

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

Work Session  
November 17, 2021  
4:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** Chairman Floyd M. Brown, Jr. called a work session of the Board of Supervisors of the County of Prince George, Virginia, to order at 4:00 p.m. on Wednesday, November 17, 2021 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, and Prince George, Virginia for a work session to discuss the budget.

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

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

County Staff present: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator, Economic Development; Betsy Drewry, Deputy County Administrator, Finance; Julie C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

**WORK SESSION**

**Utility Projects.** Mr. Frank Haltom, County Engineer, introduced Mr. Tom Hollingsworth of The Hollingsworth Companies to share his thoughts on the water capacity issues. Mr. Hollingsworth stated that they have had a long history of success with Prince George County over the last 24 years. Throughout that partnership, he stated that they have made and kept many pledges to one another. That mutual support has led to much growth in Prince George County, and as they say, success follows success. The joint effort to attract business in Prince George County has been successful. Now even more companies want to come here. He stated that Hollingsworth has continued to do their part as they are completing two industrial buildings right now. Now, they expect the County will hold up its part and provide them with the infrastructure that they require to bring hundreds of jobs to Prince George County. The Board can help Hollingsworth do that by directing the Utility Boards to change their practice to allocate the utilities for these two buildings that are ready for use for tenants that are ready to sign leases. They would like it documented in writing so that they may share it with the tenants.

Mr. Haltom went over the history of the capacity issue. Prince George County's central water source is from the Appomattox River Water Authority (ARWA). They have a plant capacity of 96 MGD plant to serve the five participating member. Prince George is allocated 2.7 MGD from ARWA. Due to transmission limitations within the County's distribution system, the actual delivered volume is 1.0 – 1.5 MGD. The Central System Infrastructure is coming from the

Colonial Heights water tank through a 16" transmission main from ARWA with 8" to 16" distribution mains through the water system. The County has 2.5 Million gallons of storage capacity. There are three elevated tanks, each with 500,000 gallons of storage capacity. The Middle Road Booster Station draws suction from the end of the ARWA transmission main on Temple Avenue. A small portion of the County's Central Water System derives pressure from the Colonial Heights storage tanks. The remainder of the service area receives water supply from the Middle Road Booster Station. The booster station has three (3) pumps with a rated capacity of 1,000 gpm. Due to the location of the booster station and the upstream transmission main size, the booster station is limited to a maximum instantaneous pumping rate of approximately 2 MGD. Without an upstream storage buffer, it is estimated that the booster station can be on for approximately 12 to 18 hours per day, which results in a maximum day capacity of approximately 1 to 1.5 MGD. This leaves approximately 1.2 to 1.7 MGD of available maximum day supply from ARWA that is currently unusable. In order to deliver this available supply to the Southpoint Business Park, transmission and pumping improvements will be required. In terms of wastewater capacity, SBP is served by two wastewater pump stations, which pump into a common 8-inch force main. The wastewater from these pump stations is combined with flow from the Route 460 corridor and flows through a 12-inch gravity sewer under Interstate 295. This 12-inch gravity sewer connects to the 21-inch gravity sewer along Baxter Road, which discharges into the City of Petersburg Route 460 Pump Station. The County has an agreement with the City of Petersburg to convey an average daily flow of 1.0 MGD at the Route 460 connection. The current estimated average daily flow to this discharge location is 0.6 MGD, which leaves approximately 0.4 MGD of average daily flow allocation remaining for the Southpoint Business Park. Limiting factor for capacity is the 12-inch gravity sewer along Route 460, which crosses under Interstate 295, and only has a remaining average daily flow capacity of just above 0.1 MGD. A previous model run in 2019 showed 300k GPD available at Southpoint Business Park (SBP). Connections permitted since January for water include Middle Road ES (10k), Hardees (5k), 7-11 (5k), Food Lion Water System (96k), SCM (120k), and for sewer Hardees(5k), 7-11 (5k), SCM (80k). The estimated available capacities are 59,000 GPD for water (excluding the extension of waterline to Route 10 corridor to serve Jordan on the James and Beechwood Manor), and 5,000 GPD for sewer. The utility availability requests in the Central System over the last 4 weeks have been 60,000 GPD for water and 180,000 GPD for sewer. They are performing a capacity analysis to estimate the capacities that remain in the central water system, and the Southpoint Business Park sewer system. This will take 6-8 weeks. The analysis will review trend data of the current water and sewer pumping operations and metered flow to determine the current water and sewer demands on the system. The analysis will determine the remaining capacities of the pipes and pumping facilities. Some approved projects have not reached full buildout, requiring available capacities to be adjusted to account for the approved demands. Mr. Haltom talked about possible long-term solutions. The Board has taken steps to ensure water and wastewater facilities are available to serve future growth of the County. In terms of wastewater, they have secured a VPDES discharge permit for a potential Wastewater Treatment Plant, evaluated options to provide 6 MGD of new wastewater capacity, and authorized procurement for design of the Pump Station and Force Main to Hopewell. In terms of water, the County submitted a permit application to withdrawal from the Appomattox River for 8 MGD water treatment plant, authorized design and land acquisition for a new water tank and booster station to increase water supply from ARWA. Mr. Haltom talked about short-term solutions. In terms of water, the Temple Avenue tank and booster station adds

approximately 1 MGD of ARWA supply to the central system. (24-30 months - heavily dependent on site location). It may require additional waterline improvements to receive entire 1 MGD. Another option is to increase the existing 16" water line from ARWA to 24" and place under river (18 - 24 months). Another option is the Route 156 tank and booster station with a connection to Virginia American Water, which would add a redundant water supply into the County. Adds 1 MGD. (24 months). In terms of sewer, they could reroute 8" force main approximately 1.5 miles. (18-24 months)- the capacity analysis to confirm this is a valid option, or replace the existing 12" gravity sewer with new gravity sewer to meet capacity needs (18-24 months). Possible immediate options to consider that would require Board action would be to allow temporary wells for water service, to allow septic system or pump and haul operations, or allow onsite storage of wastewater and dose into the public sewer during off-peak hours – this option would need to be confirmed by the capacity analysis. Current efforts being made are land acquisition to assist with determining locations of the two tanks & booster station projects, a capacity analysis, and continuing to discuss scenarios to address short-term wastewater solution with engineer consultants to determine best course of action and define scope of work. Mr. Haltom stated that with Board's consensus, Staff could issue an RFP and/or request proposals to perform design of the following projects: Temple Ave Tank & Booster Station, Route 156 Tank & Booster Station, 24" water line under Appomattox River; and Short-term solution to increase sewer capacity at SBP and Route 460 corridor. Funds are available in Utility CIP fund for these design efforts. Recommendations to award these projects are anticipated in December or January. Mr. Webb asked for a timeline on the Service Center Metals' capacity requirements on their build out. Mr. Haltom stated that he does not have that information just yet. Mr. Webb asked which one of these projects we are thinking will match Service Center Metals unknown timeline. Mr. Haltom stated that in his opinion, he recommends they do all of these projects at one time to prepare for the next seven years. It will be 24 months before any one of these water projects are complete. Mr. Webb stated that he is looking for options that we can do so that if we allow someone to come in before Service Center Metals, we can still accommodate them. Mr. Haltom stated that he would need Service Center Metals' timeline. The likely first choice would be the Route 156 tank and booster station with a connection to Virginia American Water. Mr. Webb stated so basically, there is nothing for at least 24 months. Mr. Haltom stated that they had a meeting with the City of Petersburg just yesterday to see if there are any options to try to pull water from them on a temporary emergency basis. Based on their own water needs, they do not have any additional capacity available to serve Prince George County. In addition, there would be engineering issues to overcome. Mr. Webb asked Mr. Haltom to reach out to Service Center Metals to find out their timeline. Mr. Webb stated that this did not happen overnight. It does not fall on Mr. Haltom's shoulders, but it does fall on the County's shoulders moving forward. There are two buildings sitting with the potential of people coming in and will Services Center Metals work with us, or will it be at least two years out. These are things we need to know. Chairman Brown agreed that all options should be on the table and he believes 18 to 24 months is not immediate. He stated that there are serious challenges before us. He believes they need to look at how they are allocating. He would like to see Utilities bring the solutions and let the Board figure out how they are going to pay for it. They may need to throw more money at it to fast-track it. He does believe that it will take up to two years for Service Center Metals to phase out, however they do need to find creative ways to provide for everyone and all options need to be on the table. Mr. Webb stated that he does not believe this County has a choice but to try to fast-track this. His biggest concern is for the County to spend millions of dollars for a

short-term solution that is not going to be long-term. We need the best options for five, ten, 15 years out. He stated that we may even need to revisit the Wastewater Treatment Plant solution. Mr. Webb stated that he is not trying to force anyone's hand, but there are three engineering studies out there, financial advice, staff support, and two localities that agree that Prince George is not going down the right road. Chairman Brown stated that the Federal ARPA \$2.5 million may need to be reallocated to cover the costs of some of these solutions. All of this is certainly going to take money and creative thinking. Mr. Percy Ashcraft, County Administrator, stated that Sussex County lost a project due to this very issue. He stated that Prince George needs to take care of its own solution and not be reliant on its neighbors. He stated that the future of wells is always in doubt. They do not want to get to the point that they are not able to serve who is here now. Chairman Brown stated that they are supposed to be getting an update from Congressman McEachin on December 1 on the status of the Federal funding. Mr. Hollingsworth stated that he believes County Staff has worked hard to identify the opportunities to get the capacity to where it needs to be. However, there is no fast-track project that is going to service the needs of its two potential leases. They will need the capacity in January. Hollingsworth would like to be of assistance on the long-term, but with the immediate situations they are in, the short-term projects are not going to help them. He stated that they need 106 GPD in water and 10,000 GPD in sewer. The Board gave consensus for Utilities to move forward with an RFP for project designs as requested earlier.

**Petition to the Court for Extension on Assessments.** Mr. Dan Whitten, County Attorney, stated that this is similar to last year when the previous Assessor left. The County filed a petition to the Court to give the County an additional three months for the assessment. The new Assessor, Donna Prince, is requesting that the Board approve a similar situation this year. Ms. Prince stated that the reason they would like a little extra time again this year is because they are still trying to work through the Vision software issues. She confirmed for Chairman Brown that the assessment notices would go out in March rather than January. Chairman Brown asked that they make sure they give proper notice to the citizens that the assessments will be delayed. Mr. Whitten stated that if the Board approves the resolution next Tuesday, it would be a quick process.

**Fire/EMS Staffing Proposal.** Fire Chief Paul Beamon presented to the Board a proposal for three new Fire Medics. He stated that it would reduce turnover and potentially expenditures. It would increase the safety and well-being of the team [some employees are working 72 to 96 hours straight]. It would provide a better work-life balance for team members and provide continuity of service across the County (avoid brown outs). For the past five fiscal years, overtime has exceeded budgeted amounts, and continues to grow [growth in # of staff and pay plan improvements have contributed to this]. The Department will overspend in FY2022 based on current trends (at 67.2% with hours worked through 10/9/21). With current staffing levels, the overtime will have to increase significantly for FY2023 or three floating positions will have to be added as requested. Chief Beamon stated that overtime will never be eliminated and is built into every 28-day cycle (regardless of rank). Each team member receives 12-hours of OT per cycle. There are 13, 28-day cycles in one year. Twelve hours overtime times 13 cycles equates to 156 hours of overtime per year. Twenty-seven team members times 156 equates to 4,212 hours of overtime. The approximate annual cost with current staffing is \$133,039.55. Other reasons for overtime is Family Medical Leave Act absences, planned leave (vacation),

training and professional development (off-site), illness of staff member or his/her family member, vacancies – back-filling for coverage [currently one vacancy due to recent retirement], and COVID exposure or positive test results. Most current part-time fire-medics work full-time in other municipalities that also have mandatory shift coverage (and are not available for our needed shift coverage). Volunteer staff are utilized to the extent possible. Some overtime is guaranteed at 1.5 time. When one team member is out per day, it equates to 2,912 hours to fill in a year. The average rate of pay is \$22.33. Pay at time and one-half is \$33.50. That amount times 2,912 equates to \$105,015 with FICA versus one hire at \$71,000 including benefits. This is a possible savings of \$34,015. The total call volume is 5.54% higher from 20-21. The request is to add three Fire-Medics effective January 1, 2022. It would create a half-year impact in FY22 of \$106,500. Overtime projection without adding three positions is \$560,000 (\$336,000 over budget). The only other way to “manage or reduce” overtime is to shut down trucks – “brown out” –service and response levels will be impacted. Adding three floating positions (one per shift) will reduce the amount of mandatory shift coverage and other overtime, but will not completely eliminate overtime. If the Board agrees, position control change will be brought to a future meeting for consideration and possible approval. Chairman Brown stated that it is very clear and “either pay me now or pay me more later in overtime.” The Board agreed by consensus to place the position control chart change on the November 23 meeting.

**Police Department Staffing Proposal.** Police Chief Keith Early stated that the Police Department is experiencing increased administrative demands. Therefore, he is requesting the creation of a New Civilian Accreditation Manager Position. These demands include duties that are currently being performed by Police Officers. These duties include Info Technology, Accreditation, Property and Evidence, Training, Payroll, and Public Information. Information Technology assists Police Department employees, other law enforcement agencies, and other public safety agencies by responding to questions and resolving problems related to a variety of department-specific desktop computer applications software. Serves as primary contact for Police specific software vendors. Performs technical evaluation, installation, maintenance, system administration, and support for various computer systems. Independently performs professional-level systems administration and consultative support. Provides leadership in researching and identifying appropriate technology solutions for multiple software applications. Develops detailed requirements, analyses, and recommendations on potential software acquisitions. Implements configures and maintains major Public Safety specific systems. Collaborates with network operations to implement solutions for new technology. Researches and recommends best practices relating to Public Safety applications. The responsibilities are currently performed by a police officer (approximately 40 hours per week). In regards to accreditation, the Virginia Law Enforcement Professional Standards Commission (VLEPSC) has been established to provide law enforcement agencies in the Commonwealth with an avenue for demonstrating that they meet commonly accepted professional standards for efficient and effective agency operation. The mission of the Virginia Law Enforcement Professional Standards Commission is to advance law enforcement professionalism through the establishment of professional standards and the administration of a formal mechanism by which Virginia agencies can be systematically measured, evaluated, and updated. The Commission goals include to increase the effectiveness and efficiency of law enforcement agencies in the Commonwealth of Virginia in the delivery of services; to promote cooperation and coordination among all components in the criminal justice system; to ensure the appropriate level of training for law

enforcement personnel; to promote public confidence in law enforcement; and to promote the professionalism of law enforcement agencies in the Commonwealth of Virginia. The Accreditation Manager is responsible for coordinating and overseeing the accreditation process for the entire Police Department. This position performs a wide variety of administrative, analytical, planning and coordination of accreditation activities to obtain and maintain compliance with the Virginia Law Enforcement Professional Standards Commission. These responsibilities are currently performed by a Police Officer (Approximately 20 hours per week). The Police Training Manager is responsible for the development, implementation, management and evaluation of training programs for the entire Police Department. The Training Manager may be a sworn or non-sworn employee of the Police Department. Coordinates the Police Department's recruit training program, continuing education and police certification for the department. Facilitates the development, implementation and evaluation of the Police Training Officer Program as well as leadership development and career path training and experiences to better organize and prepare employees for job responsibilities. Maintains effective working relationships with officers, police executives and trainers across the nation. Submits forms and reports to DCJS. Manages training requests and reservations for training. These responsibilities are currently performed by a Police Sergeant (approximately 20 hours per week). POSS/Payroll responsibilities include a liaison with VCSS for any technical issues on the web-based log in or app, coordinate with officers to enter in the times or make corrections when needed, verify contacted work hours, create timecards at the end of each pay cycle, forward timecards to Finance for review when complete, manage updates throughout the year (salary changes, holidays, sick, overtime and schedule adjusted hours), execute any adjustment or corrections requested by Finance, create upcoming year schedule in July and forward to Finance the assignment of officers to shifts in December for upcoming year, add in Holiday repay and Volunteer time for the upcoming year for each employee in December, and add any adjustments as the year progress (Example additional holidays or admin leave). These responsibilities are currently performed by a Detective (approximately 10 hours per week). Chief Early stated that he would like to utilize available funding within the budget in sworn staff salaries and wages and request some latitude to manage police positions while remaining within budget. He currently has two sworn police officer positions retiring. This would remove burden from sworn staff by reallocating administrative responsibilities to a civilian position. Approximately 80 hours per week of administrative work available for redistribution (sworn to civilian). It would be a proposed 314 Salary Grade (\$43,912 - \$68,064), which is a lesser salary grade than police officer, plus less cost of vehicle, personal equipment, training and benefits for sworn position/s. The current state of administrative responsibilities within Department is stressed. This position would avoid consequences of potential failures in critical areas of the Department. This recommendation is the best use of available funding for providing the most professional, efficient and effective services for our community. Mr. Webb stated that he understands what he is trying to do and he is fine with it. Mr. Hunter asked if one person is going to be expected to do all of these duties. Chief Early stated that they would be hired for accreditation and maybe take on some of the other duties, but they will not be expected to do it all. This position would not eliminate all of those duties, but hopefully, it would mitigate it. Chairman Brown stated that he personally feels like this is a decision between the County Administrator and his or her Department Heads. Mr. Webb stated that if it is going to exceed the budget that the Board approves, then it should come before the Board. Mrs. Waymack asked how difficult it is to find a civilian who is experienced in this area. Chief Early stated that it is not easy, but there are



agencies out there to provide civilians that do have this expertise. Chairman Brown asked how this would affect the recent role change for the IT position within the Police Department. Chief Early stated that that position would not be affected. In addition, Chairman Brown asked about the payroll part of it. Ms. Betsy Drewry, Finance Director, explained that the Police Department is a separate payroll time-tracking system. Chief Early added that he thinks this Accreditation Manager position is a step in the right direction. The Board agreed by consensus to place the position control chart change on the November 23 meeting.

**Family Division Lots on Private Roads.** Ms. Julie Walton, Director of Community Development and Deputy County Administrator, stated that there is a current draft ordinance amendment for private road under development. The amendments are designed to clarify private road requirements, simplify requirements, clarify design standards, arrange in one code section, and align requirements with VDOT basic requirements in order to facilitate future acceptance into state system if property owners desire. In reviewing draft private road amendments with Board members, family division lots on private roads were identified as possibly needing additional review and potential changes to meet citizens' goals for their family land. Ms. Walton talked about some obstacles. Under the family division provisions, multiple "immediate" family members qualify for receipt of land by gift/grant/donation. When owning and living on a large tract of family land, a donor or grantor is only allowed an additional two lots if on a private access/road. Division plats are only allowed one private road. We currently have two potential division applications for family division that involve more than two children/qualified family members, and not enough public road frontage for the proposed lots. She talked about some of the current provisions for all lots (including family division lots) on private roads. Residential development may occur on roads not in the state system in accordance with the following conditions: (1) In accordance with an approved PUD development and the requirements in 90-293(3) (h) (1); or (2) As access drives to parking areas serving commercial development, and townhouse or multi-family dwellings; and (3) To serve no more than three single-family lots in A-1 and R-A zoning districts. Alternative provisions for only family division lots on private roads are to increase the total lots to five lots created by family divisions on a private road, access to these lots only, to increase the holding period for family division lots on private roads from five years to eight years, and a holding period would remain five years for family division lots not on private roads. Ms. Walton reviewed Section 70-400 and Section 70-724 with the Board. She asked the Board to consider what the County's goal is for family divisions. Is it their desire to consider separate requirements for family divisions on private roads, have an input on the total number of family lots on a private road, or change the number of years for the holding period? Mrs. Waymack stated that she believes 15 years is a long holding period. Ms. Walton clarified that they are currently proposing eight years, which is three years over the current requirement. Mr. Hunter stated that he believes five lots is reasonable and he prefers the five-year holding period. He thinks eight years is a little long. Mr. Webb asked what the requirement would be if the grandfathered private road does not have Fire and EMS access. Does it kill the division? Ms. Walton stated that it is their desire to work on solutions and it would not be her recommendation to allow every property owner on every grandfathered private road to do five family divisions. They would require a separate access or an option to improve the road at that point. Chairman Brown stated that he is a little cautious to say five when there are some already out there that are more than five. Ms. Walton stated that the intent is that they require only five on new ones. Ms. Walton stated that they would need to have a work session

with the Board and a work session with the Planning Commission to discuss these ordinance changes to start the process. When everything is agreed on, they would then have a public hearing at a regular Board meeting. The Board agreed by consensus to have Ms. Walton bring this back to a work session in January.

**2022 General Assembly Legislative Proposals.** Ms. Dan Whitten, County Attorney, stated that VACO has approved its legislative agenda. The main proposal that Mr. Whitten wants to discuss is reducing the population number for sum of all projects fee limit in a one-year term. Mr. Whitten is proposing that they submit a suggested bill to change the population number from 50,000 to 40,000. Another option would be to increase the number of the sum of all projects, but you would have to strike the State Agency language, and he does not recommend that. He recommends the proposal to decrease the population on the fee limit to reflect the following changes: B. The sum of all projects performed in a one-year contract term shall not exceed \$750,000, except that for: (1) a state agency, as defined in § 2.2-4347, the sum of all projects performed in a one-year contract term shall not exceed \$1 million; and (2) any locality with a population in excess of **40,000** ~~50,000~~ or school division within such locality, or any authority, sanitation district, metropolitan planning organization, transportation district commission, or planning district commission, or any city within Planning District 8, the sum of all projects performed in a one-year contract term shall not exceed \$8 million and those awarded for any airport as defined in § 5.1-1 and aviation transportation projects, the sum of all such projects shall not exceed \$1.5 million. The Board agreed with this proposal. In addition, Mr. Whitten added that Mr. Carmichael had expressed an interest in changing the post-marked date of election ballots to two days earlier than Election Day. The Board did not agree and stated that they would like it to remain the same on Election Day. Deputy County Administrator Jeff Stoke stated that two hot topics at the VACO Annual Conference was battery storage and the eviction process as a result of COVID.

**Proposed Dates for a December Work Session.** County Administrator Percy Ashcraft proposed a pre-budget work session in the month of December. The Board agreed by consensus to schedule a pre-budget work session on December 15 at 4:00 p.m. Mr. Ashcraft added that meeting would be a good time to discuss any anticipated By-Laws changes in the new year. Chairman Brown stated that he will be proposing two meetings a month all year.



**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) naming of Interim-County Administrator and (b) hiring an executive search firm for the County Administrator position.** Mr. Webb made a motion, seconded by Mr. Hunter, that the Board convene into Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) naming of Interim-County Administrator and (b) hiring an executive search firm for the County Administrator position.

R-21-196

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO (A) NAMING OF INTERIM-COUNTY ADMINISTRATOR AND (B) HIRING AN EXECUTIVE SEARCH FIRM FOR THE COUNTY ADMINISTRATOR POSITION; AND SECTION 2.2-3711.A.8 CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO HOLLINGSWORTH AND SERVICE CENTER METALS

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 17<sup>th</sup> day of November, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) naming of Interim-County Administrator and (b) hiring an executive search firm for the County Administrator position.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**E-2. Resolution; Certification of Closed Session.** At 6:47 p.m., Mr. Hunter made a motion, seconded by Mrs. Waymack, 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 Brown 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-21-196A

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 17<sup>th</sup> day of November, 2021 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: (4) Webb, Hunter, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) naming of Interim-County Administrator and (b) hiring an executive search firm for the County Administrator position; and Section 2.2-3711.A.8 Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to Hollingsworth and Service Center Metals.** Mr. Webb made a motion, seconded by Mr. Hunter that the Board convene into Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) naming of Interim-County Administrator and (b) hiring an executive search firm for the County Administrator position; and Section 2.2-3711.A.8 Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to Hollingsworth and Service Center Metals.

R-21-197

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR

RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO (A) NAMING OF INTERIM-COUNTY ADMINISTRATOR AND (B) HIRING AN EXECUTIVE SEARCH FIRM FOR THE COUNTY ADMINISTRATOR POSITION; AND SECTION 2.2-3711.A.8 CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO HOLLINGSWORTH AND SERVICE CENTER METALS

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 17<sup>th</sup> day of November, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) naming of Interim-County Administrator and (b) hiring an executive search firm for the County Administrator position; and Section 2.2-3711.A.8 Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to Hollingsworth and Service Center Metals.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**E-2. Resolution; Certification of Closed Session.** At 8:00 p.m., Mr. Webb made a motion, seconded by Mr. Hunter, 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 Brown 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-21-197A

**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 17<sup>th</sup> day of November, 2021 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: (4) Webb, Hunter, Brown, Waymack

Opposed: (0)

Absent: (1) Carmichael

**Resolution: Appointment of Interim-County Administrator.** Mr. Hunter made a motion, seconded by Mr. Webb to appoint Mr. Jeffrey D. Stoke Interim County Administrator. Roll was called on the motion.

R-21-198

RESOLUTION: APPOINTMENT OF INTERIM-COUNTY  
ADMINISTRATOR

WHEREAS, County Administrator Percy C. Ashcraft submitted his letter of resignation on November 8, 2021 effective December 3, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 17<sup>th</sup> day of November, 2021, does hereby appoint Jeffrey D. Stoke as Interim-County Administrator effective December 4, 2021.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**Resolution Accepting Baker Tilly US, LLP Contract.** Mrs. Waymack made a motion, seconded by Mr. Hunter, to accept the Baker Tilly US, LLP contract as presented. Roll was called on the motion.

R-21-199

RESOLUTION ACCEPTING BAKER TILLY US, LLP CONTRACT

WHEREAS, Baker Tilly US, LLP ("Baker Tilly") is a staffing, recruiting and executive services firm; and

WHEREAS, Prince George County has solicited Baker Tilly to conduct an executive search for a County Administrator ("Project"); and

WHEREAS, Baker Tilly has agreed to accept this Project until completion for \$24,500.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors accepts the contract with Baker Tilly on November 17, 2021 and the Chairman of the Board of Supervisors is empowered and directed to execute the contract.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**ADJOURNMENT.** Mr. Hunter made a motion, seconded by Mr. Webb to adjourn to November 23 at 5:00 p.m. The meeting adjourned at 8:02 pm.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

[Draft Minutes prepared December 1, 2021 for consideration on December 14, 2021; adopted by unanimous vote.]

---

Floyd M. Brown, Jr.  
Chairman, Board of Supervisors

---

Percy C. Ashcraft  
County Administrator

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

November 23, 2021

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, November 23, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Floyd M. Brown, Jr., Chairman.

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

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

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Julie C. Walton, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; and Dan Whitten, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Appomattox River Water Authority Board, (b) Central Virginia Waste Management Authority, (c) Riverside Regional Jail Authority, and (d) South Central Wastewater Authority; and Section 2.2-3711.A.8 Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to (a) donations received for community events, (b) Hollingsworth, and (c) Service Center Metals.** Mr. Webb made a motion, seconded by Mrs. Waymack, that the Board convene closed session for Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Appomattox River Water Authority Board, (b) Central Virginia Waste Management Authority, (c) Riverside Regional Jail Authority, and (d) South Central Wastewater Authority; and Section 2.2-3711.A.8 Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to (a) donations received for community events, (b) Hollingsworth, and (c) Service Center Metals.



R-21-200

E-1.

RESOLUTION; CLOSED SESSION FOR SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO (A) APPOMATTOX RIVER WATER AUTHORITY BOARD, (B) CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY, (C) RIVERSIDE REGIONAL JAIL AUTHORITY, AND (D) SOUTH CENTRAL WASTEWATER AUTHORITY; AND SECTION 2.2-3711.A.8 CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO (A) DONATIONS RECEIVED FOR COMMUNITY EVENTS, (B) HOLLINGSWORTH, AND (C) SERVICE CENTER METALS

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021, does hereby vote to enter closed session for Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Appomattox River Water Authority Board, (b) Central Virginia Waste Management Authority, (c) Riverside Regional Jail Authority, and (d) South Central Wastewater Authority; and Section 2.2-3711.A.8 Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to (a) donations received for community events, (b) Hollingsworth, and (c) Service Center Metals.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Absent

Mr. Carmichael arrived at 5:32 p.m.

**E-2. Resolution; Certification of Closed Session.** At 6:03 p.m., Mr. Hunter made a motion, seconded by Mrs. Waymack, 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 Brown 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-21-200A

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 23<sup>rd</sup> day of November, 2021 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: (4) Brown, Waymack, Webb, Hunter

Opposed: (0)

Abstained: (1) Carmichael

**WORK SESSION**

Ms. Corrie Hurt, Human Resources Director, brought to the Board proposed changes to the "Hours of Work" Employee Policy. Language was added to section 20.1 to clarify that meal periods of at least 30 minutes are not paid. If the employee does not receive this break, they are considered working hours and shall be paid. A flexible work schedule may be considered by Directors. It must be within the work week (Sun. - Sat.) for non-exempt and must be within the timesheet period for exempt. In addition, a new Section for Remote Work is being proposed. This will offer alternative work arrangements for employees who are eligible. It will be a viable option for some departments and will not work for others. Customer service remains a top priority regardless of where work is performed. It offers employees to deliver customer service in a flexible manner and it helps in recruiting and retaining the best employees due to the flexibility. Eligibility requirements include employee must be employed for at least six months, remote work is not a right to the employee and may be discontinued at any time, employee must have a "meets expectations" evaluation or higher, and temporary travel outside of State of Virginia is acceptable but is not acceptable as a long term option. Other items to consider are some positions are suitable – consider the nature of the work performed and service that is provided. Can the employee work independently or do they provide support or collaborate with others? Is the work portable and can work be accessed electronically? Will it cause adverse affects on customer service? Does the position require unscheduled face-to-face interaction frequently? Will this cause an increase workload on others in the office or is it a seamless transition? Can the productivity of the position be measured while working remote? Some of the responsibilities within this new policy would include: Director - determines if the employee can work remotely based on suitability of the work, the employee and the dept. responsibilities. They provide information on the program to the AEC as needed. IT – Provides technical support

through IT help desk, sets technology standards, assign remote access options that are available, provides consultation for the program for technology purposes. HR – Develops guidelines & forms, provides support, conducts training for supervisors & remote workers as needed, provides information security awareness training, provides analysis of the effectiveness of the program and will recommend appropriate remedial actions. Directors & Supervisors – Implement arrangements as practicable, implement a way to measure work outcomes, provide support to remote worker, coordinate with IT on technical issues, obtain feedback regarding the impact of remote worker. Employee – Keep informed, remain accessible during work hours, be accountable and transparent, organize tasks, track work performed and communicate results to supervisor, report to work on-site on scheduled days and if needed. There would be guidelines for this policy. The work schedule is no more than two days per week unless during an emergency situation. The employee must be available and accessible during work hours. They must participate in scheduled meetings via teleconference when appropriate and report to the office for meetings that need to be in-person. Travel between the remote work location and the county is considered commuting time and will not count as time worked for compensation purposes. It should appear seamless to customers. The employee must maintain confidentiality of all work-related information, including written documents, electronic files and verbal communication. Verbal work-related communication should be conducted in a private area. The employee must have a designated work space to perform work remotely. The employee cannot conduct face-to-face meetings with customers or co-workers in the employee's home. Work done at the remote work site is considered official County business and is subject to FOIA. Equipment must be available for employee to use (the County is not obligated to purchase equipment to allow the remote work). All equipment, supplies or other property provided by the county is the property of the county. Equipment owned by the County is only serviced and repaired at county facilities, repair technicians will not travel to the remote work site. No employee shall have multiple county computers. Only county approved software shall be downloaded on county equipment. Voice over IP phones for the computer and configuration for extension to cellular phone may be used if available. IT can assist in this configuration. VPN software is only authorized for county-owned computers. Use of VPN from public internet is not authorized except when the connection is approved by the Director of IT. Standard office supplies can be used as needed and should be authorized by the supervisor to take to the remote work location. County printers are an exception and must be approved by the Director. Equipment failure must be brought to the attention of the supervisor and IT. State workers using state devices will notify VCCC of the device failure and discuss the impact with their supervisor. Telephones or cell phones and internet service are at the employee's expense. Unauthorized persons are prohibited from using county equipment. The determination of compensability for remote work site injuries/occupational disease shall be determined like any other off site location for purposes of Workers Compensation. The employee will notify the supervisor immediately if there is an accident or injury. Employees will complete a safety self-certification checklist (Appendix C) of the Remote work packet and that form will be kept on file in HR. Remote work is not a substitute for child care, elder care or other dependent care responsibilities. The employee may only provide limited care on occasion in a remote work location. Use of private cars for attendance at work related meetings or reporting to the primary work location will not be reimbursed. This is considered normal commuting. Employees may be required to work on-site when needed for emergency situations. If the county closes due to adverse weather, the employee will end his/her remote work day. In the event that there is risk of exposure and

transmission of pandemic viruses and other contagious diseases through the workplace, the remote work policies may be modified by the HR Director. For example, employees may need to work while children are at home, work other than normal business hours, or work during the public health emergency. In the event of an outage at the remote work location, the employee should get direction from their supervisor to discuss whether to report to the county work location, work from an alternate location, work on assignments not impacted by loss of service or take annual leave or PTO. All modifications to work agreement must be approved by the Director in advance. Work agreement should be reviewed when the employee's job, role, work assignment or supervisor changes. Remote work agreements are not transferred from one position or supervisor to another. If a supervisor is working remotely and a new employee is hired and requires training, the remote working should stop so the new employee can receive proper hands-on training. Once the employee is trained, the supervisor may resume the work agreement that was in place. All county policies and procedures must be adhered to while remote working. Ms. Hurt reached out to other localities on working remotely and presented the Board their feedback. Chesterfield County stated that they have not suffered a loss of productivity but in most cases, the employee has been more productive. New Kent County currently does not have teleworking but did this for three months during the height of COVID. It did not work for every department or position. Virginia Beach allows partial telework, up to the Directors if they allow employees to participate. Overall has been good. Chesapeake has experienced a few issues with people wanting to telework full time. They have coached supervisors on clear goals and expectations. Hopewell allows Teleworking in limited situations. Some employees are more productive than others. Dinwiddie allowed it at times and was encouraged at the onset of COVID. The Director has discretion and there have been no challenges. Colonial Heights has no policy in place and was only allowed until 7/2021 and only case-by-case since then. Loudoun allow it when work can be performed off-site. There is no policy in place. Orange had a temporary policy during the height of COVID and had success. They are in the process of finalizing a policy by January. Department Directors have discretion on who is able to telework. Ms. Hurt asked the Board to consider these changes. DSS has been doing some telework since 2017 and has not had issues. Some employees in other departments allow flexible schedules as needed and some have worked remotely without issue during the pandemic or for some other emergency situation. This could be rolled out to a few other departments for a trial period. This policy could be added to tonight's agenda for adoption – if issues are identified once implemented, we can revise the policy as needed for the Board's approval at a later meeting. Mr. Webb stated that he needs more time to review this because he has concerns. He also asked Ms. Hurt to provide the issues that may have arisen on the trial basis. Mr. Webb stated that there are no parameters from a consistency standpoint. He believes there should be Department requests made to the County Administrator. It needs to stay within the parameters of what the intent was. Mr. Hunter thinks it is a good policy once any flaws are straightened out. Mr. Carmichael stated that he would like to see a highlighted list of departments that could take advantage of this policy. Chairman Brown stated that he would like to see this come back before the Board once they have had a chance to review it and submit any changes.

Mr. Dan Whitten, County Attorney, went over the Parking Policy at Scott Park Pavilion. The current policy requirements are: (1) no alcoholic beverages without ABC permit (only for Prince George businesses and civic organizations); 2) users responsible for cleanup; (3) all animals on a

leash and must pick up after animals; (4) do not use staples or tacks to attach anything; (5) Park permit required 7 days before event; and (6) if food is served, a Health permit will be required. Issues currently at Scott Park are people parking and destroying the grass and causing safety concerns. Only county employees should be allowed to park county vehicles on the grass around the shelter for maintenance and programming needs. Mr. Whitten suggested that the Board add language to the application to use the pavilion, add language to the park rules for the pavilion, and post signage around the pavilion and on the road leading up to the pavilion. The language to be added to the application and park rules should include that the parking of vehicles is restricted to the designated areas, vehicles shall not be parked in the grass around the pavilion, and County employees are allowed to park county vehicles in the grass for maintenance and programming needs. Mr. Whitten proposed a sample sign. Chairman Brown stated this came about because vendors at the Farmer's Market were asked not to park on the grass and then they saw County vehicles parked in the grass. Mr. Webb stated that he thought they were going to deal with this at the onset of the Market this year. He believes it is better to have no one park in the grass. Mrs. Waymack suggested that they only go in the grass for loading and unloading. Mr. Whitten stated that they could include just that exemption. Chairman Brown asked for some consideration of time for the Board to think through this. Mr. Whitten stated that Staff could bring it back on December 14. Mr. Webb stated that there is no real work around. Either you do not allow anyone on the grass or you just be prepared to do repair work. You can't predict the condition of the ground and the weight of the vehicles for every event.

#### **COUNTY ADMINISTRATOR'S REPORT**

Mr. Percy Ashcraft, County Administrator, stated that County Offices will be closed for the Thanksgiving Holiday on November 24 at 12:30 p.m. and November 25-26. The Annual Christmas Tree Lighting Ceremony will be on December 1 at 7 p.m. on the Old Courthouse Lawn. The Annual Christmas Parade will be on December 4 at 3 p.m. on the Courthouse Complex. The first Half of Real Estate Taxes are due on December 6. The Prince George School Board Meeting will be on December 6 at 6:30 p.m. in the Boardroom. The County Employee Recognition and Awards Ceremony will be on December 9 at 6 p.m. in the Boardroom. There will be a Fort Lee Shopping Day for Military Kids on December 10 at 10 a.m. at a store to be announced on Fort Lee. Prince George residents seeking COVID-19 vaccine or booster appointments should call (877) 829-4682 or click on <https://vaccinate.virginia.gov/>. The Virginia Department of Health (VDH) statistics report Prince George County has 5,257 cases of the coronavirus as of today since February, 2020; 51 deaths. All County employees are required to wear masks in the workplace. We are waiting on the interpretation of the President's mandate by state officials. Christmas decoration were lit November 22 around the County Complex. Prince George County will host the next Fort Lee Civilian Military Council meeting in January. Assessor's Office reports the average number of days on the market for home sales in Prince George County in October was 15. Prince George County receives the Distinguished Budget Award for FY '21. VDOT will close a section of Moody Road (Route 641) over Walls Run daily from 8 a.m. to 4 p.m. Wednesday, December 1 for coring work in Prince George.

Chairman Brown called a recess at 6:54 p.m. The meeting reconvened at 7:00 p.m.

**Invocation.** Rev. Dr. Sylvia J. Tucker of Loving Union Baptist Church 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 Brown 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. Chairman Brown opened the public comments at 7:02 p.m. There was no one to speak and the public hearing was closed.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ORDER OF CONSENSUS.** After adding a resolution of commendation for County Administrator Percy Ashcraft for his service to Prince George County, Mr. Webb made a motion, seconded by Mrs. Waymack, that the consensus agenda be approved as amended. Roll was called on the motion.

C-1. Draft Minutes – November 9, 2021 Work Session and October 26, 2021 Regular Meeting.

R-21-201

C-2.

RESOLUTION; PROCLAMATION; SMALL BUSINESS SATURDAY – NOVEMBER 27, 2021

Whereas, the government of Prince George County, Virginia celebrates our local small businesses and the contributions they make to our local economy and community; and

Whereas, according to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 65.1% of net new jobs created from 2000 to 2019; and

Whereas, small businesses employ 47.1% of the employees in the private sector in the United States, 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

Whereas, 97% of Small Business Saturday® shoppers recognize the impact they can make by shopping small, 85% of them also encouraged friends and family to do so, too; and

Whereas, 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020; and more than 50% of consumers who reported shopping small



endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

Whereas, Prince George County, Virginia supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, BE IT RESOLVED, that the Board of Supervisors of Prince George County, does hereby proclaim, November 27, 2021, as:

*SMALL BUSINESS SATURDAY*

And, BE IT FURTHER RESOLVED, that the Board urges the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

R-21-201A

C-3.

RESOLUTION; COMMENDATION; PERCY C. ASHCRAFT; SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, Percy C. Ashcraft was appointed County Administrator on March 14, 2011. With over 40 years of government experience, he served 12 years in the West Virginia State Legislature before turning to a career of professional government management in his hometown of Clarksburg, West Virginia, which then brought him and his family to Virginia in 1999, starting in Caroline County and then the County of Prince George; and

WHEREAS, during his tenure, the County built the Prince George Library, the new Prince George Animal Shelter, the new Carson Fire Station, the new Route 10 Fire Station, established the Prince George County Community Center and the Central Wellness Center, along with renovations to the Human Services Building, the Prince George County Courthouse, the Emergency Crew Building, and the Disputanta Fire Station; and

WHEREAS, under his leadership, the County increased its number of recreational fields and upgraded many other fields and facilities for youth sports. In addition, Mr. Ashcraft personally coached several youth basketball and softball teams and championed the successful bid for Prince George County to host the 2021 Dixie World Series for two age groups; and

WHEREAS, with a passion for the youth in the County, Mr. Ashcraft established PG Promise, an organization with developmental resources and wrap-around supports that young people need for success in life, built around the framework of ensuring that all young people

experience the Promises of Caring Adults, Safe Places, A Healthy Start, Effective Education, and Opportunities to Help Others; and

WHEREAS, Mr. Ashcraft also implemented the “Baby In-Baby Out” initiative, was instrumental in expanding the Farmers’ Market, completed various stormwater projects, created a County Facebook and Twitter Page, completed the implementation of 9-1-1, updated Department webpages, continued an aggressive inoperable vehicle and property maintenance program, and worked with Court officials to participate in the “Litter Reduction Program,”; and

WHEREAS Mr. Ashcraft’s vision for the future lead the County to be the fifth fastest growing County in the Commonwealth and the Best Community to Live for four years in the Tri-Cities area; and

WHEREAS Mr. Ashcraft’s dedicated service to the County quickly earned him the respect of the members of the Board of Supervisors, County employees, County citizens, and surrounding localities; and

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

NOW, THEREFORE, BE IT RESOLVED this 23<sup>rd</sup> day of November 2021, that the Prince George County Board of Supervisors hereby commends and congratulates Percy C. Ashcraft for his exceptional leadership as Chief Administrative Officer of Prince George and sincerely thanks Mr. Ashcraft for his conscientious and responsible actions in protecting the County’s fiscal position while continuing to provide the exceptional service to County citizens that they have come to expect; and

BE IT FURTHER RESOLVED that this Board wishes Percy C. Ashcraft and his family much success in their future endeavors.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

### **PRESENTATIONS**

**S-1. Resolution; Commendation; Percy C. Ashcraft; Service to Prince George County.** Mrs. Waymack presented the commendation to Mr. Ashcraft in the presence of County employees and family. Chairman Brown presented Mr. Ashcraft with a special plaque in the shape of Prince George County, on behalf of the Board. IDA Chairman Darryl Cheek presented Mr. Ashcraft with a plaque commemorating the volunteers of the County.

### **COUNTY ADMINISTRATOR’S COMMENTS**

Mr. Ashcraft made the following farewell remarks:

“Mr. Chairman, if you and the members of the Board will indulge me, I would like to make a few remarks. Thank you Mr. Chairman. Let me again thank you and all the members of this Board for the earlier recognition. It not only acknowledges length of service, but it also acknowledges almost 11 years of progress for this great County. When I was interviewed for the position of County Administrator in 2011, it was clear the Board at that time laid out expectations about what direction they wanted the County to move. Mr. Carmichael can remember those discussions. I stand here before you tonight with a sense of pride and accomplishment, not for just me, but for every member of the Board past and present; and every employee who has contributed to an era of advancement in so many ways. Mr. Chairman, every six months there is an average of about 230 goals that have been established by this Administration since July, 2011. Each six-month period I can proudly proclaim that at least 70 percent of those goals were achieved. Some goals were big, others were small, but they were all important. And with each goal was a step forward to improving the quality of life for our residents. For the sake of time, I will cover just some of our success stories. With your leadership, and Staff implementation, we have accomplished much: For example, this government is a \$134 million business. Today we have a General Fund Balance that is almost doubled from our policy of 12.5 percent. We have been conservative with hiring staff, borrowed when the investment was necessary and kept tax increases at a minimum unless they were dedicated to a specific expense. We have seen our Bond Rating increase to AA-plus. Our finances are sound and strong and accounted for, and we were named by Virginia Tech as the 6<sup>th</sup> best locality in the Commonwealth to handle financial difficulties. This Board has answered the call in making sure our residents are safe and have emergency services when required. Investments in public safety have increased personnel for both Fire & EMS and have implemented competitive pay plans that rewards experience and seniority. We have made tremendous strides in Public Safety technology and modern equipment, and our vehicle replacement program ensures safety for all personnel who use them. Our volunteer corps saw two new stations built in Carson and Route 10 and several more renovated. Our response times by emergency personnel are better than ever, and in the process we have lowered our insurance ratings for homeowners in affected areas. We also built a new facility for Animal Services. You have also made a huge financial commitment in approving the construction of a new public safety radio system, upgraded the Emergency Communications Center and encouraged the Police Department to become accredited, not once, but twice and working on a third. And let’s not forget the success of National Night Out, which has reached almost 40 locations at various times in partnership with our residents. In economic development, we have fostered an environment that this County is open for business so we can take the pressure off the tax burden for our real estate owners. Yes, we lost some businesses from Parker’s Store to Rolls Royce, but we recruited major businesses like Amazon and Mount It while preserving those like Perdue and Goya Foods. We also saw Service Center Metals expand at least three times, and we are now watching companies like Hollingsworth expand again after early years of success. We have seen the explosion of medical facilities at

Puddledock that keeps our residents from having to travel out of their County to receive the best health care possible. We have seen more and more fast food and convenient stores complement our signature restaurants such as Nanny's and Luca's. And when small businesses were up against it last year, you provided financial support through the Cares ACT so they could pay rent and meet payrolls until the threats of the pandemic could be mitigated. In Community Development, we received national attention and received seven awards for our broadband partnership with Prince George Electric. We have a time frame to blanket 95 percent of the County with fiber to the home, which is critical for children doing virtual learning and in-home research. We also started an aggressive Code Enforcement Program to address violations for dilapidated buildings, inoperable vehicles and high grass. We started Clean Community days, and worked with mobile home parks to improve their infrastructure. We have also expanded our stormwater program to bring relief to property owners who have had problems for years. In Technology, we caught up quickly with connectivity of our departments and buildings over the last decade. We installed modern software for all of our departments and utilized smart phones, iPads and laptops to the fullest extent possible. And, we upgraded our viewing equipment so the public can better see these meetings, during and after they happen. In Recreation, we expanded facilities that allowed us to host one of the most prestigious events in the south – the Dixie Softball World Series. We completed renovations to the Central Wellness Center and the Old Stage Road Community Center and established fitness centers and walking trails. In addition to sports tourism, we have expanded our General Tourism by investing into a Welcome Center along Oaklawn Boulevard; expanding the Heritage Center housed in the Old Courthouse; and worked with the Historic Society to expand their space in the Old Clerk's Building and establish the Czech-Slovak Festival, the only one of its kind in Virginia. We also reminded our residents who our namesake Prince George of Denmark was; a bust of his likeness and a history of events can be found in the lobby downstairs. Mr. Chairman, your greatest challenge remains in the area of utilities. We now have a mindset to make improvements in the area of water and sewer to assist our current residents and business, and attract more residential and business growth in areas where our Comprehensive Plan calls for. We also have under development strategic plans for Exit 45 and the County as a whole. In education, we have worked with school leaders to make investments in projects like the construction of a new elementary school. In Social Services, we provided a huge safety net for our most vulnerable residents and expanded programs such as foster care and child protective services so young people will have the best chance of getting a good start. Our special projects include a growing Farmers Market that has become a festival-like atmosphere on Saturday mornings; we honored our veterans killed in foreign conflicts with naming of bridges and roundabouts; and installed new and friendlier welcome signs. I was able to finish the job that was started under County Administrator John Kines in the construction of a new library here on the complex. We also took an unfinished basement in the Courthouse and turned it into a beautiful Juvenile & Domestic Relations Court. We have been so proud of Fort Lee being located

within our borders, and joined with this region to fight off the threat of BRAC and support their expansions. Mr. Chairman, we were twice named one of the Top Workplaces in the Richmond Region, and we were named three times in a row the Best Community in Which to Live in the Tri-Cities. We did all this by fighting through COVID-19 for what is now close to two years. But we used that opportunity to be a leader in the region by assisting our neighbors in Surry and Sussex, and we continue to promote the importance of getting a vaccine and now a booster. We are now taking on additional responsibility as a fiscal agent so money that is flowing through the state workforce development can be properly accounted for. And we worked with the court system to hire a Drug Court Coordinator and we increased opportunities for probation and community service. Communication with our public has always been a priority for every member who has sat in your seats. We ramped up our public relations through the use of Facebook, Twitter, Daily headlines, a weekly newsletter, a monthly message, monitors in public buildings, a blog and at least three upgrades to our website. Mr. Chairman, I want to thank the Constitutional Officers for their steady support and involvement in our County's progress. They have been amazing public servants who have ran their offices efficiently. I also want to thank those who work in the Extension Office, 4-H and certainly the School Division. Mr. Chairman, I get the chance to be the messenger this evening. But all of these accomplishments, and many more not stated, came from approvals made by this Board, and others before you. You deserve to be reminded of the good news of the end result of many of your decisions. Residents have chosen their elected leaders wisely, and you have not disappointed them. Becoming the 5<sup>th</sup> fastest growing locality in Virginia didn't happen by accident. We looked at all areas that make up the soul of this County, and we steadily made progress. People now want to live here, businesses want to invest here and parents want their children to attend our schools. People feel safe; traffic is manageable; and the landscape is beautiful. The future never looked brighter. I depart with some of the best employee talent in the state of Virginia remaining to continue our success. It is without a doubt that every department has benefited over the last decade from your leadership. You have provided some of the best facilities in which to work, the best vehicles in which to drive, the best equipment in which to perform and the best wages and benefits despite the peaks and valleys of economic times. I appreciate the daily involvement of Jeff, Julie, Betsy, Teresa, Corrie, Donna and Stacey, and the commitment by all department heads and every single employee. I demanded much, I make no apologies for that. But they answered the call, and our County is better off for it. After 41 years in public life, if you do your job right, you will learn from every situation. I appreciate working with our residents, especially the children. Some of best memories here will take me back to coaching and winning a basketball championship in Parks & Recreation; and also serving as President for Prince George Rotary and winning the Governor's Cup for the only time so far in its history. For establishing Prince George Promise and for you allowing me to sponsor summer basketball clinics that led to success at the school level like the undefeated Middle School girls basketball team this year. All the Board members, past and present, deserve my deepest gratitude. Each

personality is unique, but each of you has answered the call of public service to the best of your talent and abilities. It has been a privilege to hold this position. Only 97 others have that distinction in the entire Commonwealth any given year. On behalf of my wife Cindy and our children Emily, Reeve and Molly, thank you for letting us be part of the Prince George County way of life. I wish everyone God's blessings and good fortune for all of its residents. My personal motto is to "surpass success and achieve significance." By George Mr. Chairman, I think we did it."

## **PUBLIC HEARINGS**

**P-1. Public Hearing; REZONING RZ-20-02: Request of Dwight Nelson Cunningham to rezone 6.8 acres from M-1, Limited Industrial to M-2, General Industrial. The subject parcel is located on the west side of Chudoba Parkway where it begins to parallel Interstate 295 and is identified as Tax Map 340(19)00-001-0. The Comprehensive Plan indicates the property is suitable for industrial uses.** Mr. Tim Graves of the Planning Department stated that The applicant, Mr. Cunningham proposes to rezone 6.8 acres from M-1 to M-2 to enable his automotive restoration shop to relocate to Prince George County from its current location in Chesterfield County. The business specializes in customization and restoration of vintage automobiles, with all work conducted entirely within the planned buildings. After his business is established on the property, he intends to build additional speculative buildings for additional users to locate in the industrial park in the future. The conceptual plan shows a potential five buildings, each approximately 12,000 square feet in size, preserving existing vegetation along Chudoba Parkway and with landscaped parking areas in general conformance with applicable design standards. No areas have been identified for any exterior storage. The property was rezoned to M-2 in 2000 to permit contractor sales and assembly. The conditions provided that if the property was not used for the planned purpose, it would revert to an M-1 designation. The zoning later reverted to M-1 in accordance with the conditions. A commercial entrance meeting VDOT standards will be required for access to the site from state maintained roadways. F342 is currently a gravel road and has few users on the roadway. VDOT is recommending that the applicant consider removing the proposed connection to F342. VDOT would support an entrance that would be access controlled for emergency services or that does not provide primary access to the site. The Planning Commission's recommended conditions include retain or establish vegetated buffer yards at the southwest corner of the property and along Chudoba Parkway, in conformance with the conceptual plan included with the application, and in conformance with any additional applicable design standards in the Zoning Ordinance. Development of the property is limited to permitted uses within structures, in general conformance with the conceptual plan submitted with the application. Exterior storage is prohibited unless completely screened from view of parking areas, adjoining properties and roads by fences or walls attached to buildings. Entrance via F342 is restricted to emergency services and non-commercial vehicles. (VDOT approved this recommended condition). The Planning Commission met on October 28 and they recommend approval. Chairman Brown opened the public hearing at 7:51 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the rezoning as presented. Roll was called on the motion.



REZONING RZ-21-04: Request of Dwight Nelson Cunningham to rezone 6.8 acres from M-1, Limited Industrial to M-2, General Industrial. The subject parcel is located on the west side of Chudoba Parkway where it begins to parallel Interstate 295 and is identified as Tax Map 340(19)00-001-0. The Comprehensive Plan indicates the property is suitable for industrial uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Rezoning Amendment Application identified as RZ-21-04 is granted as an amendment to the official zoning map with the following conditions:

The Owner in this zoning case, pursuant to §15.2 2303 of the Code of Virginia (1950 as amended) and the Zoning Ordinance of Prince George County, for themselves and their successors or assigns, proffer that the Property known as Tax Map 340(19)00-001-0 will be developed according to the following conditions voluntarily agreed to by the Applicant.

1. Retain or establish vegetated buffer yards at the southwest corner of the property and along Chudoba Parkway, in conformance with the conceptual plan included with the application, and in conformance with any additional applicable design standards in the Zoning Ordinance.
2. Development of the property is limited to permitted uses within structures, in general conformance with the conceptual plan submitted with the application. Exterior storage is prohibited unless completely screened from view of parking areas, adjoining properties and roads by fences or walls attached to buildings.
3. Entrance via F342 is restricted to emergency services and non-commercial vehicles.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-2. Public Hearing; SPECIAL EXCEPTION SE-21-06: Request of Jaime Pennington pursuant to Prince George County Zoning Ordinance Section 90-243 (6) to permit a home occupation in an accessory building in a R-2, Limited Residential District, for the purpose of conducting a therapeutic massage business in an existing accessory building. The subject property is approximately 4.13 acres in size, located at 7106 Courthouse Road, and is identified as Tax Map 240(05)00-00B-0. The Comprehensive Plan indicates the property is suitable for Village Center uses.** Mr. Andre Greene of the Planning Department stated that the applicant is born and raised in Prince George County and is licensed as a massage therapist by the Virginia Board of Nursing since 2007, and previously operated a reputable therapeutic massage practice in Chesterfield since 2007. The applicant previously completed a preliminary application for a special exception and received comments from the County on June 29, 2021. There are no zoning cases that apply to this property. The applicant wants to use an existing accessory building with electricity to receive clients. The current size of the accessory structure is 12' X 15' but the size will be expanded to allow for the addition of a bathroom (as required by the building code). She will accept clients by appointment only, with appointment times from 10am to 6pm with 3-4 clients per day. She will have no employees. Off-street parking is available with a turnaround. There will be no signage. The massages are intended to assist pain

management for medical conditions, improve recovery post-surgery, speed up muscle recover for athletes, etc. Other approvals that will be required are a Home Occupation Zoning Approval with a business license for the business and a Change of Use and Building Permit Application for the building. The request appears to be compatible with the Comprehensive Plan. The Planning Commission held a public hearing on October 28, 2021 to consider this request and voted (6-0) to approve SE-21-06 subject to several conditions, including this Special Exception request is granted to Jaime Pennington for a Home Occupation within an existing Accessory Building on Tax Map 240(05)00-00B-0, for the purpose of operating therapeutic massage business. Customer visits shall be limited to the hours of 9:30 a.m. to 8:00 p.m. Monday through Friday, with a maximum of four clients per day. Off-street parking with an on-site turnaround area shall be provided for clients. There shall be no employees on the property other than those who permanently live in the house on the property. There shall be no permanent signage on the property for the use. The applicant shall obtain and hold a building permit and all applicable local and state permits before zoning approval is granted for a business license. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations. The applicant clarified for Chairman Brown that the discrepancy in the hours changed to 9:30 am to 8:00 pm is to allow time for prep and post consultation with the client. The applicant clarified for Mrs. Waymack that she specializes in deep tissue and for Mr. Carmichael that she will be ADA compliant. Chairman Brown opened the public hearing at 8:07 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the Special Exception as presented. Roll was called on the motion.

O-21-23

SPECIAL EXCEPTION SE-21-06: Request of Jaime Pennington pursuant to Prince George County Zoning Ordinance Section 90-243 (6) to permit a home occupation in an accessory building in a R-2, Limited Residential District, for the purpose of conducting a therapeutic massage business in an existing accessory building. The subject property is approximately 4.13 acres in size, located at 7106 Courthouse Road, and is identified as Tax Map 240(05)00-00B-0. The Comprehensive Plan indicates the property is suitable for Village Center uses.

---

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-21-06 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception request is granted to Jaime Pennington for a Home Occupation within an Accessory Building on Tax Map 240(05)00-00B-0, for the purpose of operating therapeutic massage business within an existing accessory building on the property.
2. Customer visits shall be limited to the hours of 9:30a.m. to 8:00p.m. Monday through Friday, with a maximum of 4 clients per day.
3. Off-street parking with an on-site turnaround area shall be provided for clients.

4. There shall be no employees on the property other than those who permanently live in the house on the property.
5. There shall be no permanent signage on the property for the use.
6. The applicant shall obtain and hold a building permit and all applicable local and state permits before zoning approval is granted for a business license.
7. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
8. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-3. Public Hearing; Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Ordaining § 30-2 to State that Officers of Election Shall Be Retained by the County as Independent Contractors.** Mr. Dan Whitten, County Attorney, stated that the County Code currently does not specify whether Officers of Election are County employees or independent contractors. The Virginia Code gives authority to localities to classify Officers of Election as independent contractors. The proposed Ordinance (Section 30-2 of the County Code) will specify that Officers of Election shall be retained by the County as Independent Contractors pursuant to the Code of Virginia Section 24.2-122; status of members of electoral boards, registrars, and officers of election. Chairman Brown opened the public hearing at 8:13 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mrs. Waymack to approve an Ordinance ordaining Section 30-2 stating Officers of Election shall be retained by the County as Independent Contractors. Roll was called on the motion.

O-21-24

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF  
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY  
ORDAINING § 30-2 TO STATE THAT OFFICERS OF ELECTION SHALL BE RETAINED  
BY THE COUNTY AS INDEPENDENT CONTRACTORS**

**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 ordaining § 30-2, as follows:

**CHAPTER 30 ELECTIONS**

**ARTICLE I. IN GENERAL**

**Sec. 30-2. – Status of officers of election.**

**Officers of election are retained by the County as independent contractors.**

**State Law reference – Code of Virginia, 24.2-122; status of members of electoral boards, registrars, and officers of election**

(2) That the Ordinance shall be effective immediately.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-4. Public Hearing; Lease Agreement for Use of a Portion of the Prince George Central Wellness Center Between the County of Prince George, Virginia and American Legion Post 1703.** Mr. Dan Whitten, County Attorney, stated that representatives of the American Legion Post 1703 have approached the County to request that the County lease a room in the Central Wellness Center to this organization to be used for activities that support the well-being of America's veterans, their families, our military, and communities by the devotion of mutual helpfulness. In order to lease real estate owned by the County, the Board must hold a public hearing pursuant to Section 15.2-1800 of the Code of Virginia, 1950, as amended. Chairman Brown opened the public hearing at 8:16 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the lease for the American Legion Post 1703 to lease a room in the Central Wellness Center. Roll was called on the motion.

R-21-202

**PUBLIC HEARING; LEASE AGREEMENT FOR USE OF A PORTION  
OF THE PRINCE GEORGE CENTRAL WELLNESS CENTER BETWEEN  
THE COUNTY OF PRINCE GEORGE, VIRGINIA AND  
AMERICAN LEGION POST 1703**

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors this 23<sup>rd</sup> day of November, 2021 does hereby authorize the County Administrator to execute an Agreement of Lease between Prince George County and the American Legion Post 1703.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-5. Public Hearing; Ordinance to Amend "The Code of the County of Prince George, Virginia", 2005, as Amended, by Amending § 6-149 to Authorize the Board of Supervisors to Approve the Schedule of Charges for Animals Confined at the Animal Shelter on an Annual Basis.** Mr. Dan Whitten, County Attorney, stated that the County Code currently refers

to the animal shelter as "pound", references an old Code of Virginia Section, and list an old schedule of charges for Animals confined at the animal shelter. The proposed Ordinance amending Section 6-149 changes the reference of "pound" to "shelter". It will reference the current Code of Virginia relating to county or city public animal shelters. It will also authorize the Board of Supervisors to approve the schedule of charges for animals confined at the animal shelter on an annual basis. Chairman Brown opened the public hearing at 8:19 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mrs. Waymack, to approve an Ordinance amending Section 6-149 authorizing the Board of Supervisors to approve the schedule of charges for animals confined at the animal shelter on an annual basis.

O-21-25

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF  
PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY  
AMENDING § 6-149 TO AUTHORIZE THE BOARD OF SUPERVISORS TO APPROVE  
THE SCHEDULE OF CHARGES FOR ANIMALS CONFINED AT THE ANIMAL SHELTER  
ON AN ANNUAL BASIS

BE IT ORDAINED by the Board of Supervisors of Prince George County:

*(3) That The Code of the County of Prince George, Virginia, 2005, as amended, is amended  
by amending § 6-149, as follows:*

CHAPTER 6 ANIMALS

ARTICLE II. DOGS AND CATS GENERALLY

DIVISION 4. DOGS RUNNING AT LARGE

Sec. 6-149. - Impoundment.

- (a) The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Animal* does not include agricultural animals or cat.

*Rightful owner* means a person with a right of property in the animal.

- (b) Unrestrained animals or animals running at large in the designated portion of the county described in this division shall be taken by the animal control officer or such other officers as may be designated and impounded in an animal shelter and there confined in a humane manner. Impounded animals shall be kept not less than five days, such period to commence on the day immediately following the day the animal is initially confined in the animal shelter, unless reclaimed by the owner.

(c) The operator or custodian of the shelter pound shall make a reasonable effort to ascertain whether the animal has a collar, tag, license, tattoo, or other form of identification. If such identification is found on the animal, the animal shall be held for an additional five days, unless sooner claimed by the rightful owner. If the rightful owner of the animal can be readily identified, the operator or custodian of the shelter pound shall make a reasonable effort to notify the owner of the animal's confinement within the next 48 hours following its confinement. If any animal confined pursuant to this section is claimed by its rightful owner, such owner may be charged with the actual expenses incurred in keeping the animal impounded.

(d) If an animal confined pursuant to this section has not been claimed upon expiration of the appropriate holding period as provided by subsection (b) of this section, it shall be deemed abandoned and become the property of the shelter pound. Such animal may be humanely euthanized ~~destroyed~~ or disposed of by the methods set forth in this subsection (d)(1) through (5) of this section. No pound shall release more than two animals or a family of animals during any 30-day period to any one person under this subsection (d)(2), (3) or (4) of this section.

(1) Release to any humane society, animal shelter, or other releasing agency within the commonwealth, provided that each humane society, animal shelter, or other releasing agency obtains a signed statement from each of its directors, operators, staff, or animal caregivers specifying that each individual has never been convicted of animal cruelty, neglect, or abandonment and updates such statements as changes occur;

(2) Adoption by a resident of the county and who will pay the required license tax, if any, on such animal, provided that such resident has read and signed a statement specifying that he has never been convicted of animal cruelty, neglect, or abandonment;

(3) Adoption by a resident of an adjacent political subdivision of the commonwealth, provided that such resident has read and signed a statement specifying that he has never been convicted of animal cruelty, neglect, or abandonment;

(4) Adoption by any other person, provided that such person has read and signed a statement specifying that he has never been convicted of animal cruelty, neglect, or abandonment, and provided that no animal may be adopted by any person who is not a resident of the county or of an adjacent political subdivision, unless the animal is first sterilized, and the shelter pound may require that the sterilization be done at the expense of the person adopting the animal; or



(5) Release, for the purposes of adoption ~~or euthanasia only~~, to an animal shelter or any other releasing agency located in and lawfully operating under the laws of another state, provided that such animal shelter, or other releasing agency:

a. Maintains records that would comply with Code of Virginia, § 3.2-6557 ~~3.1-796.105~~;

b. Requires that adopted dogs and cats be sterilized;

c. Obtains a signed statement from each of its directors, operators, staff, and animal caregivers specifying that each individual has never been convicted of animal cruelty, neglect, or abandonment, and updates such statement as changes occur; and

d. Has provided to the ~~pound~~, animal shelter, or other releasing agency within the commonwealth a statement signed by an authorized representative specifying the entity's compliance with subsections (d)(5)a. through (d)(5)c. of this section and the provisions of adequate care and performance of humane euthanasia, as necessary in accordance with the provisions of this chapter.

For purposes of recordkeeping, release of an animal by a shelter ~~pound~~ to an ~~a~~ ~~pound~~, animal shelter or other releasing agency shall be considered a transfer and not an adoption. If the animal is not first sterilized, the responsibility for sterilizing the animal transfers to the receiving entity.

(e) Nothing in this section shall prohibit the immediate euthanasia of a critically injured, critically ill, or unweaned animal for humane purposes. Any animal euthanized pursuant to the provisions of this chapter shall be euthanized by one of the methods prescribed or approved by the state veterinarian.

(f) Nothing in this section shall prohibit the immediate euthanasia or disposal by the methods listed in subsections (d)(1) through (5) of this section of an animal that has been released to a ~~pound~~, animal shelter, other releasing agency, or animal control officer by the animal's rightful owner after the rightful owner has read and signed a statement:

- (1) Surrendering all property rights in such animal;
- (2) Stating that no other person has a right of property in the animal; and
- (3) Acknowledging that the animal may be immediately euthanized or disposed of in accordance with subsections (d)(1) through (5) of this section.

(g) Nothing in this section shall prohibit any feral dog or feral cat not bearing a collar, tag, tattoo, or other form of identification which, based on the written statement of a disinterested person, exhibits behavior that poses a risk of physical injury to any person confining the animal, from being euthanized after being kept for a period of not less than three days, at least one of which shall be a full business day, such period to commence on the day the animal is initially

confined in the facility, unless sooner claimed by the rightful owner. The statement of the disinterested person shall be kept with the animal as required by Code of Virginia, § ~~3.2-6557~~ 3.1-796.105. For purposes of this subsection, a disinterested person shall not include a person releasing or reporting the animal.

- (h) No shelter pound shall place a companion animal in a foster home with a foster care provider unless the foster care provider has read and signed a statement specifying that he has never been convicted of animal cruelty, neglect, or abandonment, and each shelter pound shall update such statement as changes occur. The shelter pound shall maintain the original statement and any updates to such statement in accordance with this chapter and for at least so long as the shelter pound has an affiliation with the foster care provider.
- (i) A shelter pound that places a companion animal in a foster home with a foster care provider shall ensure that the foster care provider complies with Code of Virginia, § ~~3.2-6503~~ 3.1-796.68.
- (j) If a shelter pound finds a direct and immediate threat to a companion animal placed with a foster care provider, it shall report its findings to the animal control agency in the locality where the foster care provider is located.
- (k) If any animal is claimed by its owner as specified in this section, such owner shall pay expenses for each day the animal is confined. If such owner refuses to pay for these expenses, the animal shall be deemed to be an unclaimed animal.
- (l) **The schedule of charges for animals confined at the animal shelter will be approved by the Board of Supervisors on an annual basis. The following schedule of charges shall apply for animals confined at the animal shelter:**

Type of Service	Fee
— (1) Euthanasia and burial .....	\$25.00
— (2) Pickup .....	
(First offense in a calendar year) .....	20.00
(Second offense in a calendar year) .....	30.00
(Third offense in a calendar year) .....	40.00
— (3) Adoption .....	10.00
— (4) Pound, per day .....	10.00
— (5) Quarantine, per day .....	10.00
— (6) Cruelty impoundment, per day .....	10.00

~~— (7) Owner surrender fee (per pet or litter) .....25.00~~

State Law reference— County or city public animal shelters Confinement of stray dogs in  
~~county pounds, Code of Virginia, § 3.2-6546 3.1-796.96~~

*(2) That the Ordinance shall be effective immediately.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

### **SUPERVISORS' COMMENTS**

Mrs. Waymack stated that as we get ready to celebrate Thanksgiving, she wants to profess her blessings for everything we have in the Country and in Prince George County.

Mr. Carmichael wished everyone a safe and Happy Thanksgiving!

Mr. Webb wished everyone a safe and Happy Thanksgiving!

Mr. Hunter encouraged everyone to get their flu and COVID vaccines. There will be clinics on November 29 and December 6 at Unity Baptist and they are currently working on another one at Oakland Baptist. If you know a shut-in that needs a vaccine, please contact him. He wished everyone a Happy Thanksgiving!

Chairman Brown stated that he has a heavy heart after losing his brother-in-law and was unable to attend his funeral due to his commitment as Chairman of the Board. He reminded everyone that life is too short and enjoy everyone. He told Mr. Ashcraft that he will be missed and again thanked him for his service to the County.

### **REPORTS**

**Update on Real Estate Tax Mortgage Escrow Issue** – Ms. Susan Vargo, Treasurer, spoke on the error regarding real estate tax payments, and how the Treasurer's Office is working to remedy the error. The Treasurer's Office provided an electronic file to mortgage escrow and servicing agents on October 12, 2021 that incorrectly included real estate taxes due for the entire year instead of the first half that is due on December 5. A corrected file was sent to mortgage escrow and servicing agents on November 1, 2021, with a notification that a corrected file was being provided. Ms. Vargo tried multiple times to receive confirmation of that notification to no avail. The Treasurer's Office has only received real estate tax payments from lenders and servicing agents for the first installment (half) that is due on December 5 and did not receive real estate tax payments for the entire year. Ms. Vargo was finally able to speak to a senior agent on December 18 and together they are working to rectify the situation. Now, the servicing agents, who may have collected taxes for the entire year from the mortgage lenders, are in the process of providing refunds to the lenders so that escrow accounts can be credited for the other half. The Treasurer's Office is regularly communicating with mortgage escrow and servicing agents to urge that corrective action be taken as quickly as possible. Chairman Brown recommended that citizens whose taxes have not been corrected should communicate with their mortgage lender.

And, after the refund has posted to your escrow account, you should request either a recalculation of your monthly escrow payment or a refund from your escrow account. Chairman Brown suggested we develop a process to do some type of sanity check on file notifications being sent out to mortgage lenders. Chairman Brown apologized on behalf of the Board that there were issues with the citizens tax payments and they are working to correct it as soon as possible.

Mr. Brandon Wilcox (3247 Cedar Creek Lane). He expressed the concern that he was never contacted. He too was affected and he found out about it on Facebook. He feels like notification should have been mailed out to the citizens that were affected. Chairman Brown recognized the fact that the County did not do a good job of communicating with the citizens on this matter.

**Election Recount** – Mr. Dan Whitten stated that the Preliminary Hearing was last Friday and the case is Paul Burroughs versus Buck Vargo. Mr. Burroughs is represented by Jay Paul and Mr. Burroughs filed the petition with the Court for a recount since there was a six vote spread. It was about an hour long hearing. The plan is that the recount would be December 2. It will start at 8 am. There will be 13 machines for each of the precincts. There will be two recount officers at each station. The Order was entered yesterday and it is a three Judge panel. The recount will be open to the public and each of the candidates are entitled to observe as well. There are 10,000 votes to be recounted and 4,000 of them are mail-in ballots. If the machines reject any of those ballots, they will have a separate review panel to view the ballots. If they cannot come to a consensus, then it goes to the three Judge panel. It will probably be an all day process. Mr. Carmichael asked Mr. Whitten to check to see if the County is responsible for Mr. Paul's fees as well.

## **ORDER OF BUSINESS**

**A-1. Resolution; Proposed Revisions; Prince George County Personnel Policies; Sections 1.1 Through 1.4 Entitled *Equal Employment Opportunity/ADA Statement*, Sections 27.1 Through 27.6 Entitled *Separation from the County*, Sections 30.1 Through 30.8 Entitled *Employee Grievance Procedures*, Sections 24.1 Through 24.23 entitled *Leave*, And Sections 2.1 Through 2.35 Entitled *Definitions*.** Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised personnel policies entitled Definitions, Employee Grievance Procedures, Equal Employment Opportunity, Leave, and Separation from the County for the Board's consideration at the November 23, 2021 meeting. Definitions– We expanded the complaints of discrimination to be in accordance with the Human Rights Act changes that went into effect July 2021. Employee Grievance Procedures –Changes made due to Human Rights Act changes for discrimination. Leave – Section 24.21, made clear that there is a 7 calendar day elimination period for non-work related disabilities. Equal Employment Opportunity – language added to cover all changes made for discrimination through the Human Rights Act updates for July 2021. Separation from the County – Added language in section 27.3 for separation by retirement to state that employees should have at least 5 years of full-time service to the county to be eligible to continue health insurance. This truly will follow the definition under the definition in VRS where 5 years of service is considered “vested”. There is also additional language regarding open enrollment and opting out of the coverage at retirement or during retirement to make this clear to those retiring with the County. Mr. Webb asked that if someone is applying for a job, can you find out if they are a legal citizen once you offer them the job. Ms. Hurt stated that all

job offers are contingent upon a background check and if they are a legal citizen. She stated that this is in the Hiring Policy. Mr. Webb stated that it is a undue burden on the taxpayers to pay the claims for retirees that are only five years invested. He stated that most companies are transferring some of the health costs because it is not cost effective. Ms. Hurt stated that there is a \$125,000 stop loss. Mr. Webb stated that he has concerns about that and he strongly recommends we think through it because of the impacts. He stated that if we do not do something to curtail it, he does not know how much longer the County can absorb it. Unfortunately, the County has taken almost a \$1 million hit in claims. Mr. Webb made a motion, seconded by Mr. Carmichael to approve the revisions to Equal Employment Opportunity/ADA Statement, Employee Grievance Procedures, Leave and Definitions Personnel Policies only. Roll was called on the motion.

R-21-203

A-1.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTIONS 1.1 THROUGH 1.4 ENTITLED *EQUAL EMPLOYMENT OPPORTUNITY/ADA STATEMENT*, SECTIONS 30.1 THROUGH 30.8 ENTITLED *EMPLOYEE GRIEVANCE PROCEDURES*, SECTIONS 24.1 THROUGH 24.23 ENTITLED *LEAVE*, AND SECTIONS 2.1 THROUGH 2.35 ENTITLED *DEFINITIONS*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policies entitled *Leave, Definitions, Employee Grievance Procedures, Equal and Employment Opportunity* 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 23<sup>rd</sup> day of November, 2021 does hereby amend the Prince George County Personnel Policies by approving a revision to the policies entitled *Leave, Definitions, Employee Grievance Procedures and Equal Employment Opportunity* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Resolution: Award of Contract ([Josh Myers Valuation Solutions - \$26,900 ), and Appropriation from SNAP Accumulated Interest (\$16,885.04).** Ms. Donna Prince, Real Estate Assessor, stated that the Assessor's Office has been working with Vision software on a replacement to the ProVal system. In May of 2021, Cindy Mabe, Interim/Acting Assessor, communicated to the Board that additional implementation services might be necessary to calibrate and configure the valuation tables to finish the Vision software implementation. Additional services are needed to finalize the implementation. Ms. Prince contacted Josh Myers, a Vision Software contractor, after collaborating with a number of other municipalities who have

successfully implemented Vision Software. He provided a pricing proposal in an amount not to exceed \$26,900 (\$26,000 services + \$900 for travel costs). Josh Myers Valuation Systems is considered a sole source because specialized knowledge of the Vision software is necessary to provide implementation services. Mr. Myers is offering an implementation service to include the analysis of the existing data, identify and configure existing SQL valuation tables and administer training to the entire staff in the Assessor's office. He will also provide analysis and software support to the point of assessment notices being mailed. Awarding a contract to Josh Myers Valuation Systems as soon as possible is critical to finalizing the implementation of the Vision software to provide real estate assessments in accordance with statutory deadlines. The amount remaining in the Vision Software capital improvement fund budget is \$10,014.96, leaving a shortfall in funding needed of \$16,885.04. There is sufficient Series 2019 SNAP interest revenue available for appropriation to meet this shortfall. Mr. Hunter made a motion, seconded by Mr. Webb to approve Appropriation of funds from the CIP Fund, Fund Balance (Series 2019 SNAP Interest) of \$16,885.04.

R-21-204

A-7.

**RESOLUTION; AWARD OF CONTRACT (NOT TO EXCEED \$26,900) –VISION SOFTWARE IMPLEMENTATION AND TRAINING SERVICES AND APPROPRIATION OF SNAP INTEREST (\$16,885.04)**

WHEREAS, The County Assessor has determined that implementation services and additional training is necessary to successfully implement the newly acquired Vision software; and

WHEREAS, The County Assessor received a proposal and pricing from Josh Myers Valuation Solutions, a sole source provider who has specialized knowledge of Vision software, in the amount not to exceed \$26,900 (\$26,000 for services + \$900 for travel costs); and

WHEREAS, staff is recommending the purchase of services from Josh Myers Valuation Solutions as a sole source provider in an amount not to exceed \$26,900; and

WHEREAS only \$10,014.96 is currently available within the Capital Improvement Project budget for the Assessor's software replacement, and appropriation of an additional \$16,885.04, in Series 2019 SNAP investment interest is recommended and requested; and

WHEREAS, Staff is requesting authorization for the County Administrator or Interim County Administrator to enter into a contract with Josh Myers Valuation Solutions in an amount not to exceed \$26,900 for services and travel costs and approval of an appropriation from Series 2019 SNAP Interest in the amount of \$16,885.04.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021, hereby awards the purchase of implementation services and training for the Vision software to Josh Myers Valuation Solutions in an amount not to exceed \$26,900 and authorizes the County Administrator or Interim County Administrator to execute a contract with Josh Myers Valuation Solutions.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>CAPITAL IMPROVEMENT FUND (0311)</u>	
<u>Expenditure:</u>	
0311-01-002-3182-48204      CIP – Assessor’s Software Replacement	\$16,885.04
<u>Revenue:</u>	
0311-40-900-8208-399999      CIP Fund, Fund Balance*	\$16,885.04

\*From Series 2019 Accumulated SNAP Interest

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-8. Resolution: Award of Contract for Appomattox River Waterline Crossing Engineering Services.** Mr. Frank Haltom, County Engineer, stated that the Board authorized the engineering services to install a 24-inch water line under the Appomattox River to provide additional water supply from the Appomattox River Water Authority. The County has received a proposal from Rummel, Klepper & Kahl, LLP (RK&K) to design and prepare construction documents for a horizontal directional drill of a 24-inch diameter water main under the Appomattox River at the Temple Avenue Bridge to replace the existing water main suspended from the bridge for \$146,449. This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for engineering services to install a 24-inch water line under the Appomattox River to RK&K. Mr. Hunter made a motion, seconded by Mr. Carmichael, to award the contract as presented. Roll was called on the motion.

R-21-205

A-8.

**RESOLUTION: AWARD OF CONTRACT FOR APPOMATTOX RIVER WATERLINE CROSSING ENGINEERING SERVICES.**

WHEREAS, the Board authorized the engineering services to install a 24-inch water line under the Appomattox River to provide additional water supply from the Appomattox River Water Authority; and

WHEREAS, the County has received a proposal from Rummel, Klepper & Kahl, LLP (RK&K) to design and prepare construction documents for a horizontal directional drill of a 24-inch

diameter water main under the Appomattox River at the Temple Avenue Bridge to replace the existing water main suspended from the bridge for \$146,449; and

WHEREAS, this project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021, hereby awards the contract for engineering services to install a 24-inch water line under the Appomattox River to RK&K for \$146,449.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-2. Resolution; FY2021-2022 Budget Amendment (\$106,500) and Change to FY2021-2022 Position Chart; Fire and EMS.** Ms. Hurt stated that the Board received information on staff needs at its November 17, 2021 work session. The Board agreed by consensus to consider mid-year additions to the position control chart for Fire & EMS. Staff is requesting for consideration, three mid-year position additions as follows: Fire Medic – Addition of three new positions to help reduce the amount of overtime that is being spent and to eliminate burn out of employees and the potential of shutting down trucks. This will also create a better work-life balance for the existing staff by having three additional employees. The position additions will require modifications to the adopted FY2021-2022 Position Control Chart. These additional positions will have an impact of \$106,500 on the FY2021-2022 budget. The requested amendment/transfer is detailed below among accounts within the 2021-2022 budget. Mr. Webb made a motion, seconded by Mrs. Waymack to Approve modification to the FY2021-2022 Position Control Chart and transfer from General Fund Contingency. Roll was called on the motion.

R-21-206

A-2.

**RESOLUTION; FY 2021-2022 BUDGET AMENDMENT (\$106,500) AND CHANGE TO FY 2021-2022 POSITION CHART WITH THE FOLLOWING CHANGES**

- Increase Fire Medic positions [0610 budget] from 10 to 13

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021, does hereby authorize the following amendment / transfers among accounts within the 2021-2022 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;

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021 hereby approves the requested changes to the FY 2021-



2022 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

FUND/ORGANIZATIONAMOUNT

Budget Amendment:

*Expenditure – Increase:*

## Fire/EMS

0100-03-200-0610-41100	Fire/EMS Salaries	\$70,000.00
0100-03-200-0610-42100	Fire/EMS FICA SS/Medicare	\$ 5,355.00
0100-03-200-0610-42210	Fire/EMS VRS Retirement	\$10,451.00
0100-03-200-0610-42300	Fire/EMS Health Insurance	\$17,325.00
0100-03-200-0610-42400	Fire/EMS Group Life Insurance	\$ 938.00
0100-03-200-0610-42700	Fire/EMS Worker's Compensation	\$ 2,431.00
	SUB-TOTAL	\$106,500.00
0100-09-401-0917-49199	General Fund Contingency	(106,500.00)

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3 Resolution; Revisions to the FY2021-2022 Position Control Chart; Police Department.** Police Chief Keith Early stated that the Board received information on staff needs at its November 17, 2021 work session. The Board agreed by consensus to consider mid-year changes to the position control chart for the Police department. Staff is requesting for consideration, changes as follows: Police Officer – Reduce the number of sworn police officers in the FY2021-2022 position control chart from 44 to 43. Police Accreditation Manager – Add a new position to the FY2021-2022 position control chart. Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the position control chart change as presented. Roll was called on the motion.

R-21-207

A-3.

**RESOLUTION; FY 2021-2022 CHANGE TO FY 2021-2022 POSITION CHART WITH THE FOLLOWING CHANGES**

- Decrease the number of Police Officer positions from 44 to 43
- Add a new position of Police Accreditation Manager

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021 hereby approves the requested changes to the FY 2021-2022

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) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**A-4. Resolution Authorizing the Extension of Time for Completion of the 2023 General Reassessment.** Mr. Whitten stated that the Real Estate Assessor's Office are diligently working to complete the 2023 general reassessments. Due to the recent hiring of the current Real Estate Assessor the reassessments will not be completed by December 31, 2021. The Assessor is working closely with the Virginia Department of Taxation to ensure all assessments are completed accurately and all preliminary sales ratios for the 2023 reassessment are met dated back to 2018. New software has been installed and the Assessor's office needs to ensure it is in full operation to deliver the 2023 reassessments. Staff is requesting a motion authorizing the County Attorney to Petition the Court for an extension of time to complete the 2023 General Assessment until March 31, 2022. Mr. Hunter made a motion, seconded by Mrs. Waymack, to adopt a Resolution authorizing the County Attorney to Petition the Court for an extension of time for completion of the 2023 General Assessment of three months or until March 31, 2022. Roll was called on the motion.

R-21-208

A-4.

**RESOLUTION: AUTHORIZING THE EXTENSION OF TIME FOR COMPLETION OF THE  
2023 GENERAL REASSESSMENT**

WHEREAS, the Real Estate Assessor and her agents are working diligently toward the goal of completing all reassessments by December 31, 2021, pursuant to Virginia Code §58.1-3257; and

WHEREAS, the Real Estate Assessor and her agents are unable to complete the reassessment due to the recent hiring of the current Real Estate Assessor. The Real Estate Assessor's Office wishes to complete all reassessment requirements at the earliest possible time and the current Assessor is working closely with the Virginia Department of Taxation to ensure all assessments are completed accurately and all preliminary sales ratios for the 2023 reassessment are met dated back to 2018 and additional time is needed to ensure the new software is in full operation to deliver the 2023 reassessment; and

WHEREAS, the County of Prince George, on behalf of the Real Estate Assessor's Office, request an extension of three months until March 31, 2022, pursuant to Virginia Code §58.1-3257, to complete the 2023 general reassessments.

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 23<sup>rd</sup> day of November, 2021, does hereby authorize the County Attorney to

Petition the Court for an extension of time for completion of the 2023 General Assessment of three months or until March 31, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Resolution: Authority to Advertise Public Hearing to Lease a Portion of the Central Wellness Center to the Prince George Democratic Committee.** Mr. Whitten stated that representatives of the Prince George Democratic Committee have approached the County to request that the County lease a room in the Central Wellness Center to this organization to be used for activities that educate and assist residents with information on candidates and voting procedures. The lease term will begin January 1 and will be renewed on an annual basis. In order to lease real estate owned by the County, the Board must hold a public hearing pursuant to Section 15.2-1800 of the Code of Virginia, 1950, as amended. Mr. Carmichael made a motion, seconded by Mrs. Waymack to approve the advertisement for the Prince George Democratic Committee to lease a room in the Central Wellness Center. Roll was called on the motion.

R-21-209

A-5.

**RESOLUTION: AUTHORITY TO ADVERTISE PUBLIC HEARING  
TO LEASE A PORTION OF THE CENTRAL WELLNESS CENTER  
TO THE PRINCE GEORGE DEMOCRATIC COMMITTEE**

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 23<sup>rd</sup> day of November, 2021, does hereby authorize the advertisement of a public hearing on December 14, 2021, regarding leasing a room in the Central Wellness Center to the Prince George Democratic Committee.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-6. Consideration of Appointments – Board, Commissions, Committees, Authorities:  
Resolution of Appointment(s):**

**A. Resolution; Appointment (One Member) to Appomattox River Water Authority Board for Four-Year Term.** Mr. Webb made a motion, seconded by Mr. Hunter, to appoint Mr. Jeffrey D. Stoke. Roll was called on the motion.

A-6A.

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

WHEREAS, Due to the resignation of Mr. Percy C. Ashcraft as County Administrator, there will be a vacancy on the Appomattox River Water Authority for the remainder of his term.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021 does hereby appoint Jeffrey D. Stoke as Prince George County's representative to the Appomattox River Water Authority Board for a four-year term beginning December 4, 2021 and ending on December 3, 2025.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**B. Resolution; Appointment of One Alternate Member to the Central Virginia Waste Management Authority (Four-Year Term).** Mr. Hunter made a motion, seconded by Mrs. Waymack, to appoint Mr. Jeffrey D. Stoke. Roll was called on the motion.

R-21-210A

A-6B

**RESOLUTION; APPOINTMENT (ONE MEMBER) TO CENTRAL VIRGINIA  
WASTE MANAGEMENT AUTHORITY FOR FOUR-YEAR TERM**

WHEREAS, Due to the resignation of Mr. Percy C. Ashcraft as County Administrator, there will be a vacancy on the Central Virginia Waste Management Authority for the remainder of his term.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021 does hereby appoint Mr. Jeffrey D. Stoke as Prince George County's representative to the Central Virginia Waste Management Authority for a four-year term beginning December 4, 2021 and ending on December 3, 2025.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**C. Resolution; Appointment (One Member) (Four-Year Term) – Riverside Regional Jail Authority.** Mrs. Waymack made a motion, seconded by Mr. Webb to appoint Mr. Jeffrey D. Stoke. Roll was called on the motion.

R-21-210B

A-6C.

**RESOLUTION; APPOINTMENT (ONE MEMBER) TO RIVERSIDE REGIONAL JAIL AUTHORITY FOR FOUR-YEAR TERM**

WHEREAS, Due to the resignation of Mr. Percy C. Ashcraft as County Administrator, there will be a vacancy on the Riverside Regional Jail Authority for the remainder of his term.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021 does hereby appoint Mr. Jeffrey D. Stoke as Prince George County's representative to the Riverside Regional Jail Authority for a four-year term beginning December 4, 2021 and ending on December 3, 2025.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**D. Resolution; Appointment (Four-Year Term) – South Central Wastewater Authority.** Mr. Webb made a motion, seconded by Mrs. Waymack, to appoint Mr. Jeffrey D. Stoke. Roll was called on the motion.

R-21-210C

A-6D.

**RESOLUTION; APPOINTMENT (ONE MEMBER) TO SOUTH CENTRAL WASTEWATER AUTHORITY FOR FOUR-YEAR TERM**

WHEREAS, Due to the resignation of Mr. Percy C. Ashcraft as County Administrator, there will be a vacancy on the South Central Wastewater Authority for the remainder of his term.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of November, 2021 does hereby appoint Mr. Jeffrey D. Stoke as Prince George County's representative to the South Central Wastewater Authority for a four-year term beginning December 4, 2021 and ending on December 3, 2025.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 9:36 p.m.

[Draft Minutes prepared December 6, 2021 for consideration on December 14, 2021; adopted by unanimous vote.]

---

Floyd M. Brown, Jr.  
Chairman, Board of Supervisors

---

Percy C. Ashcraft  
County Administrator