

AGENDA
Board of Supervisors
County of Prince George, Virginia
Regular Meeting: February 12, 2019
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed Session
5:00 p.m.

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

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.

WORK SESSION

Utility Matters

- Appomattox River Water Intake – Public Notice
- Pro Rata Share Plan
- Utility Connection Fees
- Virginia American Water Increase Update
- City of Petersburg Utility Billing Update
- Utility Conservation Plan

Commonwealth of Virginia (COVA) 457 Plan

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

C-1. Resolution: Appropriation District 19 Adult Education FY2019 Revenue and Expenditure Increases (\$14,057.65 State, Federal and Local Revenue Changes)."

C-2. Resolution; Proclamation of February, 2019 as "Black History Month."

PRESENTATIONS

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

VDOT – Crystal Smith

Property Maintenance and Inoperable Vehicles – Lt. Paul Burroughs and Charles Harrison

TABLED ITEMS

ORDER OF BUSINESS

- A-1. Draft Minutes – January 22, 2018 Regular Meeting.
- A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Sections 41.1 Through 41.6 Entitled *Employee Utilization In Emergency Situations* and Sections 31.1 Through 31.5 Entitled *Safety*.
- A-3. Discussion of Annual Reports.
- A-4. Approval of Revised Crater Workforce Investment Board Agreement.
- A-5. Resolution; Authority to Advertise a Public Hearing to Consider Condemnation of Temporary Construction Easement.
- A-6. Resolution; Authority to Advertise a Public Hearing for an Appropriation of \$1,583,633.35 for FY2019 School Impact Aid Funds.
- A-7. Resolution; Authorize the Fire and EMS Department to Complete and Submit a Grant Application to Virginia Office of EMS for Two Zoll X Series Manual Monitor/Defibrillators.
- A-8. Resolution; Award of Contract (\$51,651 Generator Route 10 Fire Station – Bay Diesel & Generator).
- A-9. Resolution; Authority to Advertise a Public Hearing to Consider Approval to Lease a Portion of the Central Wellness Center to The Woman’s Club of Prince George County.
- A-10. Resolution: Authority to Advertise a Public Hearing Authorizing the Issuance of General Obligation Bonds in the Maximum Principal Amount of up to \$9,450,000.
- A-11. Resolution: Authority to Advertise a Public Hearing for the Appropriation of Up to \$8,238,473 in Debt Proceeds to the Capital Projects Fund (Budget Amendment).
- A-12. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):
 - A. Resolution; Appointment (Three-Year Term –John Tyler Alcohol Safety Action Program).
 - B. Resolution; Appointment (Three-Year Term –Board of Grievance Appeals.
 - C. Resolution; Appointment (Four-Year Term – Appomattox River Water Authority).

PUBLIC HEARINGS

- P-1. Public Hearing to Consider an Ordinance Allocating \$.02 of the Real Estate Tax for Fire Apparatus Replacement for the Coordinated Fire and EMS System.

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.**

MINUTES
Board of Supervisors
County of Prince George, Virginia

February 12, 2019

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, February 12, 2019 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Donald R. Hunter, Chairman.

ATTENDANCE. The following members responded to Roll Call:

Donald R. Hunter, Chairman	Present
Floyd M. Brown, Jr., Vice-Chairman	Present
Alan R. Carmichael	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) consideration of the disposition of publicly-held real property where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended; and (2) discussion of prospective candidates for Board appointment to various committees pursuant to Section 2.2-3711(A)(1), Code of Virginia, 1950, as amended. Mrs. Waymack made a motion, seconded by Mr. Carmichael, that the Board convene closed session for: (1) consideration of the disposition of publicly-held real property where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended; and (2) discussion of prospective candidates for Board appointment to various committees pursuant to Section 2.2-3711(A)(1), Code of Virginia, 1950, as amended.

R-19-017

E-1.

RESOLUTION; CLOSED SESSION FOR (1) CONSIDERATION OF THE DISPOSITION OF PUBLICLY-HELD REAL PROPERTY WHERE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION AND NEGOTIATING STRATEGY OF THE COUNTY PURSUANT TO SECTION 2.2-3711(A)(3), CODE OF VIRGINIA, 1950, AS AMENDED; AND (2) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENT TO VARIOUS COMMITTEES PURSUANT TO SECTION 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 12th day of February, 2019, does hereby vote to enter closed session for: (1) consideration of the disposition of publicly-held real property where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended; and (2) discussion of prospective candidates for Board appointment to various committees pursuant to Section 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 6:00 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-19-017A

E-2.

