

**AGENDA**

Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: August 8, 2023  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**Closed Session**

**5:00 p.m.**

**Work Session**

**6:00 p.m.**

**Business Meeting**

**7:00 p.m.**

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

The meeting will be live-streamed at the following link:

[https://www.princegeorgecountyva.gov/live\\_stream/index.php](https://www.princegeorgecountyva.gov/live_stream/index.php)

Public comments may be made in person during any meeting. You may also submit any public comments on our website at

[https://www.princegeorgecountyva.gov/departments/board\\_of\\_supervisors/public\\_comment\\_for\\_m.php](https://www.princegeorgecountyva.gov/departments/board_of_supervisors/public_comment_for_m.php).

Any public comments received in person or by website form up until the public comment section is closed by the Chair of the Board of Supervisors on August 8 may be entered into the meeting minutes if desired by the citizen.

**CALL TO ORDER**

Roll Call

**CLOSED SESSION**

**WORK SESSION**

Discussion of DSS Camera Purchases – Bertha Judge

Discussion on Deputy County Administrator and Community Development - Corrie Hurt

Report on FY2024 Vehicle Replacements – Betsy Drewry and Chris Talmage

Water and Wastewater Agreement to Address Capacity Issues – Frank Haltom

**INVOCATION**

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

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

- C-1. Draft Minutes – July 11, 2023 Regular Meeting.
- C-2. Resolution: Appropriation (\$10,625 Increased Contribution from Dinwiddie County for Assistance Provided by Carson Fire Station). (Betsy Drewry, Deputy County Administrator, Finance)
- C-3. Resolution; Appropriation (\$15,980.00 Sports Tourism Fees Fiscal Year 2023, Quarter 4). (Betsy Drewry, Deputy County Administrator, Finance)

**SUPERVISORS' COMMENTS**

**COUNTY ADMINISTRATOR'S COMMENTS**

**REPORTS**

**VDOT** – Crystal Smith

**POSTPONED ITEMS**

**ORDER OF BUSINESS**

- A-1. Resolution: Authorize the Department of Social Services to Apply for a Cameron Foundation Project / Program Grant (\$1,500) and a John Randolph Foundation Community Contribution Grant (\$1,500). (Bertha Judge, Social Services Director)
- A-2. Resolution; Re-Appropriation (\$293,049.59 Outstanding June 30, 2023 Encumbrances/Purchase Orders). (Betsy Drewry, Deputy County Administrator, Finance)
- A-3. Resolution; Authority to Advertise a Public Hearing for the Re-Appropriation of \$2,180,863.23 in Unexpended School State Construction Funds. (Budget Amendment). (Betsy Drewry, Deputy County Administrator)
- A-4. Resolution Accepting Hampton Inn Water Agreement. (Frank Haltom, County Engineer)
- A-5. Authorize the Police Department to Complete and Submit a Grant Application to The Virginia Department of Emergency Management for PSAP Grant Program for Staffing

Recognition Funding (\$50,000). (Betsy Drewry, Deputy County Administrator, Finance and Chief Keith Early)

**PUBLIC HEARINGS**

**ADJOURNMENT**

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

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

August 8, 2023

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

**MEETING CONVENED.** Chairman Donald R. Hunter called a regular meeting of the Board of Supervisors of the County of Prince George, Virginia, to order at 6:00 p.m. on August 8, 2023 in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia.

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

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

Also present: Jeff Stoke, County Administrator; Betsy Drewry, Deputy County Administrator; and Andrea Erard, County Attorney.

**WORK SESSION**

**Discussion of DSS Camera Purchases** – Ms. Bertha Judge, Social Services Director, stated that recent threats to Social Services employees led the Director of Social Services to request consideration of the County Administrator to purchase additional security cameras. Adequate funds remained unexpended within the FY2023 Social Services budget, but the timing of the request, and subsequent receipt of an updated vendor quote, was after the FY2023 purchase order entry deadline. Staff received an updated quotation from Optech on July 26, 2023, totaling \$25,612.00. The cost, if authorized, would be reimbursable by the state at 84.5% (\$21,642.14), and the local portion would be \$3,969.86 (15.5%). Ms. Judge is requesting from the Board to add to the Order of Business at this meeting, or a future meeting, for approval to move forward with the purchase. Making the purchase will require an added local appropriation of \$3,969.86 (15.5% - local match), and an increase in estimated state revenues of \$21,642.14 (84.5%). Ms. Betsy Drewry, Deputy County Administrator, Finance stated that the recommended source of local appropriation is General Fund, Fund Balance (same as purchase order reappropriations). Mr. Webb asked that since we have finalized the budget, in trying to follow their own rules, why would this not come out of Contingency? Ms. Drewry stated that they were just trying to make it similar to the purchase order reappropriations. It certainly could come from Contingency if that is the Board's preference. Mr. Webb stated that would be his choice. Mr. Brown asked what kind of timeline they have been given for installation. Mr. Cliff Young, IT Director, stated that

there is not a timeline at this point because the cameras have not been ordered yet. Mr. Webb asked if the price is a “not to exceed.” Mr. Young clarified that it is. Mr. Brown asked Ms. Drewry if the County would be paying the full amount and then get reimbursed by the State. Ms. Drewry stated that is correct. She stated that Contingency Fund balance is \$144,146 and if it is the Board’s preference, they can use the Contingency Fund. Mr. Webb asked Mr. Young if he is sure the price is “not to exceed,” then why does the quote not reflect that. He stated that if you do not have any type of constraint on it, then it leaves you open. If you nail them down, you have walked the job, you know the scope, this is what the expectation is and this is how we are going to receive it, then if they miss something, it is on them. Then they cannot come back and say we missed something, it is going to be a little more. Mr. Webb added that we should look at doing this on all bids in the future. The Board agreed to add a resolution to the agenda and for the funds to come from Contingency.

**Discussion on Deputy County Administrator and Community Development** – Ms. Corrie Hurt, Human Resources Director, stated that currently the County's Adopted FY2024 Position Control Chart reflects a Deputy County Administrator for Community Development and Code Compliance (CDCC) that is to serve as the department's director and provide oversight to the Planning Department. CDCC also currently has a Deputy Director / Building Official. Julie Walton's (Deputy County Administrator, CDCC) untimely passing, and the addition of a Planning Director in the FY2024 budget, led to an evaluation of strategic needs in the County. During the recent completion of the organizational review and staffing level study, there was an expressed need to create two sole Deputy County Administrator positions. Although the Board did not budget for this in the FY24 budget, with the sudden passing of Ms. Walton, this created a vacancy in the department and the need to review long term needs of the County. The Board approved the hiring of a Planning Director in the FY24 budget and that position was hired and Mr. Baldwin came aboard on July 16<sup>th</sup>. The Deputy Director is also the Building Official, appointed by the Board. Mr. Charles Harrison is currently serving as the Interim Director of CDCC/Building Official. Staff would propose that he be permanently promoted and his position of Deputy Director would be eliminated. He would retain the appointment as Building Official. The Deputy County Administrator position funding would be moved into the County Administration budget. The County Administrator's current span of control leaves him without adequate capacity to plan strategically to develop a customer-focused and performance-driven organization. He currently has 18 direct reports. By creating a Deputy County Administrator, some of the departments currently reporting to the County Administrator would report to the Deputy County Administrator. The Deputy County Administrator would be physically located in CDCC but will oversee a number of departments as assigned by the County Administrator. Staff is requesting the following changes: 1) Reclassify and promote the CDCC Deputy Director / Building Official to Director of CDCC (will still serve as building official); and 2) Reclassify the Deputy County Administrator, CDCC, to be a general Deputy County Administrator. This action would require a budget transfer from CDCC to County Administration for the salary and benefits of the Deputy County Administrator. There is not additional budget impact for either of the two requested changes (CDCC currently has two vacant Senior Building Inspector Positions, and the change from Deputy Director to Director can be absorbed in FY2024). Mr. Carmichael asked if this needs to be added to the agenda this evening. Ms. Hurt said they could certainly wait until September. Mr. Carmichael stated that he would like to have more time to look this over. Mr. Webb agreed that he would like to have a little more time to think about it. Mr. Brown suggested

that they move it to the second meeting in September. The Board agreed.

**Report on FY2024 Vehicle Replacements** – Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that historically, in FY2022 and six years prior, a “rolling stock” borrowing was done for law enforcement and County vehicle replacements (Initially focus was on public safety and in FY2020 first year non-public safety vehicles were included in borrowing). In FY2023, seven vehicles remain on order from FY2023 due to supply chain issues {Included in Purchase Order Re-Appropriation Request on 8/8/23 agenda} –the vehicles that these seven are replacing are not on vehicle lists that accompany this presentation. They are: PO 20230095 August 2022 –Sheehy Ford -\$40,520 –F150 Truck; Parks & Recreation; PO 20230099 August 2022 –Sheehy Ford -\$196,258.30 –five Ford Interceptor SUVs; Police Marked; and PO 20230216 –Sheehy Ford -\$28,364.45 –one Ford Maverick Super Crew; Unmarked Police Truck. Mr. Webb asked how they can hold the County hostage on what we can order moving forward if we have vehicles already on order and just have not received them. Ms. Drewry stated that we are not being held hostage, but those vehicles just remain on order. We are not limited to how many we can order moving forward. The FY2024 adopted budget contains a General Fund Transfer to CIP Fund of \$450,000 for vehicle purchases (no borrowing). Fleet Garage administrative Staff and Finance Staff worked together to fine-tune fields in Fleet Inventory software “Asset Works” to develop FY2024 recommendations. The vehicles are categorized by type. Fire and EMS Apparatus and Fire and EMS Specialty was excluded for a separate replacement cycle/funding. Some vehicles are removed from the replacement evaluation as part of the \$450,000 due to the funding source. We budget replacement vehicles in the adopted budget for these funding sources when replacements are needed. Social Services (partially state-funded) has one vehicle included in the adopted FY2024 General Fund Budget. The Utility Department (self-supporting Enterprise Fund) and one additional truck included in the FY2024 Utility Fund Budget. Riverside Criminal Justice Agency is funded by Community Corrections (Prince George, Hopewell, and Surry) and Economic Development is a Special Revenue Fund supported by meals tax. Ideally, the following conventions are used to replace vehicles: Police Marked –100,000 miles, 8 Years; and all others –125,000 miles, 10 Years. If we replaced every vehicle meeting either of these criteria, we would replace 42 vehicles in FY2024, some of which are “spares.” There are 12 Police Marked {over 8 years in PG service or who will reach over 100,000 miles in next year}. There are 30 County, Police Specialty, Police Unmarked, Sheriff & FEMS Fleet {over 10 years in PG service or who will reach 125,000 miles in next year}; only six of these vehicles have over 125,000 miles. The cost is approximately \$1,890,000 {using average price of \$45,000 per vehicle}. The focus has to be on mileage first, then condition and age –and a possible shift in process. A review of total miles and age of vehicles as well as a review of miles driven during FY2023 for some vehicles revealed that some departments may not require a devoted vehicle. Ms. Drewry stated that they recognize they need to change the County’s approach. We currently have some vehicles that are rusting on the County lot before they get 50,000 miles on them. Therefore, she suggested they move some of the vehicles to a “pool arrangement” rather than assigning vehicles for restricted use when there are not a lot of miles being put on those vehicles annually. She presented the Board with reports of all active County Vehicles, Apparatus and Trailers in AssetWorks sorted by Department. She also presented a report of all active County

vehicles sorted by asset type and then by age. Active vehicles include all active fleet vehicles for which a replacement is not being prepared for issue, a replacement is not on order, or is not being prepped for disposal due to recent replacement. Part One of the recommendation would be to follow the normal process for the majority of County vehicles {Police, Sheriff, FEMS, Animal Services, CDCC (including Environmental Inspections), General Services, Garage, Recreation} -replacement conventions and evaluation reveals need to purchase in FY2024 (5 Police Marked vehicles, one Unmarked Police Vehicle, and one General Services truck. One within these departments falls within the Part Two recommendation. Part Two would be to move to a pooled arrangement with an automated checkout on an as needed basis for 13 vehicles on a pilot basis (three current pool vehicles, ten assigned vehicles being driven fewer than 4,000 miles annually), and purchase AssetWorks KeyValet kiosk and purchase two newer used vehicles (one van and one SUV). We would also recommend disposing of three to four of the 13 vehicles that we would be pooling at the start. Vehicles recommended in placing in that pool do not include CDCC, Environmental Inspection, Recreation (except for one van with summer camp use), General Services, Garage (except for one SUV used on a limited basis), and the Food Bank. Ms. Drewry provided the Board with a list of vehicles that will be impacted by the pool arrangement. Some potential issues in the pooling arrangement may be cleaning and fueling of vehicles following use and a budget impact -charging fuel and repairs to departments who utilize vehicles (difference in FY24 budget and actual). Mr. Webb asked Chris Talmage, Fleet Garage Manager, if they have the ability to check the idle hours on these vehicles. Mr. Talmage confirmed that they do have that ability. Mr. Webb stated that plays in to the oil changes and everything else. Mr. Talmage also confirmed for Chairman Hunter that they would be able to get fuel for the vehicle through FuelFocus if needed. Mr. Webb stated that FuelFocus would also give them the ability to download any error codes. The kiosk would be placed in the County Administration Mail Room and accessed with a swipe entry badge with reservations being made online using AssetWorks. In summary, Staff is requesting the Board consensus to authorize Staff to move forward with the purchase of seven recommended new replacement vehicles (five Police Marked, one Police Unmarked, and one General Services Truck). In addition, they are looking for authorization to move to a pooled arrangement for 13 vehicles as discussed and purchase AssetWorks KeyValet Kiosk (estimated at \$35,000) and one newer used SUV and one newer used Van. All of this would be at a cost not to exceed \$450,000 {from approved General Fund appropriation sources}. Mr. Brown stated that he does not see why they would need Board consensus on this. He would expect the best use of those vehicles to be managed by the County Administrator, the Fleet Manager, and the Finance Director. Chairman Hunter agreed they should move forward the best way they know. The Board agreed.

**Water and Wastewater Agreement to Address Capacity Issues** – Mr. Frank Haltom, County Engineer, stated that the County’s current available capacity of water and wastewater supply is limited. Due to the risks associated with the current limitations of available water and wastewater capacities, developers are hesitant to invest in the County. For instance, a 100-lot residential subdivision could take 1-2 years to construct the required infrastructure before individual homes can be sold. During that timeframe, the remaining water and wastewater capacities may not be sufficient to serve the 100 lots because capacities are not reserved until issuance of a building permit for each individual lot. Therefore, the Board directed Staff to make recommendations to address these concerns. In order to provide assurance for residential developments water and wastewater capacities will be available after investing in new

infrastructure, Staff recommends amendments to the County ordinance that will address the reservation of capacities upon receipt of all necessary permits to construct the required infrastructure to serve the developments and payment of connection fees. Currently, all non-residential developments currently pay connection fees at issuance of building permit. There is no change recommended. Possible changes to prevent capacity being held without use are to amend the ordinance to clarify the County Board or the Utility Director has the authority to revoke water and wastewater capacities and issue applicable refunds should the developer not utilize the capacities within a determined timeframe or meet conditions of the allocation. The timeframe would be tied to the building permit expiration. If no progress has been made, a renewal of the building permit would be denied, capacities returned to the utility and refund of connection fees issued. Chairman Hunter asked what that timeframe would be. Mr. Haltom stated that most building permits are good for about 18 months. Currently, for residential development, all single-family homes currently pay connection fees at issuance of building permit. Some possible changes are to reserve capacity upon receiving a permit for construction of water and wastewater infrastructure by the developer. Require all or a minimum connection fee to be applied at time of constructing the infrastructure. Use of water and wastewater agreements to define the conditions of capacity issuance. Amend ordinance to clarify the County Board or the Utility Director has the authority to revoke water and wastewater capacities and issue applicable refunds should the developer not utilize the capacities within a determined timeframe. The timeframe will be established in the water and wastewater agreements. Mr. Haltom went over the recommended amendments to the Ordinance. Before commencement of construction of any water system or the extension, alteration, or enlargement of any existing water system to serve additional development, the developer shall enter into a contract with the County setting forth the terms and conditions under which the construction shall be performed and the system conveyed to the County for operation and maintenance. The Director is authorized to execute such contracts subject to review and approval of the County Attorney. The provisions of this section shall not apply to construction of internal distribution system facilities serving mobile home parks, industrial and commercial complexes, apartment complexes and similar uses. Mr. Webb stated that the Director and the County Attorney are not the ones that are going to get the phone calls all hours of the night. Who is going to keep the Board in the loop with what is being done? He has no problem with the Director signing the contracts, but he wants to at least be kept in the loop with what is going on after the fact. Mr. Haltom stated that if the Board wants to stay engaged, they can develop a policy on how to handle that. Mr. Webb stated that he is not trying to restrict Staff, it is just difficult when they get questions from citizens they cannot answer because they are not in the loop. Another Ordinance amendment recommendation is that the Director is authorized to revoke water service and permitted capacities for any development for which a County-issued building permit has expired, and fails to utilize the permitted capacity. Any development for which the capacities are revoked by the department will be issued a refund of the applicable connection fees. Chairman Hunter stated that he does not disagree with the rationale of revoking it, but the Board does need to know when that happens. Mr. Brown asked if any appeal process will be put in place. Ms. Erard, County Attorney stated that at this time there is no appeal process, but they could certainly add one to the Ordinance. She added that it would be important to have a set of criteria that would be used consistently for revocation and make it available up front. Mr. Webb agreed. Mr. Webb stated that he understands and agrees with the logic of these changes, but he is not sure how it is going to help versus hurt a custom homebuilder that may only build one or two homes a year. Mr.



Haltom presented two options for water and wastewater agreements for residential development. Option one, for subdivisions requiring the extension of public water or wastewater, the required permitted capacity can be reserved, as described below, upon obtaining all applicable permits for the installation of the public infrastructure and payment of connection fees for the desired number of lots.

- a. Subdivisions of 50 lots or less can reserve the required permitted capacity for the total number of lots.
- b. Subdivisions of more than 50 lots can reserve the required permitted capacity for a maximum of 50 lots. All remaining lots within the subdivision must pay the connection fees at the time of issuance of a building permit for the home; or, the required permitted capacity for an additional 50 lots can be reserved upon 80% of the previous 50 lots receiving certificates of occupancy. Upon the County's final acceptance of the public infrastructure, and if the County's system has the available capacity, the permitted capacity for any remaining lots within the subdivision can be reserved upon payment of connection fees for such lots.
- c. At the discretion of the Director, if building permit expires with no progress, or permitted capacities remain unused for 18 months, the developer/owner shall surrender the capacity to the County. The County will refund the applicable connections fees for the permitted capacity that remains unused.

Mr. Haltom clarified for Mr. Webb and Mr. Carmichael that he has spoken with both big developers and hometown custom homebuilders about this option and they are okay with it.

For option two, subdivisions can reserve the required permitted capacity for the total number of lots. At the discretion of the Director, if permitted capacities remain unused for 18 months, the developer/owner shall surrender the capacity to the County. The County will refund the applicable connections fees for the permitted capacity that remains unused. Mr. Haltom stated that the current process we have today can continue. These are just recommended options. He is asking for authorization for a public hearing in the future. The Board agreed that they are not ready to move forward with that just yet. They would like to receive a report on this on September 26. Mr. Webb clarified that he does not have any problem with the Director having authority, he just wants to know what is going on.

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

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

**PUBLIC COMMENTS.** Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. Chairman Hunter opened the public comments at 7:04 p.m. There being no one to speak, the public comment period was closed.

**APPROVAL OF AGENDA.** Mr. Brown requested that Item A-6 be added as a resolution for an appropriation to purchase security cameras in the amount of \$25,612.00 for State Department

of Social Services Public Assistance Funds, and made a motion, seconded by Mr. Webb, to adopt the agenda as amended with the addition of Item A-6. Roll was called on the motion.

The roll call vote was:

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

**ORDER OF CONSENSUS.** Mr. Carmichael made a motion, seconded by Mrs. Waymack, to adopt the Order of Consensus as presented. Roll was called on the motion.

C-1. Draft Minutes – July 11, 2023 Regular Meeting Minutes.

R-23-116

C-2.

**RESOLUTION; APPROPRIATION (\$10,625.00 INCREASED CONTRIBUTION FROM DINWIDDIE COUNTY FOR ASSISTANCE PROVIDED BY CARSON FIRE STATION)**

BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2023, authorizes the following increase of funds within the 2023-2024 Budget as follows:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<b>GENERAL FUND</b>	
<u>Expenditure:</u>	
0100-09-401-0917-49172	General Fund Transfer to CIP Fund \$10,625.00
<u>Revenue:</u>	
0100-10-508-8114-319207	Dinwiddie County Contribution \$10,625.00
<b>CAPITAL IMPROVEMENT FUND</b>	
<u>Expenditure:</u>	
0311-03-200-3104-48121-3104	Fire/EMS Apparatus Replacements \$10,625.00
<u>Revenue:</u>	
0311-09-901-8207-399100	Transfer from General Fund \$10,625.00

R-23-116A

C-3.

**RESOLUTION; APPROPRIATION (\$15,980.00 SPORTS TOURISM FEES FISCAL YEAR 2023, QUARTER 4)**

BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2023, authorizes the following increase of funds within the 2022-2023 Budget as follows:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>TOURISM FUND</u>	
<u>Expenditure:</u>	
0213-08-301-2131-45655     Tourism Fund Sports Tourism Expenditures	\$15,980.00
<u>Revenue:</u>	
0213-10-507-8112-316215     Tourism Fund Sports Tourism Fees	\$15,980.00

The roll call vote was:

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

**SUPERVISORS COMMENTS**

Mrs. Waymack thanked the citizens for all that they do and stated that she thanks God that Prince George County has not had the threatening weather that other areas have had with death and destruction.

Mr. Brown thanked everyone for their cards, phone calls, visits and condolences on the loss of his father and reminded everyone to be kind and respectful to one another as life is not guaranteed.

Chairman Hunter asked everyone to keep the family of Mr. Peter Clements in their prayers.

**COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Jeffrey D. Stoke, County Administrator stated that work continues on the old Walton Elementary School, particularly in the gym, as they prepare it for the temporary Prince George Courthouse Annex as renovations will begin on September 5 at the Courthouse. The "Back to School Drive-Thru Fair" - hosted by the P.G. Co. Public Schools, will be on August 10 at PGHS, 7801 Laurel Spring Road, 4:00pm - 7:00pm. On August 12, the Prince George Farmers' Market - "National Farmers Market Week" Celebration will be at Scott Park, 6380 Scott Memorial Park Road, Prince George, 9:00am - 1:00pm. On August 24, there will be an Exit 45 Property Owners Meeting, hosted by PG Economic Development/Tourism Dept. at the Holiday Inn Express, 11979 South Crater Rd, South Prince George at 11:00am. On August 26, Prince George Farmers' Market - "Dog Appreciation Day" will be at Scott Park, 6380 Scott Memorial Park Road, Prince George, 9:00am - 1:00pm. Prince George County Offices will be closed on September 4 for the Labor Day Holiday. On September 9, Prince George Farmers' Market - "First Responders Day" will be at Scott Park, 6380 Scott Memorial Park Road, Prince George, 9:00am - 1:00pm. The Prince George County School Board will meet on September 11 in the Board Room, 3rd Floor of the Administration Building, 6602 Courts Drive at 6:30pm. The

Prince George County Board of Supervisors will meet on September 12 for a 6:30 pm Closed Session, and 7:00 pm Public Meeting in the Board Room, 3rd Floor of the Administration Building, 6602 Courts Drive.

## **REPORTS**

**VDOT** – Ms. Crystal Smith of the Virginia Department of Transportation, stated that the bridge projects on Golf Course Road and Lone Oak Mill Road are ongoing and on schedule. The Bull Hill/Courthouse Road roundabout is still scheduled to start construction in October. The process for the five route no through truck restriction is still ongoing waiting for support from the District Administrator’s Office. They just completed their second cycle of litter and mowing. Their crews have completed 21,000 linear feet of ditching for the month of July, 71,000 linear feet of ditch and pipe inspections, 348 potholes, and 11 miles of tree trimming. She did check into the flashing overhead lights for the Disputanta Fire Station and it was denied. Mr. Carmichael stated that there are major potholes on Thweatt Drive, which is currently being used as a detour since Pump House Road is closed. Ms. Smith stated that they will be meeting Thursday regarding Middle Road and Jefferson Park. They will not have to put the funds up yet as it is included in the Secondary Six-Year Plan. Heritage Road is currently closed and under construction until August 25. She clarified for Mr. Brown that she believes Pump House is closed until November.

## **ORDER OF BUSINESS**

**A-1. Resolution; Authorize the Department of Social Services to Apply for a Cameron Foundation Project/Program Grant (\$1,500) and a John Randolph Foundation Community Contribution Grant (\$1,500).** Ms. Bertha Judge, Social Services Director, stated that the Director of Social Services would like to apply for funds through the Cameron Foundation Project/Program grant and the John Randolph Foundation Community Contribution grant. These grants will assist with Toddler Fair marketing, supplies, vendors and other requirements. The amount of Cameron Foundation Project/Program Grant totals \$1,500.00; and the amount of the John Randolph Foundation Community Contribution Grant totals \$1,500.00. Mr. Carmichael made a motion, seconded by Mr. Brown, to authorize to apply for Cameron Foundation Project/Program Grant for \$1,500.00; and for the John Randolph Foundation Community Contribution Grant for \$1,500.00. Roll was called on the motion.

R-23-117

A-1.

**RESOLUTION: AUTHORIZE THE DEPARTMENT OF SOCIAL SERVICES TO APPLY FOR A CAMERON FOUNDATION PROJECT / PROGRAM GRANT (\$1,500) AND A JOHN RANDOLPH FOUNDATION COMMUNITY CONTRIBUTION GRANT (\$1,500)**

WHEREAS, the Department of Social Services is requesting approval of the Prince George County Board of Supervisors to apply for two grant opportunities, which have no local match, to assist with Toddler Fair marketing and supply costs. Grant 1) Cameron Foundation Project / Program Grant of \$1,500, and Grant 2) John Randolph Foundation Community Contribution Grant of \$1,500.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2023, does hereby authorize the submission of two grant applications, neither of which requires a local match, to assist with Toddler Fair costs to 1) Cameron Foundation Project / Program Grant of \$1,500, and Grant 2) John Randolph Foundation Community Contribution Grant of \$1,500.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be retained as support authorizing the grant applications to The Cameron Foundation and to The John Randolph Foundation.

The roll call vote was:

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

**A-2. Resolution; Re-Appropriation (\$293,049.59 Outstanding June 30, 2023 Encumbrances/Purchase Orders).** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that with the recent transition of fiscal years (end of fiscal year 2022-2023 and the beginning of fiscal year 2023-2024), there are several open obligated purchase orders from the FY2022-23 budget that need to be re-appropriated from FY2022-23 to FY2023-24 to insure proper accounting and honor outstanding obligations. Purchase Orders for capital projects do not require re-appropriation, as the Board’s adopted annual budget appropriation resolutions specifically state “those appropriations previously designated for capital projects will not lapse at the end of the current fiscal year, but shall remain appropriated until the completion of the project or until the Board of Supervisors, by appropriate ordinance or resolution, changes or eliminates the appropriation. There are several encumbrances / purchase orders that were outstanding as of June 30, 2023, that do require re-appropriation by the Board. Open year-end purchase orders typically result from vendors performing project work over multiple months, projects that span two (or more) fiscal years, or lengthy delivery times for ordered supplies / equipment. Those County purchase orders which require reappropriation total \$293,049.59. The General Fund portion is \$238,798.29. All school purchase orders that remained open on June 30, 2023, relate to State School Construction Funds received in FY2023, that remained unexpended on June 30, 2023, (and capital projects that started in FY2023 and will remain ongoing in FY2024). Mr. Webb made a motion, seconded by Mrs. Waymack, that the Board approve re-appropriation of Fund Balance to FY2023-24 for purchase order obligations outstanding at June 30, 2023. The total re-appropriation requested is \$293,049.59. Roll was called on the motion.

R-23-118

A-2.

**RESOLUTION; RE-APPROPRIATION (\$293,049.59 OUSTANDING JUNE 30, 2023 ENCUMBRANCES / PURCHASE ORDERS)**

BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2023, authorizes the following increase of funds within the 2023-2024 Budget as follows:

*See page 2*

FUND/ORGANIZATION

AMOUNT

Row Labels	ACCT DESCRIPTION	Sum of CARRYOVER LINE
0100-01-002-0401-00000-000-000-000-43101 -	ASSESSOR PROF SRVC	4,950.00
0100-01-002-0405-00000-000-000-000-43320 -	INFO TECH MAINTENANCE SVS CON	12,610.92
0100-01-002-0405-00000-000-000-000-48107 -	INFO TECH EQUIPMENT - REPLACEM	42,433.80
0100-01-002-0502-00000-000-000-000-46009 -	GARAGE VEHICLE & EQUIP. SUPPLI	22,487.63
0100-02-010-0203-00000-000-000-000-43314 -	SHERIFF SECURITY IMPROVMNT	6,000.00
0100-03-100-0601-00000-000-000-000-43101 -	POLICE DEPT PROF SRVC	1,500.00
0100-03-100-0601-00000-000-000-000-43310 -	POLICE DEPT REPAIRS AND MAINTE	1,400.00
0100-03-100-0602-00000-000-000-000-48210 -	POLICE GRANT E-SUMMONS	6,045.00
0100-03-200-0610-00000-000-000-000-46066 -8211	CO 1 FIRE TURNOUT GEAR	3,100.33
0100-03-200-0610-00000-000-000-000-48107 -	FIRE EMS INFO TECH EQUIPMENT	4,168.50
0100-03-200-0610-00000-000-000-000-48121 -8213	CO 3 FIRE & RESCUE EQUIPMENT	4,950.20
0100-03-200-0610-00000-000-000-000-48121 -8216	CO 6 FIRE & RESCUE EQUIPMENT	10,055.16
0100-03-200-0610-00000-000-000-000-48248 -8215	CO 5 FIRE PROGRAM FUNDS	36,489.59
0100-03-200-0610-00000-000-000-000-48248 -8218	CO 7 FIRE PROGRAM FUNDS	28,765.00
0100-03-500-0611-00000-000-000-000-48101 -	ANIMAL CONTR MACHINERY & EQUIP	14,183.91
0100-04-103-0504-00000-000-000-000-43310 -	GEN PROPRTS REPAIRS & MAINTEN	39,658.25
0600-04-104-7000-00000-000-000-000-43311 -	UTIL MAINT CONTRACT FEES/ADMIN	14,440.00
0610-04-104-7002-00000-000-000-000-410316-	WATER METERS CAPITAL OUTLAY	31,600.00
0610-04-104-7002-00000-000-000-000-43101 -	PROFESSIONAL SERVICES	8,211.30
<b>TOTAL COUNTY PURCHASE ORDERS</b>		<b>293,049.59</b>
	<b>TOTAL EXPENDITURES</b>	<b>293,049.59</b>
REVENUES		
0100-40-900-8208-00000-000-000-000-399999 -	GENERAL FUND, FUND BALANCE (FOR COUNTY)	238,798.29
0600-40-900-8208-00000-000-000-000-399999 -	UTILITIES OPERATING FUND, FUND BALANCE	14,440.00
0610-40-900-8208-00000-000-000-000-399999 -	UTILITIES REPLACEMENT RESERVES FUND, FUND BALANCE	39,811.30
	<b>TOTAL REVENUES</b>	<b>293,049.59</b>

The roll call vote was:

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

**A-3. Resolution; Authority to Advertise a Public Hearing for the Re-Appropriation of \$2,180,863.23 in Unexpended School State Construction Funds.** Ms. Drewry, Deputy County Administrator, Finance, is requesting an Authority to Advertise a Public Hearing on Re-Appropriation of School State Construction funds received in FY2023 that remained unexpended at June 30, 2023. Prince George County Public Schools received \$2,785,153 in State Construction Funds during FY2023. State guidelines required that the funding be used for nonrecurring construction and equipment items, and the school division obligated the funds accordingly. As of June 30, 2023, \$2,180,863.23 of the State Construction Funds received in FY2023 remained unexpended. This amount will be recorded as deferred revenue in FY2023, and be “rolled to” FY2024 as revenue, and expended in FY2024 within the Capital Outlay School Budget category. This requires a FY2024 budget amendment / reappropriation. Unexpended obligations (purchase orders) were for HVAC replacements at Prince George High

School and the relocation of modular units from William A. Walton Elementary School to other school locations. Work started in FY2023, and continues in FY2024. Because the dollar amount of the amendment exceeds 1% of the County's adopted FY2024 budget, we must hold a public hearing to make this budget amendment (Code of Virginia Section 15.2-2507). The total FY2024 Adopted budget is \$154,639,306, and 1% is \$1,546,393. Mr. Webb made a motion, seconded by Mr. Brown, to authorize the advertisement of a September 12 public hearing to approve an increase in School State appropriations for FY2023-24 totaling \$2,180,863.23. Roll was called on the motion.

R-23-119

A-3.

**RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE RE-APPROPRIATION OF \$2,180,863.23 IN UNEXPENDED SCHOOL STATE CONSTRUCTION FUNDS (BUDGET AMENDMENT).**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2023, does hereby authorize the advertisement of a September 12, 2023, public hearing for the re-appropriation of \$2,180,863.23 in unexpended School State Construction Funds.

The roll call vote was:

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

**A-4. Resolution Accepting Hampton Inn Water Agreement.** Mr. Frank Haltom, County Engineer, stated that Horizon Partners II LLC, owner of the Hampton Inn on South Crater Road (Owner), and the County entered into an agreement in 2005 to allow the County to operate the Owner's water facilities, used for their onsite fire suppression system, for the public water system. The Owner plans to construct an addition to the existing building structure. During the plan review process, the property owner requested the County to take responsibility for future maintenance of the water facilities should the owner find alternate means for fire suppression. These assets include the 125,000 gallon above ground water tank, the existing well house, and the well that provides the groundwater supply for the public water system. The County has prepared an Agreement identifying the terms for the County to take ownership of the assets used for the public water supply upon the owner inspecting the water tank, repairing any deficiencies identified during the inspection, and painting the interior of the tank to meet waterworks standards. Mr. Carmichael asked if this would need to come back before the Board if changes are made to the Agreement. Ms. Erard stated that they do not anticipate substantive changes. It is not uncommon for a contract to be approved as to form. If there are significant changes, they would come back before the Board. Mr. Brown made a motion, seconded by Mr. Webb, to



approve the Resolution approving the Agreement to transfer ownership and maintenance of the Hampton Inn water facilities. Roll was called on the motion.

R-23-120

A-4.

RESOLUTION ACCEPTING WATER AGREEMENT

WHEREAS the attached Agreement between Horizon Partners II, LLC and Prince George County conveys the water facilities located at 11909 South Crater Road in Prince George, Virginia.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors this 8<sup>th</sup> day of August 2023, hereby approves the attached Agreement; and

BE IT FURTHER RESOLVED that the County Administrator is authorized to sign the attached Agreement and execute any and all documents necessary for the transfer of the water system, subject to review and approval of the County Attorney.

The roll call vote was:

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

**A-5. Authorize the Police Department to Complete and Submit a Grant Application to The Virginia Department of Emergency Management for PSAP Grant Program for Staffing Recognition Funding (\$50,000).** Police Chief Keith Early stated that the Police Department and Emergency Communications Center leadership is requesting authorization to apply for VDEM PSAP Grant Program for Staffing Recognition Funding. This funding does not require a local match, and the application will request funding totaling up to \$50,000. These VDEM grant funds are available to recognize Communications Officers, and address the ongoing national 9-1-1 staffing crisis. The funds, if awarded, will be used to provide a recognition bonus to all full-time and part-time Communications Officers of \$2,500 each for full-time Communications Officers; and \$1,250 each for part-time Communications Officers. The request is to pay the recognition bonuses in two equal installments in November 2023 and March 2024. If the grant funds are awarded, the County must adopt an Ordinance to pay these employee bonuses in accordance with The Code of Virginia Section 15.2-1508. Adoption of such an ordinance requires advertising and conducting a public hearing. If VDEM awards these grant funds, Staff will make a request to appropriate the grant funding, and advertise a public hearing to approve the required ordinance to pay employee bonuses. The due date for the application is August 15, 2023. Mr. Brown reiterated that this is a one-time thing and does not change salary baseline. It is referred to as recognition retention. Mr. Carmichael made a motion,

seconded by Mrs. Waymack, to authorize the Police Department and ECC to apply for VDEM PSAP grant funding. Roll was called on the motion.

R-23-121

A-5.

AUTHORIZE THE POLICE DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT FOR PSAP GRANT PROGRAM FOR STAFFING RECOGNITION FUNDING (\$50,000)

WHEREAS, the Police Department is requesting approval of the Prince George County Board of Supervisors to apply for VDEM PSAP Grant Program for Staffing Recognition Funding of up to \$50,000, due August 15, 2023; and

WHEREAS, the total award of up to \$50,000 does not require a local match and is to be directed to provide full-time Emergency Communications Officers a recognition bonus of \$2,500 and part-time Emergency Communications Officers a recognition bonus of \$1,250 in two equal installments; and

WHEREAS, if these VDEM PSAP Staffing Recognition funds are received, the County will have to advertise and conduct a public hearing to adopt an Ordinance in order to pay recognition bonuses to full-time and part-time Communications Officers in accordance with The Code of Virginia section 15.2-1508; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2023, does hereby authorize the submission of a grant application for VDEM PSAP Grant Program for Staffing Recognition Funding of up to \$50,000, which does not require a local match.

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

The roll call vote was:

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

**A-6. Resolution; Appropriation to Purchase Security Cameras (\$25,612.00 – State DSS Public Assistance Funds and General Fund Contingency).** Ms. Bertha Judge, Social Services Director, stated that recent threats to Social Services employees led the Director of Social Services to request consideration of the County Administrator to purchase additional security

cameras. Adequate funds remained unexpended within the FY2023 Social Services budget, but the timing of the request, and subsequent receipt of an updated vendor quote, was after the FY2023 purchase order entry deadline. Staff received an updated quotation from Optech on July 26, 2023, totaling \$25,612.00. The cost, if authorized, would be reimbursable by the state at 84.5% (\$21,642.14), and the local portion would be \$3,969.86 (15.5%). Mr. Brown asked if the cameras will run continuously and will they be managed by someone. Ms. Judge stated that they will continuously run, but there is a period of override. She confirmed for Mr. Webb that it is video with no audio. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the purchase with an added local appropriation of \$3,969.86 (15.5% - local match), and an increase in estimated state revenues of \$21,642.14 (84.5%). The source of the local appropriation is Contingency. Roll was called on the motion.

R-23-122

A-6.

**RESOLUTION; APPROPRIATION TO PURCHASE SECURITY CAMERAS (\$25,612.00 - STATE DSS PUBLIC ASSISTANCE FUNDS AND GENERAL FUND CONTINGENCY)**

BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2023, authorizes the following increase of funds within the 2023-2024 Budget as follows:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Expenditure:</u>		
0100-05-113-0701-48107	General Fund DSS Technology Equipment	\$25,612.00
0100-09-401-0917-49199	General Fund Contingency	(\$3,969.86)
TOTAL		\$21,642.14
 <u>Revenue:</u>		
0100-20-601-8202-324602	State DSS Public Assistance Funds	\$21,642.14

The roll call vote was:

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

**ADJOURNMENT.** Mr. Brown moved, seconded by Mr. Webb to adjourn. Roll was called on the motion.

The roll call vote was:

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

The meeting adjourned at 7:34 p.m.

[Draft Minutes prepared August 11, 2023 for consideration on September 12, 2023]

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Donald R. Hunter  
Chairman, Board of Supervisors

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Jeffrey D. Stoke  
County Administrator