

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

January 8, 2019

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

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, January 8, 2019 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Alan R. Carmichael, Chairman.

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

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

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

**ORGANIZATIONAL MEETING**

**O-1. Election of Board of Supervisors Officers for 2019.**

**A. Resolution; Election of Chairman.** Mr. Brown nominated Donald Hunter. Roll was call on the nomination of Donald Hunter.

R-19-001

O-1A

RESOLUTION; BOARD OF SUPERVISORS CHAIRMAN FOR 2019

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, hereby elects Donald R. Hunter, its Chairman for 2019 beginning immediately and serving until such time as a successor is appointed in 2020.

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

Opposed: (0)

Absent: (0)

**B. Resolution; Election of Vice-Chairman.** Mr. Webb nominated Floyd M. Brown, Jr. Roll was called on the nomination of Mr. Brown for Vice-Chairman.

R-19-001A

O-1B

**RESOLUTION; BOARD OF SUPERVISORS VICE-CHAIRMAN FOR 2018**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, hereby elects Floyd M. Brown, Jr., its Vice-Chairman for 2019 beginning immediately and serving until such time as a successor is appointed in 2020.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**O-2. Resolution; Adoption of 2019 Board of Supervisors By-Laws and Rules of Procedure.** Mr. Brown made a motion, seconded by Mr. Carmichael, to approve the 2019 By-Laws as amended. Roll was called on the motion.

R-19-002

O-2

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019 hereby adopts the attached amended By-Laws of the Board of Supervisors of the County of Prince George.

**2019 BY-LAWS AND RULES OF PROCEDURE OF  
THE BOARD OF SUPERVISORS**

BE IT RESOLVED by the Board of Supervisors of the County of Prince George, Virginia, that the following by-laws and rules of procedure shall govern the conduct of meetings of the Board of Supervisors during the 2019 calendar year.

**OFFICERS**

**Sec. 1A** The Board at its annual meeting shall elect a chairman and vice-chairman for one-year terms ending upon the election of a new chairman or vice-chairman at the organizational meeting the next January. In election years such terms shall end at midnight on December 31<sup>st</sup>. The chairman or, in his absence, the vice-chairman, shall act as presiding officer. In the absence

of the chairman and vice-chairman, the longest serving Board member, alphabetically, shall serve as chairman.

**Sec. 1B** The presiding officer shall preserve order and decorum. The chairman may speak, make motions and vote on all questions, and the chairman shall decide questions of order and procedure. On any motion made or seconded by the chairman, the chairman shall relinquish chairmanship to the vice-chairman for that motion and all other Board members shall have a chance to speak to the motion before the chairman addresses the matter. The chairman may allow the public to speak to any agenda item. The chairman may set reasonable time limits for speakers and for public hearings.

**Sec. 1C** All Board members shall communicate only in their individual capacity as an elected official and shall not represent that any communication is on behalf of the entire Board or the County unless the matter has been discussed by the Board and the Board member has been designated to communicate on behalf of the Board of Supervisors.

**Sec. 1D** In accordance with § 2.2-3711, Code of Virginia, 1950, as amended, all proposed appointees to Boards, Commissions, Committees, Authorities or similar bodies shall be discussed in closed session prior to being acted upon by the Board.

#### **PARLIMENTARIAN AND SERGEANT-AT-ARMS**

**Sec. 2A** The County Attorney shall act as parliamentarian to the Board and his rulings on parliamentary procedure and the application of the by-laws shall be final.

**Sec. 2B** The Chief of Police and the Sheriff shall serve as Sergeant at Arms.

#### **MEETINGS**

**Sec. 3A** At the organization meeting in January, the Board shall set the regular meeting times and dates for the following year, provided that the Board shall meet at least once each

month. The chairman may cancel any meeting because of inclement weather and shall reschedule any cancelled meeting at the earliest possible date by sending written notice to each member of the Board.

**Sec. 3B** Special meetings of the Board may be called by two members of the Board or the chairman in accordance with §§ 15.2-1417 and 15.2-1418 of the Code of Virginia. Upon making such request, the clerk shall specify the matters to be considered and shall immediately notify in writing all members of the Board and the County Attorney. The meeting may be held within five days of the request only if waivers are signed by every member of the Board and the County Attorney, or if every member and the County Attorney attend the special meeting. The order of business at a special meeting shall follow that of a regular meeting to the greatest extent possible. The clerk shall notify the media of the time and place of such meeting and the matters to be considered.

**Sec. 3C** Closed sessions shall be held in accordance with the provisions of the Virginia Freedom of Information Act, § 2.2-3700 et seq. Code of Virginia. Board members recognize the necessity to maintain confidentiality as to all matters discussed in closed session.

### VOTING

**Sec. 4A** A quorum shall consist of at least three members of the Board. A majority of a quorum shall be sufficient to carry any question except tax issues, the incurring of debt and appropriations in excess of \$500, all of which shall require a majority of the full Board for adoption. No Board member is required to vote on any question, but an abstention, although not a vote in favor of carrying a question, shall be counted as a vote for the purpose of determining a quorum. A tie vote shall defeat the motion, resolution or issue voted on, provided that all zoning cases must be disposed of by a motion approved by a majority of those voting. In the event that

a tie vote occurs when a member of the Board is absent, the matter is automatically added to the Board's next meeting agenda, at which time a vote will be taken on the original motion. An abstention is considered a vote for all purposes and defeats a motion requiring a unanimous vote. The Board shall not designate a tiebreaker pursuant to § 15.2-1421 of the Code of Virginia.

**Sec. 4B** Any vote by a Board member is final once cast. Planning Commission decisions are final once made. No ordinance, resolution or motion previously voted upon by the Board shall be brought forward for reconsideration during the same meeting of the Board and shall be final unless changed by the Board at a subsequent meeting in accordance with applicable law.

**Sec. 4C** If the maker of a motion and the member seconding the motion agree, a motion may be amended or withdrawn. Only one substitute motion shall be in order for a main motion. All motions to defer or table shall be to a date certain. Prior to voting on a motion to defer or remand, the Board shall hear public comment on the issue of deferral or remand if the scheduled item requires a public hearing.

### **AGENDA**

**Sec. 5A** The County Administrator shall prepare an agenda in consultation with the Chairman one week prior to a regular meeting; provided that any item concurred in by two or more members shall be placed on an agenda. The agenda shall be available to Board members no later than five calendar days prior to a regular meeting. The agenda shall be available for public inspection in the County Administrator's office.

**Sec. 5B** No matter on the scheduled agenda shall be considered after 11:00 p.m. without the unanimous consent of the Board. Any matter not heard shall be automatically continued to the next appropriate scheduled meeting of the Board.

### **ORDER OF BUSINESS**

**Sec. 6A** The order of business at a regular meeting shall be as follows:

- a. Call to order.
- b. Invocation.
- c. Pledge of Allegiance.
- d. Public comment period.
- e. Adoption of agenda including requests to postpone actions, additions, deletions or changes in the order of presentation for any agenda item.
- f. Order of consensus (“consent agenda”) with the first item being approval of the minutes from the previous meeting. Reading of the minutes shall be automatically dispensed with. The Board may only correct minutes after approval upon a showing that a clerical or administrative mistake was made.
- g. Presentation of Commendations.
- h. Reports.
- i. Supervisors’ comments.
- j. County administrator’s comments.
- k. County business not requiring a public hearing; including appointments. Tabled or deferred items shall be considered first. All appointments shall be made by vote of a majority of the full Board.
- l. Public hearings.
- m. Adjournment.

The County Administrator shall schedule closed sessions as appropriate.

**Sec. 6B** The consent agenda shall be considered by the Board as a single item requiring one motion and one vote. There shall be no debate regarding individual items on the consent agenda. Any Board member may remove an item from the consent agenda for comment by the Board prior to the vote. Any item removed shall be voted on separately after voting on the consent agenda.

## PUBLIC COMMENT

**Sec. 7A** Those persons wishing to speak at a public hearing will be asked to sign in with the clerk and to limit their remarks to the time limit determined by the chairman. A speaker, when recognized by the chairman, shall stand and state his or her full name, place of residence and group affiliation, if any, before proceeding.

**Sec. 7B** Written comments submitted to the Clerk of the Board will be included as part of the Board packet, if possible.

**Sec. 7C** Public comment is for citizens to address the Board about any issue not listed for a public hearing on the agenda for the meeting. It is not intended to be a question and answer period or for interchange between the Board and the speaker. Comments must be germane to the services or practices of the County. The chairman may require speakers to confine their remarks to a set time limit. The chairman may direct appropriate staff to later respond to any questions posed by the speaker.

**Sec. 7D** Persons speaking before the Board will not be allowed to:

- a. Campaign for public office;
- b. Promote private business ventures;
- c. Use profanity or vulgar language;
- d. Engage in personal attacks or insults; or
- e. Address pending litigation.