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

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019 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

Mr. Frank Haltom, County Engineer, gave an update on several engineering and utilities matters, including, (1) Virginia American Water rate increase over the next three years to transition to a uniform statewide rate for all their water service districts; (2) the Appomattox River Water Intake with an expected permit date of December 2020; (3) payment of connection fees at the time of application for residential water service and due prior to issuance of a building permit for all others; (4) utility ordinance amendment for water conservation by addressing the excessive irrigation by the use of automatic irrigation systems connected to a public water source; (5) a pro-rata policy that establishes general standards and procedures by which a developer may be reimbursed for their costs associated with the design and construction of water and/or sewer improvements; and (6) billing issues with the City of Petersburg that the Utilities Department continues to work to resolve with the City.

Ms. Corrie Hurt, Human Resources Director, presented the Commonwealth of Virginia (COVA) 457 Plan. County employees currently have two options for 457 deferred compensation; Nationwide and Valic. Staff is recommending providing the State-sponsored Virginia Retirement System COVA 457 Plan as a new offering for County employees. She discussed positive impacts of the COVA 457 for employees including, continued ability to rollover sick and annual leave payouts into the plan upon retirement, partial lump sum payouts can be directly rolled into COVA at retirement with no maximum contribution, existing employees have contributed to COVA through another employer and have COVA balances, no repayment requirement for hardship withdrawals, and employees can to a lump sum purchase of VRS prior service with their COVA contributions. Staff is recommending that the County stop new participation with Valic, allowing employees currently with Valic to continue if they choose, continue with Nationwide as a vendor for current and new employees, and start participation in the COVA 457 plan effective July 1, 2019. This action will require adoption of a resolution by the Board. A recap and resolution will be provided for Board consideration on February 26, 2019.

Chairman Hunter called a recess at 6:36 p.m. The meeting reconvened at 7:00 p.m.

Invocation. Mr. Brown gave the Board's invocation.

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

PUBLIC COMMENTS. Chairman Hunter 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 7:02 p.m.

Mr. Daryl Woodlief (9553 Lakeshore Drive, South Prince George). Mr. Woodlief stated his child attends Walton Elementary and his wife is a teacher there. He does not think that the Middle Road site is the right site for Walton Elementary. He believes it to be the perfect site for Beazley. It has been three months and the two Boards have resolved nothing. The Board should not be allowing personal feelings get in the way of them agreeing to meet with the School Board. He stated that the current Walton School site has been deemed safe and plans for the school were given to the Chief of Police to ensure the student's safety. Therefore, a new Walton School could indeed be at its current location. He asked the Board of Supervisors to agree to meet with the School Board and resolve this matter by finding a suitable site for the new Walton School. It is not reasonable to bus children from Carson to Middle Road. He stated that an election year should not be the driving force of what goes on in that year. The longer they wait, the higher the price is going to be.

Ms. Jessica Fortmiller (11377 Cedar Run Road). Ms. Fortmiller has a child at Walton Elementary School suffering from asthma due to the mold at the school. These are unsafe conditions. The children and teacher's health are being put at risk. While she appreciates the action taken to remedy the mold issue, she believes this issue highlights the need to move forward with the building of a new school. She asked that the Board make the new school construction a top priority and come to an agreement with the School Board quickly.

Ms. Candace Hauser (223B Yorktown Drive, Fort Lee). Ms. Hauser has children that attend Walton Elementary School. Ms. Hauser stated that Walton School is an open campus and it is not safe. There is roof leakage throughout the school and there is a serious mold issue. In addition, she stated that the parking lot is a hazard. Beyond the health and safety issues, there are challenges with the internet connection. She stated that innovation needs to happen. It is time for the Board of Supervisors to take action and break ground for the new Walton Elementary.

Mr. Dan Troust (515 Trenton Drive, Fort Lee). Mr. Troust stated that his daughter has asthma due to the mold in Walton Elementary School. No one can prevent mold. However, he is asking the Board to address the issue at Walton Elementary by building a new school.

Mr. Mark Menzies (2918 Hogback Road, North Prince George). Mr. Menzies wants to know if the County has plans for bus lines in and out of Fort Lee.

There being no one else to speak, Chairman Hunter closed the public comment period at 7:15 pm.

APPROVAL OF AGENDA. 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) Brown, Waymack, Carmichael, Hunter, Webb

Opposed: (0)

Absent: (0)

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

R-19-018

Section II RESOLUTION; APPROPRIATION DISTRICT 19 ADULT EDUCATION FY2019 REVENUE AND EXPENDITURE INCREASES (\$14,057.65 STATE, FEDERAL AND LOCAL REVENUE CHANGES)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019, does hereby authorize the following increase of funds within the 2018-2019 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:

APPROPRIATIONS

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditures (Net by Program/Department):</u>		
0218-2180	Regional Program Manager Expenditures	(\$24,334.35)
0218-2182	General Adult Education Expenditures	17.00
0218-2183	SPACE Adult Education Expenditures	32,573.00
0218-2184	Race to GED Expenditures	6,082.00
0218-2185	Workplace	(280.00)
TOTAL ADULT EDUCATION EXPENDITURES		\$14,057.65
 <u>Revenue:</u>		
0218-30-601-333801	SPACE Adult Education Federal	\$ 18,332.92
0218-10-506-8113-316881	SPACE Basic Education	0.49
0218-10-506-8113-316882	Workplace	(3,899.39)
0218-10-506-8113-316883	Contract Admin Fees	(376.00)
0218-20-601-8203-324090	Regional Coordinator	(0.30)
0218-20-601-8203-324093	Race to GED	(0.07)
TOTAL ADULT EDUCATION GRANTS		\$ 14,057.65

R-19-018A

C-2.

RESOLUTION; PROCLAMATION OF FEBRUARY, 2019 AS "BLACK HISTORY MONTH."

WHEREAS, African Americans have played a decisive role in the development of the United States from the Colonial Period to modern times; and

WHEREAS, The contributions and roles played by African Americans in our Nation's history have contributed to the versatility and strength of this Country; and

WHEREAS, Traditional accounts of U. S. history have not always described African Americans' participation in the historical evolution of this Nation; and

WHEREAS, Greater understanding of the historical roots of all major ethnic groups that settled in this County is necessary.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019 hereby proclaims February, 2019 as "Black History Month" in Prince George County; and

BE IT FURTHER RESOLVED By this Board that it requests the County schools to observe "Black History Month" through educational activities and programs that will depict the history of African Americans.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

SUPERVISORS' COMMENTS

Mrs. Waymack encouraged everyone to adopt an animal for Valentine's Day at the adoption event on Saturday at the Animal Services Center from 10:00 am to 1 pm.

Mr. Brown stated that the two-day workshop at the Chairpersons' Institute that he and Mr. Hunter attended was very informative. He reminded everyone that February is Black History Month in Prince George County.

Mr. Hunter concurred with Mr. Brown's comments.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that the Fort Lee Civilian Military Council Meeting will be on February 13 at 11:30 a.m. at the Petersburg YMCA. County Offices will be closed on February 18 for President's Day. The James River Soil & Water Conservation District Board of Directors Meeting will be on February 21 at 6 p.m. at the Prince George Library. Prince George TRIAD will meet on February 25 at 1 p.m. at the Prince George Library. The Prince George Board of Zoning Appeals (BZA) elected Charles Leonard Chair, Carol Woodward Vice-Chair at its organizational meeting January 24. Prince George 'Copsicles' met its fund-raising goal of \$8,000 for Special Olympics with Polar Plunge event. BOS Vice Chairman Floyd Brown has been appointed to the VACo Transportation Committee. Delegate Riley Ingram received the VA Association of Planning District Commissions' Legislator of the Year Award January 30. Recruitment continues for 2019 Class of the Prince George Business Roundtable. Prince George County 4-H registration underway. Prince George Electric Cooperative officials report that Chief Executive Mike Malandro has resigned to take a position in Maryland. Prince George High School sophomore Tanner Drewry has coordinated the collection of 500 pounds of deer meat for donation to 'Hunters for the Hungry' Program. Health Assessment released by the Cameron Foundation unveils several serious health indicators for the Tri-Cities Region. Parks & Recreation to host the first 'Arm Wrestling Competition' on Saturday, March 23 at the Central Wellness Center. Men and women are eligible to register. Just \$20 per participant. Competition starts at 1 p.m.

REPORTS

VDOT - Ms. Crystal Smith of the Virginia Department of Transportation stated that the Marlbank staff is currently working to complete the agreement scope estimate and easement dimensions. It should be to County staff by the end of this week. A task order has been issued for the installation of mumblestrips along Route 10. They will be complete no later than June. The paving and patching will start in Wildwood Farms as soon as the weather will permit. They expect to have the entire subdivision done by early Spring. Both shoulders along Ruffin in Prince George will be widened with asphalt pavement this Spring as well. The surface treatments are scheduled to begin early March. A two-week schedule will be provided to County Staff on a weekly basis. In addition to the tree trimming, contract forces have been working along Routes 460 and 10. Mr. Brown requested some ditch work to be done on East Quaker to Harrison Elementary. Mr. Webb asked her to have staff take a look at Pole Run Road and Laurel Spring Road for resurfacing issues. Chairman Hunter asked her to take a look at Ruffin Road near Sandy Ridge.

PUBLIC HEARINGS

P-1. Public Hearing to Consider an Ordinance Allocating \$.02 of the Real Estate Tax for Fire Apparatus Replacement for the Coordinated Fire and EMS System. Ms. Betsy Drewry, Finance Director, stated that since the fiscal year 2014, as part of the Board approval of an annual budget, the Board has committed revenue from \$.02 of the real estate tax to be used for fire apparatus replacement for the coordinated Fire/EMS system. The proposed ordinance would make such an allocation permanent in a way that provides long-term predictability and a dedicated funding stream for certain fire apparatus replacement. Such an allocation for fire apparatus would not be subject to a deduction for the annual transfer to the school system or a deduction for any other purpose. Unlike annual budget resolutions, an ordinance would bind future Boards of Supervisors. Chairman Hunter opened the public hearing at 7:36 p.m.

Mr. Lewis Stevenson (5179 Ruffin Road). Mr. Stevenson questioned the language "binding future Boards." He stated that they cannot bind future Boards. He stated that the next Board can easily come in and make a change, much like what this Board is doing this evening. He stated that if they go forward with this ordinance, they are carving out about \$207,000 a year out of the School Board's budget because it would not be part of the revenue sharing any longer. He wanted to make that very clear for the public at a time when the Schools need the money just

as much as anyone else. That money could be used to keep Walton a good foot while the two Boards decide collectively what they are going to do about a new school.

There being no one else to speak, the public hearing was closed at 7:38 p.m. Chairman Hunter stated that this is not a new tax. It has been in existence all along. They are just making the full \$.02 go towards fire apparatus replacement. Mr. Webb made a motion, seconded by Mr. Brown, to adopt the ordinance as presented. Roll was called on the motion.

O-19-02

P-1.

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF
PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY
ADDING § 74-4 TO ALLOCATE \$.02 OF THE REAL ESTATE
TAX FOR FIRE APPARATUS REPLACEMENT FOR THE
COORDINATED FIRE/EMS SYSTEM

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 adding § 74-4, as follows:*

SEC. 74-4: Allocation of real estate tax for fire apparatus replacement.

The Board of Supervisors shall allocate the revenue from \$.02 of each year's real estate tax revenue to a fire apparatus replacement fund for the coordinated fire/EMS system. Such revenue shall be used exclusively for fire apparatus replacement and shall not be subject to any deduction related to annual transfers to the school system or deductions for any other purpose. "Apparatus" shall mean engines/pumpers, aerial ladder trucks, heavy rescue apparatus, tankers, medium/light duty squads, ambulances or similar motor vehicles.

(2) That this Ordinance shall be effective beginning with the 2019/2020 fiscal year.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Property Maintenance and Inoperable Vehicles – Mr. Charles Harrison, Property Maintenance Inspector, stated the Code Compliance Department investigates complaints and performs inspections to ensure compliance with the Virginia Maintenance Code and the Code of the County of Prince George related to property maintenance, tall grass and discarded materials. In 2018, there were 315 complaints, 338 total new cases, 112 tall grass complaints, 25 violations abated by County resources, 119 notices of violation, 79 correction notices, and 668 inspections. Complaints taken include storage or disposal of trash and refuse, disposal of discarded materials, open burning, operating a business from a residence, zoning conditions, and maintenance of grass and weeds. Virginia Maintenance Code violations include general exterior building maintenance, accessory structure maintenance, rental property maintenance, and vacant or damaged structures. Property maintenance complaints can be submitted online, by email, or by phone anonymously.

Lt. Paul Burroughs and Officer John Vasquez of the Prince George County Police gave an inoperable vehicle report. As used in this section, the term "inoperative motor vehicle" shall mean as defined in Code of Virginia, § 15.2-905: Any motor vehicle, trailer or semitrailer which is not in operating condition; or does not display valid license plates or does not display an inspection decal that is valid or does display an inspection decal that has been expired for more than 60 days. No person shall keep an inoperable motor vehicle, trailer or semi-trailer in the county except within a fully enclosed building or structure or otherwise shielded or screened from view. The county may remove any inoperable motor vehicle, trailer or semi-trailer that violates this section if, after 30 days' written notice by first class mail sent to the last known address of the owner of the property where the inoperable vehicle is located, that owner fails to remove such motor vehicle, trailer or semi-trailer. After removal, the county may dispose of the

vehicle after giving 30 days' written notice by first class mail to the last known address of the owner of the property or owner of the vehicle. The cost of removal and disposal shall be charged to the owner of the property or vehicle. The cost of removal shall be collected as taxes and shall constitute a lien against the property until paid. The County's code prohibits the storage and parking of inoperable vehicles on neighborhood driveways, unpaved areas or any parking area visible from public view. This regulation is designed to improve the community image, facilitate emergency access to homes, eliminate sites where debris can gather, abandoned or stored vehicles can be hazardous to children, and rodents and other vermin may inhabit inoperable vehicles and may carry diseases that are harmful to the health of the community. The total inoperative vehicle cases from 2013 to 2018 were 982 total cases, 871 compliances, with 88% total compliance. In 2018 alone, 246 inoperable vehicle complaints were received (as of December 31), 240 cases have been closed (vehicle removed, vehicle properly stored), and the compliance rate is currently at 99% with cases still pending from end of December 2018. The County Attorney's Office has sent out 107 certified letters to the property owners. None of the inoperative vehicle cases were required to be towed. Complaints can be submitted by email at: communitypolicing@princegeorgecountyva.gov. Complaints can also be submitted by calling the Community Services Unit at (804) 863-1847. All complainants will remain anonymous.

ORDER OF BUSINESS

A-1. Draft Minutes – January 22, 2019 Regular Meeting. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the minutes as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Sections 41.1 Through 41.6 Entitled *Employee Utilization In Emergency Situations* and Sections 31.1 Through 31.5 Entitled *Safety*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has reviewed the personnel policies entitled Employee Utilization in Emergency Situations and Safety and has a recommendation to update those policies effective February 12, 2019. The Employee Utilization in Emergency Situations was revised to clarify that employees may need to respond to any state or local emergency. Staff felt that it was necessary to align the policy with the similar Emergency Response Plan (ERP) levels that are used for Public Safety. By utilizing the ERP levels, this will leave no doubt in the employee's mind that they are on alert in the event that their services are needed during any emergency. The Safety policy was revised to support the new safety program that the County has put in place effective January 1st. The policy addresses the minimum need for the Safety committee and also outlines the training that will be necessary to employees. The County strives to mitigate risks whenever possible and the revisions will help with that goal. Mr. Carmichael made a motion, seconded by Mrs. Waymack to approve the resolution as presented. Roll was called on the motion.

R-19-019

A-2.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTIONS 41.1 THROUGH 41.6
ENTITLED *EMPLOYEE UTILIZATION IN EMERGENCY
SITUATIONS* AND SECTIONS 31.1 THROUGH 31.5 ENTITLED
SAFETY

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Employee Utilization in Emergency Situations* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Safety* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 12th day of February, 2019 does hereby amend the Prince George County Personnel Policies by revising policies entitled Employee Utilization in Emergency Situations and Safety as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Discussion of Annual Reports. Mr. Percy Ashcraft, County Administrator, presented the Department Head Annual Reports for 2018. He stated that this gives everyone an opportunity to reflect on the work accomplished by each department. He added that 2018 was a very productive year for the County and the Department Heads have worked harder on these reports than ever before. This document can be easily read by the public and will be available on line.

A-4. Approval of Revised Crater Workforce Investment Board Agreement. Mr. Jeff Stoke, Deputy County Administrator, stated that on November 14, 2018 Ryan Follett, Executive Director, Crater Workforce Development Board, provided a draft Crater Regional Workforce Development Board Consortium Agreement to the Chief Elected Officials for review and consideration. County Staff has reviewed the documents and have several comments and suggestions. Some of the main topics include utilizing the Shenandoah Valley Chief Elected Official Consortium Agreement as a template to avoid powers granted under Virginia Code 15.2-1300 and not allowing the Workforce Board the legal authority to borrow funds under Article III, Section 2, (F), and removing Article IV, Section, (d) which requires a unanimous vote to remove the Executive Director. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve a letter to the Crater Workforce Board with suggestive changes to the Agreement and allow the County Attorney to continue negotiation. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Resolution; Authority to Advertise a Public Hearing to Consider Condemnation of Temporary Construction Easement. Mr. Steve Micas, County Attorney, stated that Prince George is in the process of making significant stream stabilization improvements in the Birchett Estates and Cedar Creek subdivisions related to solving drainage problems. All necessary easements have been acquired except for one variable width temporary construction easement on the property of Ian Sammler and Britney Ceney at 4113 Running Creek Lane. § 25.1-200 *et seq.* of the Code of Virginia, 1950 as amended, authorizes the County to condemn property when the acquisition is necessary for a public purpose. The County has made an offer to purchase the easement based on an appraisal and negotiations to attempt to acquire this property are ongoing. The property owners, however, have not as yet accepted the offer. Accordingly, in the event that use of eminent domain is necessary, the County Attorney is requesting authority to advertise a public hearing pursuant to § 15.2-1903 of the Code of Virginia, 1950 as amended. If the Board of Supervisors authorizes a public hearing and grants authority to condemn the temporary construction easement after the public hearing, negotiations to acquire the easement will still continue. If the Board authorizes condemnation because construction work has begun on the projects, it is necessary to utilize the “quick take” provision in state law resulting in immediate acquisition of the property by the County with the amount of money to be paid to the landowner determined later. Staff recommends approval and scheduling of a public hearing on March 12, 2019. Mr. Carmichael made a motion, seconded by Mr. Webb, to authorize a the advertisement of a public hearing for March 12, 2019.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Resolution; Authority to Advertise a Public Hearing for an Appropriation of \$1,583,633.25 for FY2019 School Impact Aid Funds. Ms. Drewry stated that the Prince George County School Board approved at its January 14, 2019 meeting a request for appropriation of \$1,583,633.35 in excess Impact Aid funds for Fiscal Year 2018-2019. The School Board has provided a listing of planned projects, including a variety of technology, transportation, and maintenance and operations. The requested appropriation increases are amounts above those included in the adopted FY2019 budget. The total request represents more than 1% of the adopted FY2019 County budget, so a public hearing is required if the appropriation is approved as submitted. The FY2018-2019 County Adopted budget is \$116,080,356. An appropriation of \$1,160,802 or less would not require a public hearing. Ms. Drewry presented the Board with two options: (1) consider school request of appropriation of Impact Aid Funds with amount of appropriation \$1,160,803 or more, requiring the advertisement of a public hearing. Public Hearing could be conducted on March 12, 2019; and (2) if amount of appropriation is \$1,160,802 or less appropriation could be approved at this meeting. Mr. Webb made a motion, seconded by Mr. Carmichael to approve the resolution authorizing a public hearing on March 12. Roll was called on the motion.

R-19-020

A-6.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR AN APPROPRIATION OF \$1,583,633.35 FOR FY2019 SCHOOL IMPACT AID FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019, does hereby authorize the advertisement of a public hearing for an appropriation of \$1,583,633.35 for FY2019 School Division Impact Aid Funds.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-7. Resolution; Authorize the Fire and EMS Department to Complete and Submit a Grant Application to Virginia Office of EMS for Two Zoll X Series Manual Monitor/Defibrillators. Mr. Brad Owens, Director of Fire and EMS, stated that the Department of Fire and EMS has the opportunity to apply for a grant from the Rescue Squad Assistance Fund administered through the Virginia Department of Health's Office of EMS. The total amount of the grant is \$62,910.40 and will be for the purchase of two Zoll X series manual monitor / defibrillators. The Grant requires a dollar for dollar match of \$31,455.20. Past awards from RSAF have been matched from 0100-40-900-8208-399999 General Fund – Fund Balance – Grants. The Department of Fire and EMS respectfully request permission to apply during the Spring RSAF grant cycle. This purchase would ensure the continuity of technology and consistency of operations with all manual monitors/defibrillators exists on each EMS licensed apparatus. This would help to ensure that all apparatus responding to medical calls will have the consistent equipment vital to emergency cardiac care. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-19-021

A-7.

AUTHORIZE THE FIRE & EMS DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO VIRGINIA OFFICE OF EMS FOR TWO ZOLL X SERIES MANUAL MONITOR/DEFIBRILLATORS

WHEREAS, the Fire & EMS Department is requesting permission to apply for a Virginia Office of EMS RSAF grant in order to purchase two Zoll X series manual monitors/defibrillators totaling \$62,910.40 and

WHEREAS, the requested grant is a 50/50 grant, meaning the State grant would provide half of the cost while Prince George Fire and EMS would be responsible for the remainder, essentially getting two minor/defibrillators for the cost of one; and

WHEREAS, the grant requires a fifty percent (50%) cash match of \$31,455.20, which requires a local general fund appropriation.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019, does hereby authorize the submission of a grant application for \$62,910.40, which requires a 50% local cash match of \$31,455.20 which will require a local general fund appropriation, for two Zoll X series manual monitors/defibrillators; and

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The Virginia Office of EMS.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-8. Resolution; Award of Contract (\$55,651 Generator Route 10 Fire Station – Bay Diesel & Generator). Mr. Mike Purvis, Director of General Services, stated that a generator is needed for the new Route 10 Fire Station. Because the purchase was expected to be over \$50,000 a competitive bid process was required. The Procurement Officer issued a “Quick Quote” in eVA (the State Purchasing System) to satisfy purchasing policy requirement. Two quotes were received and reviewed: 1) Integrated Power Supplies \$44,421.81 (*subsequently withdrew quote* after engineer’s review of specifications – proposed generator did NOT meet requirements/specifications); and 2) Bay Diesel Corporation \$51,651.00. One responsive quote was received in the amount of \$51,651.00 from Bay Diesel Corporation. Our Route 10 Fire Station budget in the CIP fund can currently accommodate this purchase, so no additional appropriation is required. Staff is recommending award of contract to Bay Diesel Corporation in the amount of \$51,651.00. Contracts exceeding \$50,000 require approval by the Board of Supervisors. Staff is requesting the board to authorize authorization for the County Administrator to execute a contract with Bay Diesel Corporation in the amount of \$51,651.00. Mr. Carmichael made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-19-022

A-8.

Section III RESOLUTION; AWARD OF CONTRACT (\$51,651 GENERATOR ROUTE 10 FIRE STATION – BAY DIESEL & GENERATOR)

WHEREAS, On January 11, 2019 a competitive solicitation was issued through the State purchasing system, eVA, to obtain pricing for a generator for the Route 10 Fire Station. The deadline for quote submission was January 15, 2019 and two quotes were received, one of which was responsive. The lowest and only responsive quote was received from **Bay Diesel and Generator in the amount of \$51,651**; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Bay Diesel and Generator in the amount of \$51,651 for the purchase of a suitable generator for the Route 10 Fire Station.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 12th day of February, 2019, hereby awards the contract for the Route 10 Fire Station generator to **Bay Diesel and Generator** in the amount of \$51,651 and authorizes the County Administrator to execute a contract with Bay Diesel and Generator.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-9. Resolution; Authority to Advertise a Public Hearing to Consider Approval to Lease a Portion of the Central Wellness Center to The Woman's Club of Prince George County.

Mr. Mike Purvis, Director of General Services, stated that representatives of the Women's Club of Prince George have approached the County to request that the County lease a portion of the Central Wellness Center to the organization to be used for activities that support community service projects in Prince George County. The County is not using all of the rooms on the first floor of the Central Wellness Center and the one room (formerly an office) to be leased to the Women's Club is not currently needed for general government activities of the County. The draft lease does not provide for a lease payment to the County. In order to lease real estate owned by the County, the Board must hold a public hearing pursuant to § 15.2-1800 of the Code of Virginia, 1950, as amended. Mrs. Waymack made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-023

A-9.

AUTHORIZATION TO SCHEDULE A PUBLIC HEARING TO CONSIDER APPROVAL TO LEASE A PORTION OF THE CENTRAL WELLNESS CENTER TO THE WOMAN'S CLUB OF PRINCE GEORGE COUNTY

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019, does hereby authorize the advertisement of a public hearing to consider approval to lease a portion of the Central Wellness Center to the Woman's Club of Prince George County.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-10. Resolution: Authority to Advertise a Public Hearing Authorizing the Issuance of General Obligation Bonds in the Maximum Principal Amount of up to \$9,450,000. Ms. Drewry stated that multiple capital projects with planned debt issuance were recommended as part of the adopted FY2019 budget. Additionally, the Board of Supervisors has provided guidance on updating the projects planned for FY2019, specifically, removal of Self-Contained Breathing Apparatus and addition of Jefferson Park Fire Station Relocation. The Police Boat (Local Grant Matching) was removed, as we did not receive the grant. To date, projects valued at \$1,211,527 have been approved with appropriation and reimbursement resolutions completed. Five additional FY2019 projects and projected closing costs are planned for inclusion in the FY2019 borrowing and only project estimates are available at this time. These projects have an anticipated total of \$8,238,470 with a grand total of \$9,450,000. We are required to hold a public hearing on the issuance of General Obligation bonds. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-024

A-10.

Section IV RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF UP TO \$9,450,000

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019, does hereby authorize the advertisement of a public hearing authorizing the issuance of General Obligation Bonds in the maximum principal amount of up to \$9,450,000.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-11. Resolution: Authority to Advertise a Public Hearing for the Appropriation of Up to \$8,238,473 in Debt Proceeds to the Capital Projects Fund (Budget Amendment). Ms.

Drewry stated that this coincides with the previous item. A public hearing is required for this budget amendment because this appropriation totals an estimated \$8,238,473 which exceeds 1% of the adopted FY2019 budget (Adopted FY2019 budget = \$116,080,356; 1% = \$1,160,804). Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-025

A-11.

Section VRESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE APPROPRIATION OF UP TO \$8,238,473 IN DEBT PROCEEDS TO THE CAPITAL PROJECTS FUND (BUDGET AMENDMENT).

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019, does hereby authorize the advertisement of a public hearing for the appropriation of up to \$8,238,473 in debt proceeds to the Capital Projects Fund.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-12. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):

A. Resolution; Appointment (Three-Year Term –John Tyler Alcohol Safety Action Program). Mr. Webb made a motion, seconded by Mr. Brown, that the Chief of Police be reappointed. Roll was called on the motion.

R-19-026

A-12A.

RESOLUTION; APPOINTMENT; JOHN TYLER ALCOHOL SAFETY ACTION PROGRAM (ASAP) BOARD (THREE-YEAR TERM).

WHEREAS, John Tyler ASAP services several localities to include Prince George County; and

WHEREAS, the Chief of Police's term expired on January 12, 2019.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors of the County of Prince George this 12th day of February, 2019 does hereby appoint the Chief of Police of the County of Prince George to serve on the John Tyler Alcohol Safety Action Program (ASAP) Board for a three-year term effective immediately and ending on February 12, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

B. Resolution; Appointment (Three-Year Term –Board of Grievance Appeals. Mr. Carmichael made a motion, seconded by Mr. Brown, to reappoint Mr. Stephen Brockwell. Roll was called on the motion.

R-19-026A

A-12B

Section VI RESOLUTION; APPOINTMENT (THREE-YEAR TERM - BOARD OF GRIEVANCE APPEALS.

WHEREAS, Mr. Stephen Brockwell's term on the Board of Grievance Appeals will expire on March 8, 2019; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019 does hereby reappoint Stephen Brockwell to the Board of Grievance Appeals to serve a three-year term beginning March 8, 2019 and ending on March 8, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

C. Resolution; Appointment (Four-Year Term – Appomattox River Water Authority).

Mrs. Waymack made a motion, seconded by Mr. Webb, to reappoint Mr. Percy Ashcraft. Roll was called on the motion.

R-19-026B

A-12C

RESOLUTION; APPOINTMENT (ONE MEMBER AND ONE ALTERNATE) TO APPOMATTOX RIVER WATER AUTHORITY BOARD FOR FOUR-YEAR TERM

WHEREAS, The term of Mr. Percy C. Ashcraft as member of the Appomattox River Water Authority will expire on February 28, 2019.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of February, 2019 does hereby reappoint Percy C. Ashcraft as Prince George County's representative to the Appomattox River Water Authority Board for a four-year term beginning February 28, 2019 and ending on February 28, 2023.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Carmichael moved, seconded by Mr. Brown, that the meeting adjourn. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:42 p.m.

[Draft Minutes prepared January 9, 2018 for consideration on January 22, 2019; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator