

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

September 27, 2016

6:00 p.m.

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

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, September 27, 2016 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by William A. Robertson, Jr., Chairman.

**ATTENDANCE.** The following members responded to Roll Call:  
William A. Robertson, Jr., Chairman Present  
Jerry J. Skalsky, Vice-Chairman Present  
Alan R. Carmichael Present  
Donald R. Hunter Present  
T. J. Webb Present

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

**CLOSED SESSION**

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

R-16-077

E-1.

**RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION OF THE PERFORMANCE OF A SPECIFIC BOARD APPOINTEE PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (2) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD**

**APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016, does hereby vote to enter closed session for (1) discussion of the performance of a specific Board appointee pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

In favor: (5) Robertson, Skalsky, Hunter, Webb, Carmichael

Opposed: (0)

The Board came out of closed session at 6:18 p.m. and reconvened the open meeting at 7:00 p.m.

**E-2. Resolution; Certification of Closed Session.** At 7:00 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 Robertson asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

R-16-077A

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 9<sup>th</sup> day of August, 2016 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (5) Skalsky, Webb, Robertson, Hunter, Carmichael

Opposed: (0)

**Invocation.** Mr. Skalsky gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Hunter led the Pledge of Allegiance to the United States Flag.

**PUBLIC COMMENTS.** Chairman Robertson announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:02 p.m. There was no one to speak and the public comments period was closed.

**APPROVAL OF AGENDA.** Item A-4 was deleted by the Chairman. Mr. Skalsky made a motion, seconded by Mr. Webb, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Skalsky, Webb, Hunter

Opposed: (0)

**ORDER OF CONSENSUS:** Chairman Robertson extracted Items C-1 and C-4. Mr. Carmichael made a motion, seconded by Mr. Hunter, that the consensus agenda be approved as amended. Roll was called on the motion.

R-16-078

C-2.

**RESOLUTION; PROCLAMATION; FIRE PREVENTION WEEK:  
October 9-15, 2016**

WHEREAS, Prince George County is committed to ensuring the safety and security of all those living in and visiting Prince George and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

WHEREAS, U.S. fire departments responded to 369,500 home fires in 2014, according to the National Fire Protection Association (NFPA); and

WHEREAS, U.S. home fires resulted in 2,745 civilian deaths in 2014, representing the majority (84 percent) of all U.S. fire deaths;

WHEREAS, in one-fifth of all homes with smoke alarms, the smoke alarms are not working; and

WHEREAS, three out of five home fire deaths result from fires in properties without smoke alarms (38 percent) or with no working smoke alarms (21 percent); and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, many Americans don't know how old the smoke alarms in their homes are, or how often they need to be replaced; and

WHEREAS, all smoke alarms should be replaced at least once every ten years; and

WHEREAS, the age of a smoke alarm can be determined by the date of its manufacture, which is marked on the back of the smoke alarm;

WHEREAS, Prince George County's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Prince George County's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2016 Fire Prevention Week theme, "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years" effectively serves to educate the public about the vital importance of replacing the smoke alarms in their homes at least every ten years, and to determine the age of their smoke alarms by checking the date of manufacture on the back of the alarms.

NOW, THEREFORE, BE IT REOLVED, that Prince George County does hereby proclaim October 9-15, 2016, as Fire Prevention Week throughout the County and we urge all the people of Prince George County to find out how old the smoke alarms in their homes are, to replace them if they're more than 10 years old, and to participate in the many public safety activities and efforts of the County's fire and emergency services during Fire Prevention Week 2016.

R-16-078A

C-3.

**RESOLUTION; PROCLAMATION; DESIGNATING OCTOBER AS COMMUNITY PLANNING MONTH IN PRINCE GEORGE COUNTY**

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all County residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, The American Planning Association (APA) and its professional institute, the American Institute of Certified Planners (AICP), endorse National Community Planning Month, as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the County of Prince George, Virginia; and

WHEREAS, We recognize the many valuable contributions made by professional community and regional planners in the County of Prince George, Virginia and extend our heartfelt thanks for the continued commitment to local public service by these professionals;

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October 2016 is hereby designated as Community Planning Month in the County of Prince George, Virginia in conjunction with the celebration of National Community Planning Month by the Prince George County Board of Supervisors this 27th day of September, 2016.

R-16-078B

C-5.

**RESOLUTION; AUTHORITY TO EXECUTE PURCHASE ORDER FOR PROVIDING AND INSTALLING AN EMERGENCY GENERATOR AND AUTOMATIC TRANSFER SWITCH AT THE COUNTY'S COURTHOUSE SEWER PUMPING STATION.**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016, does hereby approve the County Administrator, the Director of Engineering and Utilities, and the Director of Finance to follow the County's standard purchase order requisition process and execute this purchase as soon as possible.

C-6.

**RESOLUTION; APPROPRIATION (\$50,590 DMV HIGHWAY SAFETY GRANTS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0100-03-100-0602-41709	Grants: Highway Grant Overtime	\$26,250
0100-03-100-0602-46014	Grants: Other Operating Supplies	\$23,740
0100-03-100-0602-45540	Grants: Training	\$ 600
	<b><u>TOTAL</u></b>	<b><u>\$50,590</u></b>

Revenue:

0100-20-601-8305-330180	DMV Grants	\$50,590
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R-16-078D

C-7.

**RESOLUTION; APPROPRIATION (\$26,772 INSURANCE RECOVERIES – POLICE VEHICLE REPLACEMENT; AUGUST 13, 2016 ACCIDENT)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0100-03-100-0601-48105	Police Vehicle Replacement	\$26,772.00

Revenue:

0100-40-507-8206-341111	General Fund; Insurance Proceeds	\$26,772.00
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On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

**C-1. Draft Minutes – September 13, 2016 Regular Meeting.** Chairman Robertson extracted this item in order to correct a vote in the minutes. Mr. Webb made a motion, seconded by Mr. Skalsky, to approve the minutes as amended. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

**C-4. Resolution; Re-appropriation of FY16 Grant Balances to FY17.** Chairman Robertson extracted this item due to the amount of money involved. Ms. Betsy Drewry, Finance Director, stated that with the end of fiscal year 2016 and the beginning of fiscal year 2017, there are several funds in the County budget that need to be re-appropriated from FY2016 to FY2017 to ensure proper accounting and meet statutory requirements. These amounts are associated with state and federal grants, donations, designated funds, and capital projects. The General Fund budget amounts that are requested to be re-appropriated to fiscal year 2016-2017 are law enforcement grants, law library fees, fire program funds, and Fire and EMS grants and donations. In addition, there are carry forwards for the Storm Water Fund and Utility Capital Fund. Mr. Carmichael made a motion, seconded by Mr. Hunter to approve the resolution as presented. Roll was called on the motion.

R-16-079

C-4.

**RESOLUTION; APPROPRIATION OF UNEXPENDED FY2015-16 BUDGETS TO FY2016-17 (\$3,320,948.01 GRANTS, DONATIONS AND CAPITAL FUNDS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

FUND/ORGANIZATIONAMOUNT

<u>FUND/ORGANIZATION</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
0100-03-100-0602-00000-000-000-000-41709	DMV SAFETY - SELECTIVE ENFORCEMENT WAGES	10,781.81
0100-03-100-0602-00000-000-000-000-45540	DMV SAFETY - TRAINING	600.00
0100-03-100-0602-00000-000-000-000-45790	DONATIONS - FIRST RESPONDER FUNDS	1,865.25
0100-03-100-0602-00000-000-000-000-46013	POLICE DEPT DONATIONS - EDUC / RECREATION SUPPLIES	3,058.58
0100-03-100-0602-00000-000-000-000-46026	CHILD SAFETY SEAT PROGRAM	38.00
0100-03-100-0602-00000-000-000-000-46029	ANIMAL SHELTER DONATIONS	28,288.40
0100-03-100-0602-00000-000-000-000-48101	DONATIONS - ASSET REPLACEMENT	10,000.00
0100-03-100-0602-00000-000-000-000-48109	MADDIE'S FUND	19,665.70
0100-02-010-0905-00000-000-000-000-46012	LAW LIBRARY BOOKS & SUBSCRIPTIONS	20,928.71
0100-03-200-0604-00000-000-000-000-48248	FIRE PROGRAM FUNDS - COMPANY 1 (PG)	24,343.20
0100-03-200-0605-00000-000-000-000-48248	FIRE PROGRAM FUNDS - DISPUTANTA VFD	18,925.54
0100-03-200-0606-00000-000-000-000-48248	FIRE PROGRAM FUNDS - CARSON VFD	14,525.54
0100-03-200-0607-00000-000-000-000-48248	FIRE PROGRAM FUNDS - BURROWSVILLE VFD	25,803.75
0100-03-200-0608-00000-000-000-000-48248	FIRE PROGRAM FUNDS - JEFFERSON PARK VFD	18,131.72
0100-03-200-0614-00000-000-000-000-48248	FIRE PROGRAM FUNDS - FIRE/EMS	12,380.22
0100-03-200-0614-00000-000-000-000-45642	FOUR FOR LIFE	33,909.64
0100-03-200-0614-00000-000-000-000-45643	HOMELAND SECURITY GRANT	1,566.00
0100-03-200-0614-00000-000-000-000-45643-7069	HOMELAND SECURITY GRANT- VDEM RESP TEAM EQ TRAININ	14,400.00
0100-03-200-0614-00000-000-000-000-45643-7070	HOMELAND SECURITY GRANT- VDEM INOPERABLE COMM	11,200.00
0100-03-200-0614-00000-000-000-000-45643-7071	HOMELAND SECURITY GRANT- VDEM MASS CARE SHELTER	4,100.00
0100-03-500-0612-00000-000-000-000-46036-8220	HOMELAND SECURITY GRANT - SHELTER KITS	4,200.00
0100-03-200-0614-00000-000-000-000-46025	FIRE & EMS DONATIONS	5,041.00
0100-03-200-0614-00000-000-000-000-46038	LEPC DONATIONS	1,174.42
0100-03-200-0614-00000-000-000-000-46080	HOMETOWN HEROES	1,414.31
0100-03-200-0614-00000-000-000-000-46081	PG FIRE MUSEUM FUND (COOKBOOKS)	(372.30)
0100-03-200-0614-00000-000-000-000-46082	GUNS N HOSES	120.00
0100-03-200-0614-00000-000-000-000-48247	RSAF GRANT	1,356.00
0220-04-104-2121-00000-000-000-000-48130	STORM WATER CAPITAL	1,831,287.16
0620-04-104-7014-00000-000-000-000-48201	UTILITY - MACH & EQUIPMENT (CAPITAL / BOND PROCEEDS)	117,215.36
0620-04-104-7014-00000-000-000-000-48401	UTILITY - REHAB PETERSBURG (CAPITAL / BOND PROCEEDS)	685,000.00
0620-04-104-7014-00000-000-000-000-48402	SEWER PUMP STATION IMPROVEMENTS (CAPITAL / BOND PR	200,000.00
0620-04-104-7014-00000-000-000-000-48403	WATER METER REPLACEMENT (CAPITAL / BOND PROCEEDS)	200,000.00
	<b>TOTAL EXPENDITURE</b>	<b>3,320,948.01</b>
	<b>REVENUE</b>	
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; GENERAL FUND	287,445.49
0220-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; STORM WATER FUND	1,831,287.16
0620-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; UTILITY FUND	1,202,215.36
	<b>TOTAL REVENUE</b>	<b>3,320,948.01</b>

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

SUPERVISORS' COMMENTS

Mr. Hunter stated that he is sad to announce that Mr. Frank Solesbee passed away. He was a longtime volunteer in Prince George County. He also commented on how successful the Pork Butt Festival and softball tournament were.

Mr. Skalsky expressed his appreciation to First Baptist Church in Disputanta for the appreciation dinner they had for the County's Police and Fire and EMS. He reminded the public of the Czech-Slovak Festival on October 15 from 11 to 4.



Mr. Carmichael stated that it is good to see the citizens and visitors of Prince George County participating in all of the Fall activities and festivals. He stated that Parks and Recreation is doing a great job keeping everything very well groomed.

Mr. Webb stated that he is very sorry to hear about Mr. Solesbee. His thoughts are with his family.

Chairman Robertson stated that the Beef Steak Raid was a success. He told the public that if anyone has any comments or questions regarding the County helping the City of Petersburg by repairing their public safety vehicles to give him a call. He will be happy to talk to them. The City of Petersburg is in dire straits right now and it is important that the County be a good neighbor to them.

### **COUNTY ADMINISTRATOR COMMENTS**

Mr. Ashcraft stated that there will be an Employee Charitable Luncheon on September 28 from 11:30 a.m. to 1:30 p.m. at Scott Park. The Burrowsville Ruritan Club Shrimp Feast will be on September 28 at 4:30 p.m. at the Burrowsville Ruritan Club. The Prince George Business Roundtable Alumni Dinner will be on September 28 at 6 p.m. at the Petersburg Country Club. The Farmers Markets will continue on October 1, 8, 15, 22 and 29 from 8 a.m. to 12:00 Noon at Scott Park. The Friends of Burrowsville School Fall Plant Sale will be on October 1, from 8 a.m. to 12:00 Noon at the Burrowsville Community Center. VDOT is to reduce speed limit on Fine Street to 30 MPH. Prince George County 2016 Christmas Ornament to feature the new Carson Volunteer Fire Station. County Administrator Percy Ashcraft was part of panel discussion this morning for Commissioner of the Revenue Annual Conference in Richmond. Lifetime Disputanta Volunteer Fire Department member J.E. Bishop passed away.

### **REPORTS**

**Back to School Fair** – Ms. Shel Douglas, Director of Social Services, gave a brief summary on the 5<sup>th</sup> Annual Back to School Fair this year. She stated that this was the largest fair yet with over 3,000 people in attendance. They provided over 1,000 backpacks to students. There were major contributions from the Titmus Foundation, the United of Hopewell/Prince George and the John Randolph Foundation. There was a huge outpouring of support from the business and faith community. The Fair also included a Resource Fair for families again this year with over 52 community partners making this the largest Fair yet. There were 42 vision screenings provided by the Lions Club. There were six ASQ Developmental Screenings. Container First Services provided 1,000 water bottles. Thanks to donations by BBQ Bliss and Food Lion, 1,360 hot dogs were cooked. Sixteen new library cards were issued and 21 cards were renewed. Entertainment was also provided by Prince George High School and the Unity Band. Ms. Douglas thanked all of the members of the Planning team, her staff, and the staff of General Services for all of their help setting up. In addition, she thanked the citizens and volunteers for all of their help as well. She asked the Board to mark their calendars for August 24, 2017 for the next event.

**COOP Plan** – Mr. Brad Owens, Director of Fire and EMS, gave a brief update on the County’s Continuity of Operations Plan (COOP). The COOP Plan is basically a backup plan for County government in the event of a major catastrophe. The Board asked for this in 2013. A request for proposal was done and found to be very expensive. Therefore, County Government challenged the Fire and EMS Department to work with the individual departments in the County to create these internally. Mr. Owens stated that the County Administrator, Percy Ashcraft, was very instrumental in helping getting this project done. He also gave credit to Mr. Donald Hunter, Deputy Emergency Management Coordinator, for his efforts in this process in working with the VCU Homeland Security Program. The purpose of this Plan is to be able to step up and supply the County citizens with core services they may need in a timely manner in the event of an emergency. This is another layer of the Emergency Management process that is already in place along with the Emergency Response system in place to provide the best government to the citizens and visitors of Prince George County. It consists of alternate locations, infrastructure components replacement, public access needed to get core services, current contracts and MOUs in place with the County, succession plans, and a priorities list. These plans need to be updated every six months to make sure the information is current. Prince George County is the only locality in the Richmond Metro area that has a completed Continuity of Operations Plan.

**ORDER OF BUSINESS**

**A-1. Resolution; Authority to Execute Agreement with Virginia Department of Transportation for Road Improvements on Route 460 at Food Lion Distribution Center.** Mr. Chip England, County Engineer, stated that the agreement before the Board is for the adjustment of sewer facilities that will be impacted by VDOT’s project to add turn lanes on Route 460 at the entrance to Food Lion (Enterprise Drive). The County Engineer has been working with VDOT in reviewing VDOT’s plans. There are some impacts to County gravity sewer lines that run along Route 460 in the area of this project. VDOT is responsible for the relocation of these lines that are impacted by their project. Utilities has asked for a betterment to extend the end of one of the lines they are relocating so that it will be beyond a resident’s driveway, and to install an end of the line manhole to facilitate future extensions farther down Route 460. County cost is 20.7% of the overall sewer adjustments and estimated to be \$24,090.00. Funding for this betterment will come from the Utilities Enterprise Fund. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-16-080

A-1.

RESOLUTION; AUTHORITY TO EXECUTE AGREEMENT  
BETWEEN PRINCE GEORGE COUNTY AND THE

COMMONWEALTH OF VIRGINIA DEPARTMENT OF  
TRANSPORTATION FOR ADJUSTMENT OF SEWER FACILITIES

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016, does hereby approve the County Administrator to execute this agreement as soon as possible.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

**A-2. Resolution; Authority to Execute Purchase Order for Providing Engineering Services for the South Crater Road Sewer Pumping Station Rehabilitation Project.**

Mr. England stated that the current South Crater Road Sewer Pumping Station was constructed about 1979. Mr. England presented a Preliminary Engineering Report outlining several operational concerns and safety hazards with the current facility, as well as the proposed improvements and associated construction cost estimate. The new rehabilitated pumping station reuses the existing wet well, reducing cost significantly by eliminating the need for expensive excavation. The new station also includes provisions for increasing capacity to meet future demands through the 2045 planning period outlined in the 2016 Water and Wastewater Master Plan. Staff is requesting that the Board approve to allow the County Administrator to issue a Purchase Order to Timmons Group for a lump sum fee of \$117,900 to provide engineering design, regulatory coordination, bid phase services, construction administration, record drawings, and part time construction inspection for the South Crater Road Sewer Pumping Station Rehabilitation Project in accordance with the scope of services outlined in the Letter of Agreement dated September 16, 2016 and the terms and conditions of the County's contract with Timmons Group for engineering services (Request for Proposal No. RFP #14-0122-1). The funding for this project will come from the \$2.69 million 2015 bond funding for sewer rehabilitation improvements. The recently completed Upper Blackwater Sewer Rehabilitation Project spent approximately \$1 million from this bond funding. The Engineer's total probable cost for this sewer pump station rehabilitation project (which includes these costs for engineering design services) is estimated at \$684,950.00. The construction services for this project will be competitively bid in the future and a subsequent resolution authorizing construction spending will be brought to the Board of Supervisors for approval. With the Board's approval, County Administrator, the Director of Engineering and Utilities, and the Director of Finance will follow the County's standard purchase order requisition process and begin this project as soon as possible. Following brief discussion by the Board, Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-16-081

A-2.

RESOLUTION; AUTHORITY TO EXECUTE PURCHASE ORDER  
FOR PROVIDING ENGINEERING SERVICES FOR THE SOUTH  
CRATER ROAD SEWER PUMP STATION REHABILITATION  
PROJECT

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016, does hereby approve the County Administrator, the Director of Engineering and Utilities, and the Director of Finance to follow the County's standard purchase order requisition process and execute this purchase as soon as possible.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

**A-3. Discussion and Possible Action for Two Outfall Ditch Maintenance Projects with the Virginia Department of Transportation; Projects Located on Prince George Drive at Manning's MHP and on Lawyers Road.** Ms. Julie Walton, Director of Community Development, stated that County staff has been in discussions with VDOT concerning jointly performing work at two locations in the County that are experiencing stormwater runoff issues. At both locations, there is work needed to be performed by VDOT and work needed to be performed by County resources through the Stormwater Utility Fund Program. VDOT has offered a program where all work at these sites will be performed by VDOT forces and the County will provide funding for the portion of the work that falls under our Stormwater Program. This proposal ensures adequate coordination of the work, timely completion of the work, and one central contact for scheduling the work. VDOT has provided not-too-exceed estimates of \$5,000 for work at each location (\$10,000 total). The two locations are on Prince George Drive at Manning's MHP, and on Lawyers Road near 11234 Lawyers Rd. Funding for the County's portion of the work would be provided by the Stormwater Utility Fund. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to approve the resolution as presented for the location on Prince George Drive at Manning's Mobile Home Park. Roll was called on the motion.

R-16-082

A-3.

RESOLUTION; APPROVAL OF AGREEMENT WITH VDOT TO RE-  
ESTABLISH OUTFALL DITCHES ON ROUTE 156 AT MANNING  
MHP AND TO AUTHORIZE FUNDING FROM THE STORMWATER  
UTILITY FUND

WHEREAS, The Prince George County Board of Supervisors has determined that it is in the best interest of the County of Prince George and its citizens to request the Virginia Department of Transportation to perform and administer any and all work associated with the re-establishing of the flow line and creating positive drainage at Rt. 156 and Manning's MHP, as best can be obtained based on the final outfall elevation; and,

WHEREAS, The County will handle any communications with property owners, as they deem appropriate; and,

WHEREAS, The Board authorizes \$5,000.00 (not to be exceeded) to be provided through an accounts receivable with the Virginia Department of Transportation to begin environmental survey work and continue through to construction or to an appropriate phase supported by the available funding; and,

WHEREAS, The Virginia Department of Transportation will track expenditures and should additional funding be necessary to complete the work, additional funding authorization will be sought from this Board before proceeding. Any remaining funds will be returned to the County of Prince George;

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27th day of September, 2016, hereby enter into agreement with VDOT to perform the work, and authorize that the funding for improvements to the said outfall ditches be provided to the Virginia Department of Transportation under accounts receivables.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution as presented for the location on Lawyer's Road. Roll was called on the motion.

R-16-082A

A-3.

**RESOLUTION; APPROVAL OF AGREEMENT WITH VDOT TO RE-ESTABLISH OUTFALL DITCHES ON LAWYERS ROAD AND TO AUTHORIZE FUNDING FROM THE STORMWATER UTILITY FUND**

WHEREAS, The Prince George County Board of Supervisors has determined that it is in the best interest of the County of Prince George and its citizens to request the Virginia Department of Transportation to perform and administer any and all work associated with the re-establishing of the flow line and creating positive drainage at/near 11234 Lawyers Road, as best can be obtained based on the final outfall elevation; and,

WHEREAS, The County will handle any communications with property owners, as they deem appropriate; and,

WHEREAS, The Board authorizes \$5,000.00 (not to be exceeded) to be provided through an accounts receivable with the Virginia Department of Transportation to begin

environmental survey work and continue through to construction or to an appropriate phase supported by the available funding; and,

WHEREAS, The Virginia Department of Transportation will track expenditures and should additional funding be necessary to complete the work, additional funding authorization will be sought from this Board before proceeding. Any remaining funds will be returned to the County of Prince George;

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27th day of September, 2016, hereby enter into agreement with VDOT to perform the work, and authorize that the funding for improvements to the said outfall ditches be provided to the Virginia Department of Transportation under accounts receivables.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

**A-4. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):**

**B. Resolution; Recommendation for Appointment of One Member; Board of Zoning Appeals (Five-Year Term).** Mr. Charles Leonard's term will expire on October 14, 2016. Mr. Leonard is interested in being reappointed. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to recommend Mr. Charles Leonard for reappointment. Roll was called on the motion.

R-16-083

A-4B.

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

WHEREAS, Mr. Charles Leonard's term will expire on October 14, 2016; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of September, 2016 that it hereby recommends Mr. Charles Leonard to the Circuit Court for appointment to the Prince George County Board of Zoning Appeals for a five-year term effective October 15, 2016 and ending on October 14, 2021.

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

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

**ADJOURNMENT.** Mr. Hunter moved, seconded by Mr. Webb, that the meeting be adjourned to October 5, 2016 at 5:00 p.n. at Bud's Inn. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Webb, Skalsky, Robertson, Carmichael, Hunter

Opposed: (0)

The meeting adjourned at 7:54 p.m.

[Draft Minutes prepared October 5, 2016, for consideration on October 11, 2016; adopted by unanimous vote.]

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William A. Robertson, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator