

MINUTES
Board of Supervisors
County of Prince George, Virginia

Adjourned Work Session

January 11, 2017

5:30 p.m.

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

MEETING CONVENED. An adjourned meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:33 p.m. on Wednesday, January 11, 2017 at County Administration Bldg. Boardroom, Third Floor 6602 Courts Drive, Prince George, Virginia for the purpose of a pre-budget work session.

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	Absent

County Staff present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Steve Micas, County Attorney; Betsy Drewry, Finance Director; Chip England, County Engineer, Kirsten Cherry, IT Director; Brad Owens, Director of Fire and EMS; Shel Douglas, Director of Social Services; and Nancy Shaffer, Director of Human Resources.

Sherry Cleveland, Benefit ConsultantKirsten, Pierce Group Benefits

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.

APPROVAL OF AGENDA. The Board agreed by consensus to approve the agendas as presented.

WORK SESSION

Mr. Ashcraft gave an overview of the FY18 budget season and the forthcoming process. Mr. Ashcraft will present the County Administrator's FY18 budget at the February 28th Board meeting.

Acceptance of John Randolph Foundation Grant:

Mr. Ashcraft introduced the topic and Ms. Drewry described the financial accounts that will be used. The grant requires acceptance by the County before Friday, January 13th.

Mr. Hunter made a motion, seconded by Mr. Skalsky, to have the County accept the John Randolph Foundation Grant for Central Wellness Center exercise equipment.

On roll call the vote was:

In favor: (4) Robertson, Skalsky, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

General Overview:

Ms. Drewry gave a general overview of the fiscal status of Prince George County. Per capita comparisons to surrounding communities were presented to the Board. The FY16 fund balance ended at \$19,499,501 or 19.8% of expenditures. Once reserved funds are removed, the County remaining fund balance is \$16,929,364 which is 15.89% of budgeted FY17 expenditures. This is above the required County fund balance minimum of 12.5%.

Revenue Discussion:

Real Estate Assessment

Mr. Rod Compton gave an overview of sales, market data and assessed values. There is a projected 1.5% increase in overall assessed values in the County.

There are 1,397 parcels containing 96,205 acres qualifying for the land use program.

Utility Fee Increase

Mr. England gave an overview of utility usage by customer, billing components, rate increase options and rate benchmarking with other utilities. There was discussion on what, if any, utility rate increase should be considered. The Board asked Mr. England to build a FY18 budget for Utilities around the Option C level of proposed rate increase. Estimated bi-monthly increase to an average user would be \$22.

Personal Property

Prince George County is looking at about a 1% increase in personal property values for FY18.

Expenditure Discussion:

Personnel

Ms. Douglas discussed the need for a proposed new social services case manager.

Medics

Mr. Owens reviewed the calls for EMS service and personnel locations in the County since 2006. SAFER grant due February 10th this year if the County wishes to reapply.

Health Insurance – Update

As of November 2016, the County has a health insurance fund balance reserve of \$1.8 million. Ms. Sherry Cleveland, Benefit Consultant, Pierce Group Benefits, reviewed County health insurance usage and costs.

School Funding – MOU Calculation / Population Update

Ms. Drewry reviewed the historical figures for school funding.

Debt Service Schedule

Ms. Drewry reviewed the current debt structure for the County and showed when future debt falls off the County books in FY19 and FY20.

Borrowing – Spring 2017

Ms. Drewry presented the projects already approved by the Board and the proposed projects yet to be voted on for the spring 2017 debt issuance.

Salary increase

Ms. Drewry provided a chart showing the history of County personnel pay increases since 2011.

Vehicle Replacement Plan

Ms. Drewry provided a chart showing the history of vehicle purchases by department since FY13. The FY18 proposed vehicle replacement plan is 10 Police vehicles, 2 Sheriff vehicles, 1 parks & Recreation truck and 1 pool vehicle.

Other Matters:

Technology

Ms. Cherry presented a plan to better track technology costs in the County. There was a discussion on technology status and future upgrades county-wide.

The work session schedule for the FY18 budget and key dates were presented.

Mr. Skalsky made a motion, seconded by Mr. Hunter, to suspend the rules to add to the agenda a SAFER grant. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Skalsky, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

Mr. Hunter made a motion, seconded by Mr. Skalsky to add the SAFER grant to the agenda. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Skalsky, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

Mr. Carmichael made a motion, seconded by Mr. Hunter to authorize the Fire/EMS department to apply for the 2017 SAFER grant for hiring of five positions and for a recruitment and retention/training program manager. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Skalsky, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

Mr. Skalsky made a motion, seconded by Mr. Hunter, to cancel the scheduled Board meeting of Thursday, January 12, 2017. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Skalsky, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

ADJOURNMENT. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to adjourn. The meeting adjourned at 8:36 p.m.

[Draft Minutes prepared January 17, 2017 for consideration on January 24, 2017; adopted by unanimous vote.]

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

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

January 10, 2017

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 6:30 p.m. on Tuesday, January 10, 2017 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 Absent

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) consultation with legal counsel and briefings by staff pertaining to actual litigation involving a DEQ “Notice of Violation” where such consultation would adversely affect the litigating posture of the County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; (2) discussion of the termination of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (4) discussion concerning a prospective business where no previous announcement has been made of the business’ interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended. Mr. Carmichael made a motion, seconded by Mr. Hunter that the Board convene closed session for (1) consultation with legal counsel and briefings by staff pertaining to actual litigation involving a DEQ “Notice of Violation” where such consultation would adversely affect the litigating posture of the County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; (2) discussion of the termination of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (4) discussion concerning a prospective business where no previous announcement has been made of the business’ interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended.

E-1.

RESOLUTION; CLOSED SESSION FOR (1) CONSULTATION WITH LEGAL COUNSEL AND BRIEFINGS BY STAFF PERTAINING TO ACTUAL LITIGATION INVOLVING A DEQ "NOTICE OF VIOLATION" WHERE SUCH CONSULTATION WOULD ADVERSELY AFFECT THE LITIGATING POSTURE OF THE COUNTY PURSUANT TO § 2.2-3711 (A)(7), CODE OF VIRGINIA, 1950, AS AMENDED; (2) DISCUSSION OF THE TERMINATION OF A SPECIFIC EMPLOYEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (3) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (4) DISCUSSION CONCERNING A PROSPECTIVE BUSINESS WHERE NO PREVIOUS ANNOUNCEMENT HAS BEEN MADE OF THE BUSINESS' INTEREST IN LOCATING IN PRINCE GEORGE COUNTY PURSUANT TO § 2.2-3711 (A)(5), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, does hereby vote to enter closed session for (1) consultation with legal counsel and briefings by staff pertaining to actual litigation involving a DEQ "Notice of Violation" where such consultation would adversely affect the litigating posture of the County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; (2) discussion of the termination of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (4) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended.

On roll call the vote was:

In favor: (4) Robertson, Skalsky, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

E-2. Resolution; Certification of Closed Session. At 7:00 p.m., Mr. Skalsky 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-17-001A

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 10th day of January, 2017 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (4) Skalsky, Robertson, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

ORGANIZATIONAL MEETING

O-1. Election of Board of Supervisors Officers for 2017.

A. Resolution; Election of Chairman. Mr. Carmichael nominated Donald Hunter. Mr. Skalsky nominated William Roberson. Roll was called on the nomination of Mr. Hunter.

On roll call the vote was:

In favor: (2) Hunter, Carmichael

Opposed: (2) Skalsky, Robertson

Absent: (1) Webb

Roll was called on the nomination of Mr. Robertson.

On roll call the vote was:

In favor: (2) Skalsky, Robertson

Opposed: (2) Carmichael, Hunter

Absent: (1) Webb

The County Attorney, Steve Micas, stated that since there is no election of Chairman at this time, the matter will be brought up again at the next business meeting on January 24. Until a Chairman is elected for 2017, the meetings will be chaired by the existing Chairman.

B. Resolution; Election of Vice-Chairman. Mr. Hunter made a motion, seconded by Mr. Skalsky to defer the election of Vice-Chairman to January 24. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Skalsky, Robertson, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

O-2. Resolution; Adoption of 2017 Board of Supervisors By-Laws and Rules of Procedure. Mr. Hunter made a motion, seconded by Mr. Skalsky, to approve the 2017 By-Laws as amended. Roll was called on the motion.

R-17-002

O-2.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017 hereby adopts the attached amended By-Laws of the Board of Supervisors of the County of Prince George.

2017 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 2015 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 31st. 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. 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. 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: (4) Skalsky, Robertson, Carmichael, Hunter
Opposed: (0)
Absent: (1) Webb

O-3. Resolution; Adoption of Board of Supervisors 2017 Meeting Schedule. There were a few corrections made regarding dates and times. Mr. Hunter made a motion, seconded by Mr. Skalsky, to approve the 2017 Meeting Schedule as amended. Roll was called on the motion. Roll was called on the motion.

R-17-003

O-3.

**RESOLUTION; ADOPTION OF BOARD OF
SUPERVISORS MEETING SCHEDULE FOR 2017**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, hereby adopts the following meeting schedule for the Year 2015 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 2017 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>	
Thursday, January 12, 2017	Boardroom		5:30 p.m. (PreBudget Work Session)		
Tuesday, January 24, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, February 14, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, February 28, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Wednesday, March 8, 2017	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, March 14, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Wednesday, March 15, 2017	Boardroom		6:00 p.m. (Budget Work Session)		
Monday, March 20, 2017	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, March 28, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Wednesday, April 5, 2017	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, April 11, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, April 25, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, May 9, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, May 23, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, June 13, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, July 11, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, August 8, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 12, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 26, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, October 10, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, October 24, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Wed, November 15, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, November 28, 2017	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, December 12, 2017	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.

Meeting Time

Organizational Meeting

Monday, January 2, 2018 Boardroom 6:00 p.m.

Regular Meeting

Tuesday, January 9, 2018 Boardroom 5:00 p.m. 6:00 p.m. 7:00 p.m. 7:30 p.m.

In favor: (4) Skalsky, Robertson, Carmichael, Hunter

Opposed: (0)

Absent: (1) Webb

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

A. Resolution; Appointment of Board of Supervisors Member to Crater District Planning Commission (One-Year Term). Mr. Carmichael made a motion, seconded by Mr. Hunter to appoint Mr. T. J. Webb to the Crater District Planning Commission and the Metropolitan Planning Commission. Roll was called on the motion.

R-17-004

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 10th day of January, 2017, hereby appoints Mr. T. J. Webb 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, 2017, and ending on December 31, 2017, or until a successor is appointed by the Board.

In favor: (4) Skalsky, Robertson, Carmichael, Hunter

Opposed: (0)

Absent: (1) Webb

B. Resolution; Appointment of Board of Supervisors Member to Metropolitan Planning Commission (One-Year Term).

R-17-005

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, 2016.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017 does hereby appoint Mr. T. J. Webb to serve a one-year term on the Metropolitan Planning Organization Committee beginning January 1, 2017 and ending on December 31, 2017.

In favor: (4) Skalsky, Robertson, Carmichael, Hunter
Opposed: (0)
Absent: (1) Webb

B. Resolution; Appointment (One-Year Term) – Board of Supervisors Member to Virginia Gateway Region. Mr. Hunter made a motion, seconded by Mr. Carmichael to appoint Mr. William Robertson to the Virginia Gateway Region. Roll was called on the motion.

R-17-006

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 10th day of January, 2017 that it hereby appoints Mr. William Robertson as the representative from the governing body; and

BE IT FURTHER RESOLVED That this term shall commence on January 1, 2017 and end on December 31 2017, or until appointment of a replacement by the Board.

In favor: (4) Skalsky, Robertson, Carmichael, Hunter
Opposed: (0)
Absent: (1) Webb

Invocation. Mr. Skalsky gave an invocation.

Pledge of Allegiance to U.S. Flag. Mr. Carmichael 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 7:18 p.m. There was no one to speak and the public comments period was closed.

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

On roll call the vote was:
 In favor: (4) Robertson, Carmichael, Skalsky, Hunter
 Opposed: (0)
 Absent: (1) Webb

ORDER OF CONSENSUS: Due to a conflict of interest under the Virginia Conflicts of Interest Act, Mr. Hunter requested that Item C-6 be extracted. Mr. Carmichael made a motion, seconded by Mr. Skalsky, that the consensus agenda be approved as amended. Roll was called on the motion.

C-1. Draft Minutes – December 12, 2016 Work Session; and December 13, 2016 Regular Meeting were approved as presented.

R-17-007

C-2.

RESOLUTION; APPROPRIATION (\$95,000 ADULT DRUG TREATMENT COURT GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, 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>
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Community Corrections Fund (0217)

Expenditure:

0217-03-300-2176-41100	Adult Drug Court Salaries	\$44,579.00
0217-03-300-2176-41200	Adult Drug Court Overtime	\$20,099.00
0217-03-300-2176-42100	Adult Drug Court FICA	\$ 4,950.00
0217-03-300-2176-42210	Adult Drug Court VRS	\$ 6,455.00
0217-03-300-2176-42300	Adult Drug Court Health Insurance	\$ 9,000.00
0217-03-300-2176-42400	Adult Drug Court Group Life Insurance	\$ 583.00
0217-03-300-2176-42500	Adult Drug Court Worker's Comp	\$ 549.00
0217-03-300-2176-45540	Adult Drug Court Convention & Educ	\$ 440.00
0217-03-300-2176-45230	Adult Drug Court Telephone	\$ 450.00
0217-03-300-2176-46001	Adult Drug Court Office Supplies	\$ 810.00
0217-03-300-2176-46057	Adult Drug Court Drug Supplies	\$ 6,085.00
0217-03-300-2176-48102	Adult Drug Court Furniture/Fixt	\$ 1,000.00

Revenue:

0217-20-601-8203-326212	Adult Drug Treatment Court Grant DCJS	\$95,000.00
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C-3.

RESOLUTION; APPROPRIATION (\$16,200 STATE HOMELAND SECURITY GRANT – RESCUE TASK FORCE BALLISTIC PROTECTION GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, 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>	
0100-03-200-0614-45643-7208 Gen Fund Homeland Security Award 7208	\$16,200

<u>Revenue:</u>	
0100-30-601-8305-330178 General Fund Homeland Security Grants	\$16,200

R-17-007B

C-4.

RESOLUTION; APPROPRIATION (\$39,700 STATE HOMELAND SECURITY GRANT – JURISDICTIONAL INTEROPERABILITY IMPROVEMENT GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, 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>	
0100-03-200-0614-45643-7213 Gen Fund Homeland Security Award 7213	\$39,700

<u>Revenue:</u>	
0100-30-601-8305-330178 General Fund Homeland Security Grants	\$39,700

R-17-007C

C-5.

RESOLUTION; APPROPRIATION (\$12,250 STATE HOMELAND SECURITY GRANT – COMMUNITY EMERGENCY RESPONSE TEAM - CERT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, 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>	
0100-03-200-0614-45643-7201 Gen Fund Homeland Security Award 7201	\$12,250
 <u>Revenue:</u>	
0100-30-601-8305-330178 General Fund Homeland Security Grants	\$12,250

R-17-007D

C-7.

RESOLUTION; DESIGNATION OF AUTHORIZED AGENT TO EXECUTE ACTIONS NECESSARY FOR THE PURPOSES OF OBTAINING FEDERAL FINANCIAL ASSISTANCE PROVIDED BY THE FEDERAL DEPARTMENT OF HOMELAND SECURITY AND SUB-GRANTED THROUGH THE STATE OF VIRGINIA

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, does hereby authorize the following as authorized agents who may execute actions necessary for the purpose of obtaining federal financial assistance provided by the Department of Homeland Security and sub-granted through the State of Virginia:

AUTHORIZED AGENTS:

Donald R. Hunter, Deputy Director of Emergency Management, Prince George County

OR

James Brad Owens, Director of Fire & EMS, Prince George County

R-17-007E

C-8.

RESOLUTION; APPROPRIATION (\$138,154.05 CAMERON FOUNDATION GRANT – CIP EXIT 45)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, 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>	
0311-08-301-2151-48132-3125 CIP Fund Exit 45 Cameron	\$138,154.05

Revenue:

0311-10-509-8205-319501 CIP Fund Cameron Foundation Grant \$138,154.05

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

C-6. Resolution; Appropriation (\$25,231 Emergency Management Performance Grant - EMPG). Mr. Hunter previously requested that this item be extracted from the Consent Agenda because of a conflict of interest where it affects his salary as a County employee. Mr. Carmichael made a motion, seconded by Mr. Skalsky, that the resolution be approved as presented. Roll was called on the motion.

R-17-008

C-6.

RESOLUTION; APPROPRIATION (\$25,231 EMERGENCY
MANAGEMENT PERFORMANCE GRANT - EMPG)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of January, 2017, 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>	
0100-03-500-0612-41300 Gen Fund Emerg Management PT Wages	\$23,438
0100-03-500-0612-42100 Gen Fund Emerg Management FICA	\$ 1,793

Revenue:

0100-30-601-8305-332061 General Fund Emerg Management Grants \$25,231

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

SUPERVISORS' COMMENTS

Mr. Carmichael sends his thoughts and prayers to T. J. Webb on his recovery and to the family of Judge Nathan Lee. He asked everyone to think of the volunteers that have to face such tragedies as that of Judge Lee.

Mr. Hunter echoed Mr. Carmichael's comments regarding the volunteers. He also commended VDOT and the power companies for their efforts in the snow storm. He also stated that we need to pray for T. J. Webb and his family for a speedy recovery.

Mr. Skalsky echoed Mr. Carmichael and Mr. Hunter's comments.

Mr. Robertson stated that this County owes the volunteers a debt of gratitude.

COUNTY ADMINISTRATOR COMMENTS

Mr. Ashcraft stated that there will be a Martin Luther King Jr. Observance on January 12, 11:30 a.m. at the Lee Theater. County Offices will be closed for the Lee-Jackson Holiday on January 13 and for the Martin Luther King, Jr. Holiday on January 16. The Fort Lee Change of Responsibility Ceremony will be on January 17, 10 a.m. at The Lee Club. The Prince George Industrial Development Authority will meet on January 18 at 12:00 Noon in the Community Room in Human Services Building. There will be a Grant Presentation on January 19 from 8:30 to 10:30 a.m. at the John Randolph Foundation. Prince George County unemployment rate remains unchanged at 4.8 percent for November. There was a good turnout for Citizens Emergency Response Team (CERT) training January 5 at Oakland Baptist Church. Prince George County 2016 Christmas Ornament now available for purchase - \$5.00. The Utility Department is repairing a water line on Jessica Lane. Possibility of reduced pressure and/or discolored water.

ORDER OF BUSINESS

A-1. Renewal of Lease Agreement with Container First Services. Mr. Micas presented to the Board the first five year renewal option to the Container First Services service contract. Container First Services is requesting a new proposed rate of \$.06 rate. Mr. Carmichael asked Mr. George Poulson, Director of General Services, to stay on top of the appearance of the convenience center and make sure Container First Services keeps it clean. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to approve the renewal of the contract as proposed. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

A-2. Resolution; Authorize the Community Corrections Department to Complete and Submit a Grant Application to the Supreme Court of Virginia for Wages, Benefits, Travel Costs and Supplies for Adult Drug Treatment Court. Ms. Betsy Drewry, Finance Director, stated that Community Corrections was recently made aware of a funding opportunity to assist with costs associated with the Virginia Drug Court Treatment. Ms. Coghill, Director, is asking for permission to apply for the grant. It is expected to be \$95,000 which does require a 25% in-kind/cash match. This match is satisfied within the Community Corrections Fund with monies already appropriated. The grant will be used for staff costs and supplies. Mr. Hunter made a motion, seconded by Mr. Skalsky, to approve that resolution as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

A-2. Discussion of Staff's Six-Month Work Plan. Mr. Ashcraft, County Administrator, presented to the Board the six-month work plan established for the period of January - June, 2017. This work plan incorporates goals established by the County Administration 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 274 goals submitted and agreed upon by County Staff and Administration. There was some discussion regarding Parks and Recreation paving at the Recreation Center and the Fire and EMS implementation of an unmanned aerial vehicle program.

A-3. Resolution; FY17-18 Position Control. Ms. Nancy Shaffer, Human Resources Director, stated that Police Department gained one new grant funded position for a School Resource Officer. Upon reviewing the chart with the Chief of Police, a recommendation was made to combine the Police Officer and Police Officer (Detective) positions. The Director of Community Corrections applied for and received a grant from the State Drug Court for an additional Probation Officer position. The position control chart has been amended to reflect these grant funded positions. Mr. Hunter made a motion, seconded by Mr. Skalsky, to approve the resolution as presented. Roll was called on the motion.

R-17-009

A-3.

RESOLUTION; FY16-17 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 10th day of January, 2017 hereby approves the FY16-17 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

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

A. Resolution; Appointment (One-Year Term) – Citizen Member to Virginia Gateway Region. Mr. Skalsky made a motion, seconded by Mr. Hunter, to appoint Mr. Peter Clements. Roll was called on the motion.

R-17-010

A-4A.

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

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 and also a business-affiliated representative to serve on the Virginia Gateway Region Board of Directors for a term of one year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 10th day of January, 2017 that it hereby appoints Mr. Peter Clements as the business-affiliated representative on the Virginia Gateway Region Board of Directors for a one-year term beginning on January 1, 2017 and ending on December 31, 2017.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

ADJOURNMENT. Due to an incorrect date on the 2017 Meeting Schedule for the Board’s pre-budget work session, Mr. Skalsky moved, seconded by Mr. Hunter, that the meeting be adjourned to January 11, 2017 at 5:30 p.m. It was noted that the previous date of January 12 will be cancelled at tomorrow night’s meeting. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

The meeting adjourned at 7:52 p.m.

[Draft Minutes prepared January 16, 2017, for consideration on January 24, 2017; adopted by unanimous vote.]

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

Percy C. Ashcraft

County Administrator