## ZONING

**Sec. 8A** All zoning cases, (including all forms of conditional zoning, special exceptions and substantial accord determinations) shall be considered and voted on by the Board within the time limits prescribed by the Code of Virginia after consideration and recommendation of the

Planning Commission.

**Sec. 8B** Without further action by the Board, all rezoning applications (including all forms of conditional zoning, special exceptions and substantial accord determinations) are automatically referred to the Planning Commission for its recommendation upon completion of a zoning application with the Planning Department.

**USE OF AUDIO VISUAL EQUIPMENT AT BOARD MEETINGS**

**Sec. 9** Audio-visual equipment, cameras and recording devices may be used in a non-disruptive way in the meeting room, provided however, that any placement of such equipment in or around the Board of Supervisors' tables shall be first approved by the Clerk. Such devices shall be turned off or removed during any closed session.

**SUSPENSION OR AMENDMENT OF BY-LAWS AND RULES OF PROCEDURE**

**Sec. 10** These by-laws and rules of procedure may be suspended for an individual agenda item or amended for the remainder of any calendar year by a unanimous vote of the full Board.

**Sec. 11** The Board of Supervisors will reference The Ethical GPS Navigating Everyday Dilemmas, VML for guidance on ethical service by elected officials.

In favor: (5) Brown, Waymack, Carmichael, Hunter, Webb  
Opposed: (0)  
Absent: (0)

**O-3. Resolution; Adoption of Board of Supervisors 2019 Meeting Schedule.** Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the 2019 Meeting Schedule as presented. Roll was called on the motion. Roll was called on the motion.

R-19-003

O-3

RESOLUTION; ADOPTION OF BOARD OF SUPERVISORS  
MEETING SCHEDULE FOR 2019



BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, hereby adopts the following meeting schedule for the Year 2019 pursuant to Section 15.2-1416 of the Code of Virginia (1950, as amended); and

BE IT FURTHER RESOLVED That the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia is established as the Board's regular meeting location.

**YEAR 2019 REGULAR MEETING SCHEDULE  
PRINCE GEORGE COUNTY BOARD OF SUPERVISORS**

<u>Regular Meeting Date</u>	<u>Location</u>	<u>Closed</u>	<u>Meeting Time</u>		<u>Public Hearings</u>
			<u>Worksession</u>	<u>Business</u>	
Tuesday, January 8, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, January 22, 2019	Boardroom		5:30 p.m. (PreBudget Work Session)		
Tuesday, February 12, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, February 26, 2019	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Thursday, March 7, 2019	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, March 12, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Wednesday, March 13, 2019	Boardroom		6:00 p.m. (Budget Work Session)		
Monday, March 18, 2019	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, March 26, 2019	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Wednesday, April 3, 2019	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, April 9, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, April 23, 2019	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, May 14, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, May 28, 2019	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, June 11, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, July 9, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, August 13, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 10, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 24, 2019	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, October 8, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, October 22, 2019	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Wednesday, Nov. 13, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, November 26, 2019	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, December 10, 2019	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.

		<u>Meeting Time</u>			
<u>Organizational Meeting</u>					
Thursday, January 2, 2020	Boardroom	6:00 p.m.			
<u>Regular Meeting</u>					
Tuesday, January 7, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.

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

Opposed: (0)

Absent: (0)

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

**A. Resolution; Appointment of Board of Supervisors Member to Crater Planning District Commission (One-Year Term).** Mr. Webb made a motion, seconded by Mr. Brown, to appoint Marlene J. Waymack. Roll was called on the motion.

R-19-004

O-4A

**RESOLUTION; APPOINTMENT OF BOARD OF SUPERVISORS MEMBER  
TO CRATER PLANNING DISTRICT COMMISSION (ONE-YEAR TERM)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, hereby appoints Marlene J. Waymack to serve as the Board of Supervisors representative to the Crater Planning District Commission for a term of one year beginning retroactively on January 1, 2019, and ending on December 31, 2019, or until a successor is appointed by the Board.

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

Opposed: (0)

Absent: (0)

**B. Resolution; Appointment of Board of Supervisors Member to Metropolitan Planning Commission (One-Year Term).** Mr. Brown made a motion, seconded by Mr. Carmichael, to appoint Mr. T. J. Webb to the Metropolitan Planning Commission.

R-19-005

O-4B

**RESOLUTION; APPOINTMENT OF BOARD MEMBER (ONE-  
YEAR TERM) – METROPOLITAN PLANNING  
ORGANIZATION COMMITTEE**

WHEREAS, The term of Mr. T. J. Webb expired on December 31, 2018.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019 does hereby appoint T. J. Webb to serve a one-year term on the Metropolitan Planning Organization Committee beginning January 1, 2019 and ending on December 31, 2019.

In favor: (5) Brown, Waymack, Webb, Carmichael, Hunter  
Opposed: (0)  
Absent: (0)

**C. Resolution; Appointment (One-Year Term) – Board of Supervisors Member to Virginia Gateway Region.** Mr. Brown made a motion, seconded by Mr. Webb to appoint Chairman Donald R. Hunter to the Virginia Gateway Region. Roll was called on the motion.

R-19-006

O-4C

**RESOLUTION; APPOINTMENT (ONE-YEAR TERM) – BOARD OF SUPERVISORS MEMBER TO VIRGINIA GATEWAY REGION**

WHEREAS, the Articles of Incorporation of the Virginia Gateway Region (formerly “Appomattox Basin Industrial Development Corporation”) provide that participating localities may appoint a representative from the governing body for a term of one year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019 that it hereby appoints Chairman Donald R. Hunter as the representative from the governing body; and

BE IT FURTHER RESOLVED That this term shall commence on January 1, 2019 and end on December 31, 2019, or until appointment of a replacement by the Board.

In favor: (5) Brown, Waymack, Webb, Carmichael, Hunter  
Opposed: (0)  
Absent: (0)

**D. Resolution; Appointment of Board of Supervisors Member to Local Emergency Planning Committee.** Mr. Webb made a motion, seconded by Mrs. Waymack to appoint Mr. Floyd M. Brown, Jr. to the Local Emergency Planning Committee. Roll was called on the motion.

R-19-007

O-4D

**RESOLUTION; APPOINTMENT; BOARD OF SUPERVISORS MEMBER TO LOCAL EMERGENCY PLANNING COMMITTEE.**

WHEREAS, Prince George County established a Local Emergency Planning Committee (LEPC) also known as the Citizen Corps consistent with Federal Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986, under Title III, section 301. The name

of this organization is the Prince George County Local Emergency Planning Committee and Citizen Corps, hereinafter referred to as the PGLEPC; and

WHEREAS, One of the membership requirements of the LEPC is a local elected official.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, hereby appoints Floyd M. Brown, Jr. to serve as the Board of Supervisors representative to the Prince George County Local Emergency Planning Committee and Citizen Corps for a term effective immediately at the pleasure of the Board.

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

Opposed: (0)

Absent: (0)

### **VDOT**

Ms. Crystal Smith of the Virginia Department of Transportation stated that Bull Hill Road is at 30% design phase. They are planning a public hearing on January 16 from 5:30 pm to 7:30 p.m. at Walton Elementary. They will continue to take written and oral comments up to January 26. That project is planned to have a three-week detour and there is a meeting tomorrow to look at all of the alternate routes and finalize a decision on a detour route. In addition, Ms. Smith provided an update on the Marlbank drainage issues. This will be handled in a similar fashion as Lawyers Road and Manning where the County will enter into an agreement with the State to perform the work. Once the decision is made who will purchase the materials, VDOT will establish an estimate to be presented to the Board. She stated that the Lawyers/Manning Agreement has been signed and a bill has been submitted to the County. Mr. Brown asked for clarification that the roads in Wildwood Farms are maintained by VDOT due to some patching issues. In addition, it was clarified that the rumblestrips on Route 10 will be scheduled for this Spring.

Chairman Hunter called a recess at 6:10 p.m. The meeting reconvened at 7:00 p.m.

**Invocation.** Mr. Brown gave an invocation.

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

**PUBLIC COMMENTS.** Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:02 p.m.

Ms. Nancy Loving (2511 Liverman Drive North Prince George). Ms. Loving spoke in favor of a new Jefferson Park Fire Station. She stated that the men and women at Jefferson Park have trained well and they should be able to count on Prince George County to come to their aid by relocating their fire station as soon as possible.

Mr. Kevin Foster (138 Holly Berry Lane). Mr. Foster, a 36-year volunteer with the County, stated that he along with a number of volunteers are concerned about the state of affairs when it comes to day-to-day management, counter-productive behavior, and financial, physical, and human resource mismanagement of the combined Fire and EMS System. A previous Board approved an ordinance creating the combined system which in turn has created a divide between career and volunteer participants, and given unreasonable and unjustified authority to one individual and created an environment where volunteers are not considered valuable or equal to folks collecting a paycheck. Mr. Foster stated that he is disappointed that he is part of a system that encourages and allows paid employees to bully, harass, and file false allegations against volunteers while those folks are rewarded with jobs, promotions, and even overtime. He is disappointed that management has allowed daily operational decisions by employees that encourage freelancing and at times have placed employees and the general public in harm's way by racing apparatus to calls that should not even be on the road. He is disappointed that a culture has been created that hides behind policies instead of communicating to those with facts and knowledge. He stated that the system is not making sound staffing decisions in the best interest of County citizens. He stated that the policies in this County ordinance has created an environment where one individual can override Advisory Board decisions and abuse his authority without having all of the information to make informed decisions. Mr. Foster stated that he stands convicted that the County needs a quality system that utilizes paid employees and volunteers in a mutually respected environment. He asked the Board to commission the Fire and EMS Advisory Board to create a subcommittee to recommend changes to the existing County ordinance and that they allow for a public hearing to initiate positive change that will make the system better for career and volunteer staff alike. He stated that we need to do what needs to be done to secure the future and not spend recklessly into the future. He asked that they give the citizens an improved system for their tax dollars spent. Although many are disappointed in the current state of affairs, they stand committed to continue to serve their neighbors and the community with quality professional services. If the current environment is not changed, the tax burden to the citizens will become larger and more burdensome. He asked that the Board please help to stop the targeting, threats, and harassment of volunteers by paid staff, Fire and EMS Management, and County Administration. He would like positive and effective change for Prince George County.

There being no one else to speak, Chairman Hunter closed the public comment period at 7:10 pm.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – December 11, 2018 Regular Meeting minutes were approved as presented.

R-19-008

C-2.

**RESOLUTION; APPROPRIATION ADULT EDUCATION SPACE GRANT FUNDS \$5,991.78**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, does hereby authorize and appropriate the following increase of funds within the 2018-2019 Budget, such line items increased as follows, which monies shall 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>
Adult Education Expenditures:		
0218-06-501-2183-41300	Adult Ed – PT Wages	\$5,565.00
0218-06-501-2183-42100	Adult Ed - FICA	\$426.78
Revenues:		
0218-30-601-0000-333801	Federal SPACE Grant	\$5,991.78

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**PRESENTATIONS**

**S-1. Christmas Decoration Winners: Christmas Elegance – Lori and Jason Smith; Religious Display – Lori Potter; Best Use of Lights – Ryan Edwards; Traditional Christmas – Stephanie and Tim Johnson; Patriotic Display – Eric Sawyer; Directors Choice – Mary and Gary Spivery; and Best Overall – Keith Traylor. Mr. Keith Rotzoll, Director of Parks and Recreation, presented the award winners.**

**S-2. Christmas Card Contest Winner: Lily Fischer, 5<sup>th</sup> Grade, South Elementary School. Mr. Jay Paul of the Prince George Ruritan Club presented the award to Miss Lily Fischer.**

**S-3. Christmas Parade Winners: Best Decorated Float Winner – Fort Lee Credit Union; Best Decorated Public Service Vehicle Winner – Carson Volunteer Fire Department; Most Spirited/Theme Winner – Prince George Green Flag Football Team; Judges Choice Winner – Gotta Dance! School of Performing Arts; Most Adorable – Prince George Christian Preschool; Best in Show (1) – Prince George High School Marching Band; Best in Show (2) – Prince George High School Dance Team; Most Entertaining – VA Tae Kwon**

**Doe; Best Overall Entry – Oakland Baptist Church.** Mr. Rotzoll and Parade Judges, Mr. Floyd Brown, Sr., Ms. Betsy Drewry, and Ms. Teresa Knott, presented the awards to the winners.

### **SUPERVISORS' COMMENTS**

Mr. Webb stated that he hoped everyone had a nice holiday. He thanked Fire and EMS for all that they do and warned everyone to be safe this weekend.

Mr. Carmichael stated that he is currently employed by Container First Services Group and he makes a salary in excess of \$5,000. His job responsibilities include managing the CFS transfer station in Petersburg and coordinating deliveries and removal of waste to other disposal sites. CFS currently has an operations agreement with Prince George County in which CFS is responsible for transporting, disposing and recycling of waste brought by County citizens to convenience center locations on Union Branch Road and in Burrowsville. CFS receives compensation based on set disposal fees paid by customers. The current CFS operations agreement began on January 10, 2017 for a 5 year period. He does not work directly at either site in Prince George. As a salaried employee of CFS, under the Virginia Conflict of Interest Act, he would have a potential "personal interest in a transaction" if he were to participate as a member of the Board of Supervisors in matters that might directly affect CFS. Accordingly, in these instances, he will publically disqualify himself and not participate in those matters that come before the Board. In addition, he will not interact with Prince George County employees or officials who are acting in a regulatory capacity or are involved in other official duties when working on issues involving CFS. There are a range of government transactions by the Board of Supervisors that might indirectly affect CFS that he may legally participate in if those Board actions affect the public generally and he is able to participate in those matters fairly, objectively and in the public interest. Those categories of Board decisions that he can participate in that may come before the Board and that could, in some way, affect CFS, include tax and budget decisions, ordinances, evaluation of the performance of various regulatory departments or County employees, adoption of capital improvement programs, utility issues, authorizing County indebtedness, and other similar issues that affect multiple entities.

Mrs. Waymack stated that it is not too late to get your flu vaccine.

Mr. Brown thanked Mr. Carmichael for his Chairmanship last year and congratulated Mr. Hunter on Chairman. Mr. Brown also thanked the Board for trusting in him by electing him Vice-Chairman.

Mr. Hunter concurred with Mr. Brown's comments about Mr. Carmichael and congratulated Mr. Brown as well.

### **COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Ashcraft stated that there will be a Legislative Review Hosted by Senator Dance & Delegate Aird on January 12 at 10 a.m. at the Dinwiddie Eastside Enhancement Center. The Extension Leadership Council (ELC) will meet on January 15 at 12:00 Noon in the Community Room. There will be a Grand Opening for Dinwiddie Government Center on January 17 from 3pm to 5 p.m. at 14010 Boydton Plank Road. The Local Emergency Planning Committee will meet on

January 17 at 4 p.m. at the Central Wellness Center Training Room. The Prince George Fire & EMS Advisory Board Meeting will be on January 17 at 7 p.m. in the Boardroom. County Offices will be closed for the Lee-Jackson Holiday on January 18 and for the Martin Luther King's Birthday on January 21. Prince George County employees select 'Prince George Special Olympics' as 2019 charity to support. Prince George High School grad and NBA player Reggie Williams had his #55 jersey retired on December 17. There has been a new group home files request with the Planning Division to locate at 11512 Walton Lake Road. Leah Crowder, a graduate of Maggie Walker High School with Prince George County ties, was named a Rhodes Scholar.

## **REPORTS**

**Utility Connection Fees** - Mr. Frank Haltom, County Engineer, gave a presentation on water and sewer connection fees. He stated that currently the process requires the Developer/Builder pays connection fees prior to receiving building permit. It has been proposed that they pay connection fees at the time of application for service and prior to installation of water meter. He went over the policy of neighboring localities. Currently, Chesterfield, Dinwiddie, Colonial Heights, and Sussex use the proposed policy. He also gave a comparison of surrounding localities monthly charges. He advantages of each option. Prior to receiving a building permit, the advantages are consistency among all other uses and sewer only accounts, alerts staff to monitor site work and coordinate inspections, eliminating pressure to install meter prior to Certificate of Occupancy, and it is a less burden to the future home owner. Prior to meter installation, the advantage is that it is less banking costs to the developer/contractor. Staff seeks the Boards direction on how to proceed. The first option is to maintain the current policy by collecting utility tap fees prior to the permitting office issuing a building permit. The second option is to collect the utility tap fees prior to meter installation. Mr. Webb asked what the timeline is for meter installation. Mr. Haltom stated that it typically takes two days. However, sometimes there are technicalities which requires a seven day lead time. Mr. Haltom stated that Staff is very pleased with the way the current ordinance is set up. Mr. Brown stating that he doesn't understand how the County is enforcing something that is not clear in the Ordinance. The County Attorney agreed with Mr. Brown and stated that the Ordinance needs to be revised either way. Mr. Webb stated that he would like to see the County do what other localities are doing which is Option 2 and change the Ordinance to reflect that and the proper timelines on the installation of the meter.

**RVA Solar Fund** – Ms. Betsy Drewry, Finance Director, introduced Ashley Talmage of the Finance Department. Ms. Talmage has explored the opportunity for the County to model sustainable and responsible energy consumption as a County Government and save taxpayer dollars. Mr. Andrew Grigsby and Ms. Christie Silverstein of Secure Futures gave a program overview of the RVA Solar Fund Incentive Grant for Solar Energy Systems. Ms. Silverstein stated that this is a pilot program to incentivize nonprofits to use a power purchase agreement to "go solar." The incentive grants of \$4,000 to \$100,000 complement solar power purchase agreements (PPAs) with Secure Futures. The notice of interest is due January 15, 2019. They are a Committee Advised Fund (donors) of the Community Foundation, Secure Futures, and 3 other Virginia nonprofit partners. The donor goals of the RVA Solar Fund are to reduce barriers to going solar for schools, local governments, and non-profits, leverage resources to increase impact through incentive grants not panel purchase, stimulate 5 MW of solar and \$12 million



private capital investment via power purchase agreements, and to, by example, educate and inspire others to go solar. Mr. Grigsby went over the specifics of the Power Purchase Agreement with the Foundation's selected partner. The applicant agrees to buy solar electricity for 20 years to supplement grid-supplied electricity. Secure Futures finances, builds, and operates the solar power system at the customer's site. Roof repairs are needed to enable solar installations. There are customer buy-out options at year 7 or 20. Mr. Webb asked what would happen if this company is not around in 20 years. Mr. Grigsby stated that they intend to be around. However, if they weren't, the County would have panels on their roof that are still functional. The Board agreed by consensus to allow Staff to submit a nonbinding notice of interest by January 15.

**Update on Septic Pumpout Program** – Ms. Julie Walton, Director of Community Development introduced Ms. Angela Blunt, Environmental Program Coordinator. Ms. Blunt gave an update on Prince George County's Septic Pump-Out & Inspection Program. In 2018, the Prince George County Department of Community Development & Code Compliance began monitoring the Virginia Department of Environmental Quality's mandated Septic Pump-Out/Inspections Program. This program had historically been monitored by the Virginia Department of Health (VDH). The intent of the Septic Pump-Out/Inspections Program is to help improve water quality in the Chesapeake Bay Preservation Area of the county through non-point source pollutant management. All households and businesses located within the Chesapeake Bay Preservation Area (CBPA) of the county serviced by private on-site septic systems are required to participate in the Septic Pump-Out/Inspection program. The Prince George County Zoning Ordinance Section 90-667 requires property owners of on-site septic systems in the CBPA to submit **one** of the following at least once every five years: (1) Documentation that the system was pumped out by a Licensed Sewage Handler within the last 5 years; (2) Documentation that the system was inspected by a Licensed Sewage Handler or an On-site Soil Evaluator within the last 5 years and found to be functioning properly and does not require a pump out; (3) Documentation from the Virginia Department of Health (VDH) that the system has been fitted with an approved Plastic Effluent Filter. In June of 2018, notices of compliance were mailed out to property owners in Zone 2. This zone is comprised of 1,038 properties on record as having private on-site septic systems. Property Owners were given until September 30, 2018 to comply. There were 577 responses received with a compliance percentage of 56%. Second Notices (Enforcement action letters) were mailed in December of 2018 with a deadline of February 15, 2019 for compliance. Under the County's CBP Ordinance Section 90-673 (Penalty for Violations), failure to comply can result in misdemeanor charges and penalties. Fines of not less than \$10 nor more than \$1,000. Failure to remove or abate a zoning violation within specified time periods shall constitute a separate misdemeanor offense punishable by a fine of not less than \$10 nor more than \$1000. Any such failure during any succeeding 10-day period shall constitute a separate misdemeanor offense for each 10-day period punishable by a fine of not less than \$10 nor more than \$1,500. Compliance letters for Zone 3, which contains 398 properties, are being mailed this month. Property Owners in this Zone will be given 90 days to submit required documentation prior to receiving a Second Notice for enforcement. This pattern will continue with the remaining zones until all are completed. All emails are received into four staff members email accounts to ensure prompt and efficient citizen service. They field citizen's questions and concerns and accept Verification Forms and supporting documents.

**ORDER OF BUSINESS**

**A-1. Draft Minutes – December 4, 2018 Legislative Dinner Meeting and December 19, 2018 Budget Worksession.** Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the minutes as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (3) Brown, Waymack, Hunter

Opposed: (0)

Abstained: (2) Carmichael, Webb

**A-2. Discussion of Six-Month Work Plan.** Mr. Percy Ashcraft, County Administrator, presented the Six-Month Work Plan for the period of January through June 2019. This work plan incorporates goals established by the County Administrator and reaction to policy decisions made by the Board of Supervisors. It is not to be confused with day-to-day tasks that are assigned to each department. There are 340 goals submitted and agreed upon by County Staff and Administration.

**A-3. Resolution; Budget Amendment and Appropriation (\$583,616 for FY18 School Division Carry-Over Funds).** Ms. Betsy Drewry, Finance Director, stated that the Prince George County School Board approved at its December 12, 2018 meeting a request for carry-forward of unexpended FY2018 school board funds and an appropriation increase of \$583,616. This amount represents 0.51% of the FY19 Operating Budget. Potential uses of the \$583,616 include technology and various operation and maintenance including HVAC, electrical, plumbing and paving. Mr. Carmichael made a motion, seconded by Mr. Webb, to deny the request for carry-over funds. Roll was called on the motion.

On roll call the vote was:

In favor: (3) Webb, Carmichael, Brown

Opposed: (2) Hunter, Waymack

Absent: (0)

**A-4. Resolution; Appropriation (\$1,680 Go Virginia – Virginia Gateway Region Grant Funds).** Deputy County Administrator Jeff Stoke stated that Keith Boswell, Virginia Gateway Region (VGR) Executive Director, has applied to Go Virginia for a \$100,000 grant to perform site characterizations (readiness ranks) for our region. VGR is allocating \$15,000 in cash match but, Go Virginia would like to see cash/support from each locality. Based on eighteen (18) Prince George County sites, VGR is suggesting a cash grant match amount of \$1,680 from Prince George County. Prince George County Economic Development could support this request in FY19 from the Professional Services account. Even though the County is not directly applying for the grant, VGR is including the County in the grant request and asking for cash matching funds from each locality. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-19-009

A-4.

**RESOLUTION; APPROPRIATION (\$1,680 GO VIRGINIA – VIRGINIA GATEWAY REGION GRANT FUNDS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, does hereby authorize the appropriation of \$1,680 from the Economic Development FY2019 budget for a Go Virginia grant application.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Authorization to Hold a Public Hearing to Consider an Ordinance Allocating \$.02 of the Real Estate Tax for Fire Apparatus Replacement for the Coordinated Fire and EMS System.** Ms. Drewry stated that since the fiscal year 2014, as part of the Board approval of an annual budget, the Board has committed revenue from \$.02 of the real estate tax to be used exclusively for fire apparatus replacement for the coordinated Fire/EMS System. In order to make such an allocation permanent in a way that provides long-term predictability for a dedicated funding stream for certain fire apparatus replacement, the Board should adopt an ordinance. Such an allocation for fire apparatus would not be subject to a deduction for any annual transfer to the School System. Apparatus purchases would include and be limited to Engines / Pumpers, Aerial Ladder Trucks, Heavy Rescues, Tankers, Medium / Light Duty Squads, Ambulances, and similar motor vehicles. Unlike annual budget resolutions, an ordinance would bind future Boards of Supervisors. Mr. Webb clarified that this is formalizing the \$.02 that has already been dedicated. He told the County Administrator that he would like to see some input from the Apparatus Committee and the Fire and EMS Advisory Board. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-010

A-5.

**AUTHORIZATION TO HOLD A PUBLIC HEARING TO CONSIDER AN ORDINANCE ALLOCATING \$.02 OF THE REAL ESTATE TAX FOR FIRE APPARATUS REPLACEMENT FOR THE COORDINATED FIRE AND EMS SYSTEM**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, does hereby authorize the advertisement of a public hearing to consider an ordinance allocating \$.02 of the real estate tax for fire apparatus replacement for the coordinated Fire and EMS System.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-6. Authorization to Schedule a Public Hearing to Consider the Dedication of a Parcel of Land to VDOT on Route 460.** Mr. Steve Micas, County Attorney, stated that in 1994 1994 Amoco Oil Company conveyed a .023 acre parcel to the County on the north side of Route 460 in order to make improvements to Route 460. VDOT has asked the County to donate a remnant from the original parcel containing 213 square feet in order to complete new improvements to the Bull Hill/460 intersection. In order to donate real estate owned by the County, the Board must hold a public hearing pursuant to § 15.2-1800 of the Code of Virginia. Staff recommends approval and scheduling of a public hearing on January 22, 2019. Mr. Webb made a motion, seconded by Mr. Carmichael to approve the resolution as presented. Roll was called on the motion.

R-19-011

A-6.

**AUTHORIZATION TO SCHEDULE A PUBLIC HEARING TO CONSIDER  
THE DEDICATION OF A PARCEL OF LAND TO VDOT ON ROUTE 460**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of January, 2019, does hereby authorize the advertisement of a public hearing to consider the dedication of a parcel of land to VDOT on Route 460.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:48 p.m.

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

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Donald R. Hunter  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator