treasurer's possession at the time such warrant is issued, taking into account all previously issued and outstanding warrants payable from such funds; nor shall he approve, draw or permit to be paid any warrant drawn for any purpose unless there has been an appropriation of funds by the board of supervisors for that purpose, any other provision of this section to the contrary notwithstanding.
- ~~(8)~~(12) Act as purchasing agent for the county and make all purchases for the county subject to such exception as may be allowed by the board. He shall have authority to transfer supplies, materials and equipment between departments and officers and employees; to sell any surplus supplies, materials and equipment; and to make such other sales as may be authorized by the board. He shall have power, with consent of the board, to establish suitable specifications or standards for all supplies, materials and equipment to be purchased for the county and to inspect all deliveries to determine their compliance with such specifications and standards, it shall be his duty and he is empowered to reject the deliveries. He shall have charge of such storerooms and warehouses of the county as the board may provide.

He shall have the care and charge of all public buildings and the furnishings and fixtures therein under the control of the board.

All purchases and sales shall be made under such rules and regulations as the board may by ordinance or resolution establish. Subject to such exception as the board may provide, he shall, before making any purchase or sale, invite competitive bidding under such rules and regulations as the board may by ordinance or resolution establish. He shall not furnish any supplies, materials, equipment or contractual service to any department or office or employee, except upon receipt of a properly approved requisition and unless there is an unencumbered balance sufficient to pay the requisition.

~~(9)(13)~~ Keep a record of the revenues and expenditures of the county, keep such accounts and records of the affairs of the county as shall be prescribed by the board, and monthly prepare and submit to the board statements showing the progress and status of the affairs of the county in such form as shall be specified by the board.

~~(10)(14)~~ Perform all such duties as may be required of him by the board within the terms of subsection (1) through (13) of this section as may be evidenced by a resolution of the board made of record.

~~(11)(15)~~ Perform all duties imposed by law ~~upon the county clerk as clerk of the board and all duties imposed upon the county purchasing agent.~~

~~(12)(16)~~ Maintain a centralized system of accounting for the county, including the county school board and the local board of public welfare or social services, when such centralized system of accounting is authorized by the board under the provisions of Code of Virginia, § 30-137(B); provided that when such a centralized system of accounting is installed, the authorization and approval of expenditures, audit of claims and the issuance of warrants in settlement thereof for all agencies of the county, including the county school board and the board of public welfare or social services, shall be in conformity with the procedure set forth in subsection (11) of this section when such procedures are directed by resolution of the board of supervisors.

(Code 1988. § 2-2)

State Law reference – Similar provisions, Code of Virginia, § 15.2-1541; county budget, Code of Virginia, § 15.2-2500 et seq.

SEC. 2-293. – Clerk for the Board of Supervisor.

In accordance with § 15.2-1538 Code of Virginia, 1950, as amended, the Board shall appoint a Clerk for the Board who shall serve at the pleasure of the Board and shall perform the responsibilities of a Clerk as provided by State law and such other responsibilities as directed by the Board. The Board shall evaluate the performance of the Clerk annually and provide for appropriate compensation within the approved budget.

(2) That this Ordinance shall be effective immediately upon adoption.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Hopewell/Prince George Healthy Families – Ms. Dianne Varner, Director of Hopewell/Prince George Healthy Families, gave a brief report. She stated that they provide intensive home case management to families who are at risk for child abuse or neglect. They are 100% free and voluntary and they serve the ages of 0 through 5. They serve the entire family and any caregiver that is working with that child. Their current capacity is between 40 to 44 families. Out of 36 current families, 13 are Prince George County residents. Since 2015, they have graduated 20 families from their program from Prince George County. They help with immunization, employment, and housing. They receive \$4500 from the Department of Social Services Safe and Stable Families Grant. However, the cost for just one family is \$4500. They are considered the most cost effective child and family intervention program that exists and she asked the Board to consider them in their prevention programming budget.

TABLED ITEMS

T-1. SPECIAL EXCEPTION SE-18-04 Request of Tree Time Adventures Inc., pursuant to § 90-103(22) to permit the use of recreation structures and outdoor recreation uses at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)011-0 in a R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses. **Chairman Carmichael stated that there are more issues addressed. Therefore Staff is requesting that this item be tabled again. Mr. Hunter made a motion, seconded by Mr. Webb, to table this matter to October 23. Roll was called on the motion.**

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Back to School Fair – Ms. Shel Douglas, Director of Social Services gave a brief report on the 2018 Back to School Fair that took place on August 23rd at Scott Park. Monetary donations and supplies were collected all summer. They distributed 756 backpacks. Leftover school supplies were distributed to the schools at the Bexley Mobile Home Park event. This year there were 2700 participants. There were free hot dogs, water, and musical entertainment provided by the Prince George High School Marching Band and Destination Church. The Community Resource Fair had 52 community partners providing information to families. This included Scouts, local businesses, the faith community, childcare providers, sports and recreation, health and emergency service providers. Families enjoyed activities such as bubbles, soccer and blowups provided by Destination Church and free haircuts. Ms. Douglas thanked the School System, Community Policing, the library staff, Parks and Recreation, Fire and EMS, BBQ Bliss, and the Woman's Club of Prince George County. She also thanked the John Randolph Foundation, the Rotary Club, and Jessica Ann Moore Foundation. She thanked the Board for their continuous support.

Kids Count – Ms. Shel Douglas, Director of Social Services, stated that Kids Count is a data base that compares kids 0-17 in Prince George County and its surrounding localities. The population of children in Prince George is right around 21.8%. The children in Prince George are 50% white, 30% African American, with Asian, American Indian, and Hispanic rounding out the other 20%. Prince George is the second largest community in the region behind Chesterfield County. Poverty does have an impact on the well-being of children. Prince George is the second highest median income in the region. Poverty is defined by the Federal Government as \$24,000 for a family of four. Deep poverty is \$12,500 for a family of four. Only 5.5% of children in Prince George is living in deep poverty. Prince George County ranked the highest in dual-parent households. Prince George did rank the lowest in reading readiness. However, the SOL passage rates are among the highest in the region. The on-time graduation rate ranks high as well in Prince George. Prince George County also ranked high in its health for babies.

2018 General Assembly Scorecard – Mr. Steve Micas, County Attorney, stated that at a July work session regarding the 2018 General Assembly Scorecard, the Board asked for additional information from Staff regarding several optional powers granted to the County. Mr. Micas provided responses to four different legislations, but asked the Board to focus particularly on SB 399, which allows the County to establish its own or a regional overdose fatality review team. Ms. Bettina Coghill, Director of Community Corrections, does not recommend creation of a regional overdose fatality review team, however, she does favor Prince George requesting that the Riverside Community Criminal Justice Board create a Regional Opioid Task Force composed of local agencies. Mr. Micas stated that he would draft a letter if the Board of Supervisors so chooses. The Board agreed.

ORDER OF BUSINESS

A-1. Draft Minutes – September 25, 2018 Regular Meeting. Mr. Hunter made a motion, seconded by Mr. Webb to approve the minutes as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Carmichael

A-2. Resolution; Appropriation (\$38,638 Courthouse Carpet; Circuit Court Filing System; Assessor's Part-Time Wages). Ms. Betsy Drewry, Finance Director, stated that with the end of fiscal year 2017-2018 and the beginning of fiscal year 2018-2019, there were three department heads / budget managers who contacted Finance and/or General Services about the ability to carryover General Fund FY2018 savings for some small initiatives totaling \$38,638 in FY2018-19. The first being Circuit Court carpet replacement - \$12,370; Department 0902 – Circuit Court – had remaining total funds over budgeted amounts of over \$12,370 in FY2018. They would like consideration to carry forward these savings into FY2019 for the purpose of replacing

the aged carpeting in the judge's chambers. The carpeting is original to the building and is in need of replacement. The Director of General Services obtained quotes and this amount is sufficient to cover the cost of the carpet replacement. The second being Clerk of Court high density filing system - \$10,820; The Clerk of Circuit Court (Department 0202) did not utilize FY2018 budgeted amounts of \$10,820 to purchase a high density filing system, budgeted in 0100-02-010-0202-48102 Furniture & Fixtures. He would like consideration to carry forward this budgeted amount to FY2019. Pricing obtained from Kofile Technologies is still available at FY2018 quoted amount of \$10,820. The final was County Assessor – one time part-time wages - \$15,448 (\$14,350 wages + 1,098 FICA); The County Assessor's actual expenditures were over \$67,000 less than budgeted amounts in FY2018. He would like consideration to carry forward \$15,448 to FY2019 to cover a one-time expansion of part-time wages. The recruitment and filling of his Operations Manager position took longer than anticipated (planned fill date spring 2018; actual fill date of 7/16/2018). To allow for sufficient training and migration of duties, he would like to allow part-time staff to continue with expanded hours until January 1, 2019. The re-appropriation of \$38,638 in fund balance is required to meet these requests. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-18-121

A-2.

RESOLUTION; APPROPRIATION (\$38,638 COURTHOUSE CARPET; CIRCUIT COURT FILING SYSTEM; ASSESSOR'S PART-TIME WAGES)

WHEREAS, three Prince George County departments have requested carry forward of unutilized FY2018 budget amounts to meet FY2019 needs as follows:

1. Prince George County Circuit Court (0902) replace judge's chamber carpeting - \$12,370;
2. Prince George County Clerk of Circuit Court (0202) high density filing system - \$10,820;
3. Assessor's Office (0401) part-time wages - \$15,448

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of October, 2018, does hereby authorize and appropriate the following transfer of funds within the 2018-2019 Budget, such line items modified as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

FUND/ORGANIZATION

AMOUNT

General Fund (0100) - Revenues

Increase:

0100-40-900-8208-399999	General Fund's Fund Balance	\$38,638.00
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General Fund (0100) - Expenditures

Increase:

0100-02-010-0202-48102	Clerk of Court Furniture & Fixtures	\$10,820.00
0100-02-010-0902-48102	Circuit Court Furniture & Fixtures	\$12,370.00
0100-01-002-0401-41300	Assessor Part-Time Wages	\$14,350.00
0100-01-002-0401-42100	Assessor FICA	\$1,098.00

A-3. Discussion of Streetlight Policy. Mr. Douglas Miles, Planning Director, stated that a draft Streetlight Policy was presented to the Board on September 11 during the work session as a new policy to reduce the annual County electric bill (\$100,000) for lighting throughout the County. Staff received positive feedback and direction from the Board to add an Appeal process and to have the County Attorney to review the policy. Mr. Miles presented the revised draft to the Board. Staff is seeking to move forward with implementation. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the policy.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Discussion of BOS Retreat for October 29, 2018. The Board agreed by consent to schedule a Board retreat on October 29, 2018 at 5:00 p.m. at the Central Wellness Center.

A-5. Consideration of Appointments – Board, Commissions, Committees,

Authorities:

Resolution of Appointment(s):

A. Resolution; Appointment of Clerk to the Board of Supervisors. By recommendation of the County Administrator, Mr. Brown made a motion, seconded by Mr. Webb, to appoint Teresa H. Knott Clerk to the Board of Supervisors. Roll was called on the motion.

R-18-122

A-5A

RESOLUTION; BOARD OF SUPERVISORS; APPOINTMENT OF CLERK

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of October, 2018, hereby appoints Teresa H. Knott as Clerk, beginning immediately and serving until such time as a successor is appointed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

B. Resolution; Appointments (One Member and One Alternate) (Four-Year Term – Riverside Regional Jail Authority). Mr. Webb made a motion, seconded by Mrs. Waymack, to appoint Mr. Percy C. Ashcraft and Chief Keith Early, Alternate. Roll was called on the motion.

R-18-123

A-5B

RESOLUTION; APPOINTMENTS (ONE MEMBER AND ONE ALTERNATE) (FOUR-YEAR TERM) – RIVERSIDE REGIONAL JAIL AUTHORITY.

WHEREAS, Chapter 726 of the 1990 Acts of Assembly created the Riverside Regional Jail Authority (the “Authority”), which legislation was amended by Chapter 228 of the 1993 Acts of Assembly, Chapter 642 of the 1999 Acts of Assembly and Chapter 229 of the 2014 General Assembly; and

WHEREAS, the Board of the Authority consists of the sheriff from each member jurisdiction and one additional member from the jurisdiction appointed by the governing body for a four year term. The governing body may also appoint an alternate for the member from the jurisdiction, with the sheriff appointing his or her own alternate.

WHEREAS, the current terms of the members and alternates appointed by the governing bodies expired on June 30, 2018, with the current members holding over until they are reappointed or another person is appointed.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Prince George County that Percy C. Ashcraft is appointed as a member of the Board of the Riverside Regional Jail Authority for a term beginning July 1, 2018 and ending June 30, 2022 and that Chief Keith Early is appointed as an alternate to the Board for the same term.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

C. Resolution; Recommendation for Appointment (Five-Year Term) – Board of Zoning Appeals. Mr. Hunter made a motion, seconded by Mrs. Waymack, to recommend Ms. Erma Brown for reappointment. Roll was called on the motion.

A-5C

RESOLUTION; RECOMMENDATION FOR
APPOINTMENT (FIVE-YEAR TERM) – BOARD OF
ZONING APPEALS.

WHEREAS, Ms. Erma Brown’s term will expire on October 13, 2018; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 9th day of October, 2018 that it hereby recommends Ms. Erma Brown to the Circuit Court for appointment to the Prince George County Board of Zoning Appeals for a five-year term effective October 14, 2018 and ending on October 31, 2023.

BE IT FURTHER RESOLVED That upon receiving notice of confirmation of appointment, the Circuit Court Clerk shall administer the Oath of Office to Irma Brown as required by State law.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mrs. Waymack, that the meeting adjourn. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 9:00 p.m.

[Draft Minutes prepared October 16, 2018, for consideration on October 23, 2018; adopted by unanimous vote.]

Alan R. Carmichael
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator