

MINUTES
Board of Supervisors
County of Prince George, Virginia

May 28, 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 6:00 p.m. on Tuesday, May 28, 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.

WORK SESSION

Mr. Douglas Miles, Planning Director, presented a proposed new sign ordinance. He stated that currently, there are only a few sections of the Zoning Ordinance that address Signage such as building mounted, directional and freestanding signs and Outdoor Advertising (Billboard) signs. The proposed Sign Ordinance would be a content neutral ordinance that would prohibit all new Billboards and further encourage the existing Billboards to be refaced as either static sign faces or preferably electronic message display sign faces. There would also be an ordinance requirement to reface all other building mounted and freestanding signs within ninety (90) days with property managers and owners working with sign consultants to upgrade new business tenants' signage along with the use of Grand Opening banners. Attention getting devices or other unique signage would not be permitted such as people and vehicles used as signs in or near the right-of-way. The proposed sign ordinance would encourage both higher quality sign standards and better design features which could potentially increase commercial taxation revenues. The public hearing is scheduled for July 9.

Chief Keith Early gave the Board a presentation on binary explosives (Tannerite). It is basically two components packaged separately which makes it legal. It is not considered an explosive until it is mixed. It can be purchased online and at most sporting goods store. It is mainly used for people who are recreation shooting high-power rifles to know that they have hit their target because it explodes when it is hit. It is dangerous because it is an explosion and shrapnel can cause potential brush fires. Chief stated that if the Board wanted to take action on controlling the explosions, one option would be to control the place where someone can pull the trigger on

firearms for target shooting by way of the Prince George County's Firearms Ordinance. Basically, there is currently no local distance requirement related to discharging a firearm for recreational shooting in Prince George County. Regulating that could indirectly regulate binary explosives, but only for the firearm. The property owner could place the binary explosive near the property line as long as they were within the required distance shooting the firearm. Chief stated that he would categorize this as an occasional complaint. It has been very frustrating for some homeowners. Mr. Brown stated that this originally came to the Board by a citizen that was having things fall off of his wall because his neighbor was shooting binary explosives. He stated that they certainly would not want to take away anyone's Second Amendment rights, but it is sad that people cannot be a little more considerate to their neighbors. Mr. Webb stated that he believes that it would be an environmental issue in situations where people are shooting refrigerators and vehicles. The County Attorney added that they can regulate the discharge of firearms, but not the explosives. Mr. Webb stated that they need to be careful how they go about it. Mr. Brown added that he thinks it warrants further discussion on their part.

Chief Keith Early stated he is requesting the Board to authorize the Police Department to utilize \$56,500 in the CIP to purchase ten in-car camera systems. The Board originally appropriated these monies in FY16 for body-worn cameras. The two are very closely related. Prince George has had some sporadically dispersed in-car camera systems. There is currently no program for body-worn and in-car cameras. The total price tag is \$97,237.00 leaving a remaining expenditure of \$41,777. This is for a five-year plan under the program. They have researched other systems and this is the system that Staff recommends. It is a camera mounted in the patrol vehicles. It has a front facing camera and a camera facing the rear seat for transporting vehicles. It includes a wireless microphone and a data management software. Training and installation comes with the plan. He stated that he has the Commonwealth Attorney's support to move forward. He clarified for the Board that it does record on a loop. It will pick up back to two minutes before the blue lights come on. Mr. Webb inquired about what happens after five years. The Chief stated that they would have to reinitiate the contract. Mr. Carmichael stated that he thought it is a great idea. Chairman Hunter agreed.

The County Administrator asked the County Engineer, Frank Haltom, to brief the Board on the Beechwood Manor Reservoir. The residents have been without their normal water usage for two months now. These water restrictions are very important as there is only one well serving 1,000 people pushing the well pump to its capacity. If that well goes, there will be no water. Unfortunately, there are still some people ignoring the restriction. The Utilities Department is meeting with the Virginia Health Department to share their plan for the approval process. They have already set in motion to remove the existing roof this week. The new roof will take four to five weeks to produce off site. The total project should take six to eight weeks. In the meantime, they will provide about 40,000 gallons temporary water storage. He is not sure at this time if it will allow them to reduce the restrictions. Chairman Hunter stated that he is concerned that there are still people violating the restrictions. Mr. Haltom clarified for Mr. Webb that they do not have a backup pump should they run out of water.

Chairman Hunter called a recess at 6:55 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. Webb 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 7:04 p.m. There was no one to speak and the public comments period was closed.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – May 14, 2019 Regular Meeting minutes were approved as presented.

R-19-067

C-2.

**RESOLUTION; COMMENDATION; OFFICER JOSEPH LAVIGNE; CORRECTIONAL
OFFICER OF THE YEAR**

WHEREAS, Officer Joseph Lavigne began his employment with Riverside Regional Jail Authority on August 1, 2016, where he has been an exemplary staff member throughout the duration of his employment; and

WHEREAS, Officer Lavigne is currently assigned to the Community Corrections Division and possesses the skills, demeanor and desire needed to work in the demanding area of inmate transition services. He has displayed acts of leadership, teamwork, reliability and good judgement on a daily basis through his actions; and

WHEREAS, Officer Lavigne was awarded the Distinguished Unit Award, for conducting a successful cell search at the suspicion of contraband; and

WHEREAS, in March 2017, Officer Lavigne achieved academic excellence by being named the Valedictorian of the Riverside Regional Jail 9th Basic Jailer Academy with an academic score of 96.7; and

WHEREAS, Prior to his employment at Riverside Regional Jail, Officer Lavigne served

in the United States Army from 2004 - 2012. Officer Lavigne is a combat veteran with a deployment to Iraq and has received multiple medals and accommodations, which include: The Iraq Campaign Medal, 3 Campaign Stars, 3 Commendation Medals, 2 Army Good Conduct Medals, The National Defense Service Medal, and The Global War on Terrorism Medal; and

WHEREAS, Officer Lavigne has shown dedication to Riverside Regional Jail and the Public Safety Community demonstrating patriotism, integrity, and devotion to Law Enforcement and Public Safety in a manner bespeaking the dedication of a true public servant;

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 28th day of May, 2019 congratulates Officer Joseph Lavigne for achieving "Correctional Officer of the Year" and for his service to Riverside Regional Jail and the citizens of Prince George County.

R-19-067A

C-3.

RESOLUTION; ADOPTION OF THE REVISED EMERGENCY OPERATIONS PLAN FOR THE COUNTY OF PRINCE GEORGE

WHEREAS, the County Board of Supervisors members of Prince George County, Virginia recognize the need to prepare for, respond to, and recover from natural and man-made disasters; and

WHEREAS, Prince George County has a responsibility to provide for the safety and wellbeing of its citizens and visitors; and

WHEREAS, Prince George County has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the County Board of Supervisors members of Prince George County, Virginia that this Emergency Operations Plan as revised January 1, 2019 is officially adopted; and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Management, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the net four-year period or until such time it be ordered to come before this Board.

R-19-067B

C-4.

RESOLUTION; REQUEST OF THE ROTARY CLUB OF PRINCE GEORGE VA FOR WAIVER OF CERTAIN PERMIT FEES ASSOCIATED WITH THE APPLICATION FOR A THREE YEAR ANNUAL SPECIAL EVENT PERMIT

WHEREAS, the Rotary Club of Prince George VA, a non-profit 501(C)(3) organization, has applied for a Special Event permit for an annual Scholarship Picnic event at Scott Park; and

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

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of May, 2019, does hereby authorize the Department of Community Development and Code Compliance to grant the Rotary Club of Prince George a fee waiver for a three year Special Event permit; and

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

R-19-067C

C-5.

RESOLUTION; COMMENDATION;
CASE MANAGER AMANDA S. BINFORD;
SOCIAL WORKER OF THE YEAR AWARD

WHEREAS, Amanda S. Binford is a Social Worker employed with the Prince George County Department of Social Services since November 1, 2016; and

WHEREAS, Ms. Binford provides exceptional services as a Foster Care and Adoption Case Manager; and

WHEREAS, Ms. Binford provides back up and emergency on-call services for Child Protective Services; and

WHEREAS, Ms. Binford works tirelessly in serving the families of Prince George County; and

WHEREAS, Ms. Binford demonstrates integrity in her career, continuously devoting her actions to the betterment of Prince George County; and

WHEREAS, The Social Worker Circle of Care Awards is the award honoring Social Workers who are the unsung heroes of the community. Social workers work tirelessly to fulfill the lives of families, provide the care and coordination needed for daily living, and provide the safety net of services regardless of socioeconomic standing; and

WHEREAS, out of out of 175 nominations, this award which recognizes the best social workers in the Commonwealth, Amanda Binford is recognized for her professionalism, compassion and experience as The Social Worker of the Year in the Community.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of May, 2019, does hereby commend Case Manager Amanda S. Binford for being recognized as the Social Worker of the Year in the Community for the Commonwealth of Virginia.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Joseph LaVigne; Correctional Officer of the Year. Mr. Brown presented the commendation to Officer Joseph LaVigne.

S-2. Resolution; Commendation; Amanda Binford; Social Worker of the Year. Mrs. Waymack presented the commendation to Amanda Binford.

SUPERVISORS' COMMENTS

Mrs. Waymack reminded the public that there is still a need for volunteers at the Animal Shelter, the Food Bank, and the upcoming election.

Chairman Hunter stated the Memorial Day Service was very nice.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that the Mama's Kitchen Ribbon Cutting will be on May 29 at 4:00 p.m. There will be an Awards Ceremony at Rowanty Technical Center on May 30, 8:45 a.m. The Prince George Farmers Market will be on June 1 and June 8, from 8 a.m. to 12:00 Noon at Scott Park. Real Estate & Personal Property taxes are due on June 5 at 5 p.m. The Special Olympics Torch Run will be on June 6 from 9 to 11 a.m. on Courthouse Road. The Sheetz Ribbon Cutting & Grand Opening will be on June 6 at 11 a.m. on Puddledock Road. There will be a Ribbon Cutting and Opening Celebration of Station 7 on June 9 at 3 p.m. The Utility Department is aggressively trying to repair water storage building and return service back to normal to customers in Beechwood Manor & Jordan on the James subdivisions. HCA John Randolph Medical Center honors three Prince George County medic firefighters – Lt. Greg Taflinger, Lt. Douglas Jones, Jr., and Fire-Medic Bruce Adams – for saving a patient following Cardiac Arrest.

TABLED ITEMS

T-1. Resolution; Proposed Revisions; Prince George County Personnel Policy; Sections 30.1 Through 30.8 Entitled *Employee Grievance Procedures*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the personnel policy entitled Employee Grievance Procedures for the Board's consideration at the May 28, 2019 meeting. The County Attorney's office has revised the policy entitled Employee Grievance Procedures to be in line with the State Code of Virginia. The policy was completely revamped to ensure that it minimally follows the State Code. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTIONS 30.1 THROUGH 30.8
ENTITLED *EMPLOYEE GRIEVANCE PROCEDURES*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the revision to the policy entitled *Employee Grievance Procedures* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 28th day of May, 2019 does hereby amend the Prince George County Personnel Policy by approving the revised policy entitled Employee Grievance Procedures as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

T-2. Resolution; Four Appointments – Crater Regional Workforce Development. Mr. Ashcraft stated that these appointments are actually the ratification of recommendations to the Crater Regional Workforce Development. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution as such. Roll was called on the motion.

R-19-069

T-2.

RESOLUTION; RECOMMENDATION OF APPOINTMENTS – CRATER
REGIONAL WORKFORCE DEVELOPMENT BOARD

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of May, 2019 does hereby recommend Ms. Amanda Wilson, Ms. Pamela O. Allen, Mr. Ramon V. Puzon, and Ms. Sheila R. Smith on the Crater Regional Workforce Development Board at the pleasure of the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-2. Resolution; Appropriation and Budget Transfer (\$280,000 School Resource Officer Grant) & Approval of Modification to FY2019-2020 Position Chart. Chief Keith Early stated that on February 26, 2019, the Board of Supervisors authorized to apply for Department of

Criminal Justice Services School Resource Officer (SRO) grants. The grant application included a continuation of one existing SRO at North Elementary and three (3) additional, new SROs (at Walton, South and Beazley). On May 14, 2019 the Police Chief received notice that all four FY2019-2020 grants were approved. These grant funds and related expenditures are currently not included in the recently adopted FY2019-2020 budget. Additionally, the three (3) additional positions are not reflected in the Position Control Chart. Staff is requesting the Board to approve receipt of grant funds and appropriation of expenditures for FY2019-2020 Transfer local match from General Fund Contingency. The total amount approved for these DCJS grants is \$70,000 per position for a grand total of \$280,000 (x 4 positions). The State is to provide \$53,263 per position for a grand total of \$213,052. Prince George County is required to match \$16,737 per position for a total of \$66,948. The match amount is derived by using the 2018-2020 Composite Index of Local Ability-to-Pay at a rate of .2391. The match will be a combination of cash and in-kind contributions and will necessitate a transfer of \$66,948 from the General Fund Contingency (\$111,027 is the adopted FY2019-2020 General Fund Contingency). The grant is for a period of twelve months. Additional, continuation funding is dependent on the availability of funds. The requested funding source for local cash match is General Fund Contingency. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-19-070

A-2.

RESOLUTION; APPROPRIATION AND BUDGET TRANSFER (\$280,000 SCHOOL RESOURCE OFFICER GRANT) & APPROVAL OF MODIFICATION TO FY2019-2020 POSITION CHART

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of May, 2019, does hereby authorize the following increase of funds and transfers among accounts within the FY2019-2020 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Appropriation:</u>	
<u>Revenue</u>	
0100-20-601-8201-324104 SRO Grant	\$213,052
<u>Expenditure</u>	
0100-03-100-0601-41100 Police Department Salary & Wages	\$185,994
0100-03-100-0601-42100 Police Department FICA	14,228
0100-03-100-0601-42210 Police Department Retirement	12,880
 <u>Budget Transfer:</u>	
<i>Expenditure – Transfer From / Reduce:</i>	
0100-09-401-0917-49199 General Fund Contingency	\$66,948
 <i>Expenditure – Transfer To / Increase:</i>	
0100-03-100-0601-42210 PD VRS Retirement	\$14,182

0100-03-100-0601-42300	PD Health Insurance	\$31,500
0100-03-100-0601-42400	PD Group Life Insurance	\$2,436
0100-03-100-0601-42700	PD Worker's Comp Insurance	\$3,300
0100-03-100-0601-46011	PD Uniforms & Apparel	\$4,530
0100-03-100-0601-46010	PD Supplies	\$9,000
0100-03-100-0601-46008	PD Fuel	\$1,000
0100-03-100-0601-45230	PD Telephone	\$1,000

BE IT FURTHER RESOLVED: that the Board of Supervisors of Prince George County this 28th day of May 2019, hereby approves the requested changes to the FY2019-2020 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Discussion of State Holiday July 5, 2019. County Administrator Percy Ashcraft stated that the Governor of Virginia has named July 5, 2019 as a State Holiday. He asked the Board to consider making it a Prince George County Government Holiday since Prince George follows the State Holiday Calendar. Mrs. Waymack made a motion, seconded by Mr. Brown, to approve July 5, 2019 as a Prince George County Government Holiday. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Brown made a motion, seconded by Mr. Webb, that the meeting adjourn to June 11, 2019 at 6:00 p.m. for a closed session. 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 7:40 p.m.

[Draft Minutes prepared June 3, 2019 for consideration on June 11, 2019; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator