

AGENDA
Board of Supervisors
County of Prince George, Virginia
Regular Meeting: March 8, 2016
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed Session

5:00 p.m.

Work Session

6:00 p.m.

Business Meeting

7:00 p.m.

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

CALL TO ORDER

Roll Call

CLOSED SESSION

- E-1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting.

- E-2. Resolution; "Certification of Closed Session" Certifying that Only those Items Contained in the Closed Session Motion were Discussed.

WORK SESSION

Sign Ordinance

Broadband Update

Installation of Health Stations Around Courthouse Complex

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

At this time, members of the audience may address the Board on any item on tonight's agenda which is not scheduled for a Public Hearing or any non-agenda item related to County operations. The Board does not generally respond to questions or statements made during public comment. Speakers will not be allowed to engage in personal attacks, use of profanity, campaign for office, or promote a business.

ADOPTION OF AGENDA

ORDER OF CONSENSUS

Items listed under this category are considered routine and are acted upon by the Board with a single vote. The Consent Agenda provides a method for the expeditious handling of items that do not require discussion. If a Board Member desires they may extract an item and it is added to the regular agenda.

- C-1. Resolution; Appropriation (\$6,860 Medicaid Funds).
- C-2. Resolution; Appropriation (\$52,151 Welfare Administration Funds).

PRESENTATIONS

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

Virginia Department of Transportation – Crystal Smith
Baxter Road Sewer Rehabilitation – Chip England

TABLED ITEMS

ORDER OF BUSINESS

- A-1. Resolution; Authority to Advertise a Public Hearing for Certain Tax Rates.
- A-2. Resolution; Authority to Advertise a Public Hearing for Certain Utility Penalties.
- A-3. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):
 - A. Resolution; Appointment (Three-Year Term) – Board of Grievance Appeals.
- A-4. Draft Minutes – February 23, 2016 Regular Meeting. [MOVED]**

PUBLIC HEARINGS

- P-1. Public Hearing; Middle Road Lease Agreement.
- P-2. Public Hearing; Adoption New Utilities Master Plan.

ADJOURNMENT

Board meeting format: Closed Meeting at 6:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information www.princegeorgecountyva.gov.**

AMENDMENT(S)

Addition(s)

None.

Deletion(s)

A-3.

Changes

None.

MINUTES
Board of Supervisors
County of Prince George, Virginia

March 8, 2016
5:00 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 7:02 p.m. on Tuesday, March 8, 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 prospective candidates for a Board appointment to a specific committee pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (2) discussion of the appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

R-16-027

E-1.

RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION OF PROSPECTIVE CANDIDATES FOR A BOARD APPOINTMENT TO A SPECIFIC COMMITTEE PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (2) DISCUSSION OF THE APPOINTMENT OF A SPECIFIC EMPLOYEE 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 8th day of March, 2016, does hereby vote to enter closed session for: (1) discussion of prospective candidates for a Board appointment to a specific committee

pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (2) discussion of the appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

E-2. Resolution; Certification Of Closed Session. At 6:02 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.

Mr. Carmichael arrived at 6:00 p.m.

R-16-027A

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 8th day of March, 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: (4) Robertson, Skalsky, Hunter, Webb

Opposed: (0)

Absent: (1) Carmichael

WORK SESSION

Ms. Julie Walton, Director of Community Development, gave an overview of the current sign ordinance in Prince George County. Mr. Micas gave an update on the

Supreme Court ruling that would require Prince George County to reevaluate our signage regulations. Ms. Walton discussed what the County can and cannot regulate and the path moving forward for Prince George County signage revisions.

Mr. Jeff Stoke, Deputy County Administrator, gave an overview of the status of the broadband report prepared as a draft from Design Nine, LLC. Interim Chief Eric Young gave a status report of the public safety radio system bid process.

Ms. Bettina Coghill, Director of Community Corrections, and Mr. Keith Rotzoll, Director of Parks and Recreation, gave an update on the installation of Health Stations around the Courthouse Complex.

Invocation. Mr. Skalsky gave an invocation.

Pledge of Allegiance to U.S. Flag. Mr. Webb 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 7:05 p.m. There was no one to speak and the public comments period was closed.

APPROVAL OF AGENDA. Chairman Robertson deleted Item A-3. Mr. Hunter 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: Mr. Skalsky made a motion, seconded by Mr. Webb, that the consensus agenda be approved as amended. Roll was called on the motion

R-16-028

C-2.

RESOLUTION; APPROPRIATION (\$6,860 MEDICAID FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of March, 2016, does hereby authorize the following increase of funds within the Fiscal Year 2015-2016 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 Budget</u>	

0100-05-113-0701-41200 Social Services: Overtime \$ 6,860

Revenue Budget

0100-20-601-8202-324602 Social Services: Public Assistance \$ 6,860

R-16-028A

C-3.

RESOLUTION; APPROPRIATION (\$52.151 SOCIAL SERVICES WELFARE ADMINISTRATION FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of March, 2016, does hereby authorize the following increase of funds within the Fiscal Year 2015-2016 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 Budget</u>	
0100-05-113-0702-45718 Subsidized Adoption	\$49,583
0100-05-113-0702-45719 Respite Care	\$ 2,568
<u>Revenue Budget</u>	
0100-30-601-8202-333504 Social Services Program Admin	\$52,151

On roll call the vote was:

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

Opposed: (0)

PRESENTATIONS

SUPERVISORS' COMMENTS

Mr. Skalsky stated that he is grateful that the tornadoes did not do any real damage in Prince George County. He added that his thoughts and prayers go out to the people in Waverly.

Mr. Webb echoed Mr. Skalsky's comments regarding the tornadoes.

Chairman Robertson reminded everyone of the Culinary Arts event currently going on in Fort Lee and encouraged everyone to attend.

COUNTY ADMINISTRATOR COMMENTS

Mr. Ashcraft stated that the Perdue Community Luncheon will be on March 9 at 11 a.m. at Perdue Farms, Inc. at 5155 Chudoba Parkway. The Knights of Columbus 'Lenten Fish Fry' will be on March 11 from 5 to 7 p.m. at the Church of the Sacred Heart. There will be a Spaghetti Dinner on March 12 from 4 to 8 p.m. at the Prince George Volunteer Fire Department. The Carson Volunteer Fire Department Oyster Roast will be on March 12 from 3 to 6 p.m. at the Rives Ruritan Club. The Prince George Promise Youth Awards Ceremony will be on March 15 at 7 p.m. at the Prince George High School. The United Way Meeting & Awards Program will be on March 16 at 11:30 a.m. at the John Randolph Foundation. 'Ladies First: The Contributions of Women Throughout History:' will be on March 20 at 2 p.m. at the Heritage Center. The new Carson Volunteer Fire Station is about 95 percent complete; dedication is May 15 at 3 p.m. Sidewalk construction & lighting continues at Exit 45. The Department of Environmental Quality (DEQ) has awarded Prince George County a \$178,750 grant for stormwater improvements at Cedar Creek subdivision. Registration for Prince George Summer 4-11 Camp began February 1. Luther Hester has replaced Barbara Tabb on the Prince George County Electoral Board. The new Tourism Guide is now available to the public. The Public School Division is reaching out to community with a comprehensive survey. Voter turnout for the March 1 Presidential Primary Election was 30.2 percent. The Prince George Journal announced March 6 it will discontinue publishing after 20 years. The new website is to be launched the week of March 21. There will be a swearing-in for the new Chief of Police on March 14 at 9:30 a.m. in the Circuit Court Courtroom.

REPORTS

Virginia Department of Transportation — Ms. Crystal Smith of the Virginia Department of Transportation stated that they received 160 work requests last month and there are currently seven vacancies at the Prince George area headquarters. They are looking to recruit some of the students out of the Rowanty area. Crews are focusing mainly on potholes, shoulder work, tree trimming, and pipe cleanouts at this time. They are looking at Courtland and Templeton Roads for a speed reduction. A request for a roundabout study at Courthouse Road and Bull Hill Road is under review. The intersection is also being reviewed for safety measures that can be implemented. There has been work done on the Route 10, Middle Road, Jefferson Park Road, and Ruffin Road shoulders. They collected 36 bags of trash off of Brandywine Road. The potholes in Rolling Meadows have been addressed. There will be additional pothole work done on Route 10 next week. The Route 460 work at the Harvanek property is moving forward. However, they have not been able to work out an agreement with the property owner. Mr. Hunter asked Ms. Smith to have the manhole covers checked in Rolling Meadows. Chairman Robertson asked Ms. Smith to repair the asphalt on Temple Avenue where it is coming up.

Baxter Road Sewer Rehabilitation — Mr. Chip England, County Engineer, gave a brief update on the status of the Baxter Road Sewer Rehab Project. He stated that the on-site construction activities are scheduled to begin the second week in April and will last into June. The contract is with Insituform in the amount of \$977,644. Work will be done during the week days and some weekends during this period. The work will involve shoulder closures on Courthouse Road between Bull Hill Road and Baxter Road, and closure of one lane on Baxter Road. Customers along Baxter Road and Partridge Court will be given at least 48 hours' notice and will be without services for

about 12 hours. Notices will be posted to the County website and social media, newspapers, roadside message board, and VDOT traffic update channels.

PUBLIC HEARINGS

P-1. Public Hearing; Middle Road Lease Agreement. Mr. Steve Micas, County Attorney, stated that in 1997, the County acquired 75.01 acres on Middle Road (TM 12-(7)-A) for a possible school site. In 1998, the County leased what was thought to be 21.69 acres of cleared land within the 75.01 acres to Spencer B. West for \$500 a year. The leased property has been used for pasture land and also contains a County water tank and communications tower. Even though the lease technically expired a number of years ago, Mr. West has continued to pay the annual rent and uses the property for pasture land. If the Board wants to continue leasing the property, the Assessor has indicated that agricultural acreage with this type of soil has an annual lease value of \$50/acre or \$1,000.00 per year for the portion of the Middle Road parcel used by Mr. West which is closer to 20.00 acres. Staff recommends a five-year lease. In order to lease real estate owned by the County, the Board must hold a public hearing pursuant to § 15.2-1800 Code of Virginia, 1950, as amended. Chairman Robertson opened the public hearing at 7:34 p.m. There was no one to speak and the public hearing was closed. Mr. Skalsky stated that he thinks \$50 is too much. Mr. Hunter added that Mr. West has been a good steward of the property. The Board asked Mr. West if he would be agreeable to \$600 a year. Mr. West stated that would be fair. Mr. Hunter made a motion, seconded by Mr. Carmichael to approve the lease agreement in the amount of \$600 a year. Roll was called on the motion.

R-16-029

P - 1 .

RESOLUTION; AUTHORITY FOR COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT FOR THE MIDDLE ROAD PRORERTY FOR AGRICULTURAL USE

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 8th day of March, 2016 does hereby authorize the County Administrator to enter into a Lease Agreement for the Middle Road Property for agricultural use.

On roll call the vote was:

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

Opposed: (0)

P-2. Public Hearing; Adoption New Utilities Master Plan.

Mr. Chip England, County Engineer, stated that he is requesting that the Board adopt by resolution the Prince George County Water and Wastewater Master Plan, January 2016, prepared by Dewberry Engineers, Inc. The Master Plan is designed to serve, in conjunction with the County's Comprehensive Plan, as a roadmap or guide for water and wastewater capital infrastructure improvement and expansion. The plan is the result of

the comprehensive evaluation of existing facilities, development of water and wastewater system computer models, and planning for new infrastructure to meet demand projections through the 2045 planning period. Request is also made of the Board of Supervisors to amend the County Code by repealing two sections that adopted the previous 1976 Water and Wastewater Plan as ordinances. Chairman Robertson opened the public hearing at 7:41 p.m. There was no one to speak and the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to approve ordinance to amend the County Code by repealing two sections. Roll was called on the motion.

0-16-001

P-2.

ORDINANCE TO AMEND THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, AS AMENDED, BY REPEALING SECTIONS 82-38 AND 82-359 WHICH ADOPTED THE 1976 MASTER PLAN AS AN ORDINANCE

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

- (1) That the Code of the County of Prince George, Virginia, 2005, is amended by repealing sections 82-38 AND 82-359.*
- (2) That this ordinance shall be effective immediately upon adoption.*

On roll call the vote was:

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

Opposed: (0)

Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution to adopt the Master Plan as written. Roll was called on the motion.

R-16-030

P-2.

RESOLUTION; ADOPTION OF PRINCE GEORGE COUNTY WATER AND WASTEWATER MASTER PLAN, JANUARY 2016, PREPARED BY DEWBERRY ENGINEERS, INC.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of March, 2016, does hereby adopt the Prince George County Water and Wastewater Master Plan, January 2016, prepared by Dewberry Engineers, Inc.

On roll call the vote was:

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

Opposed: (0)

ORDER OF BUSINESS

A-1. Resolution; Authority to Advertise a Public Hearing for Certain Tax Rates.

Ms. Betsy Drewry, Finance Director, stated that the County Administrator proposed the Fiscal Year 2016-2017 budget at the February 23rd board meeting and called for a \$0.04 increase in the Real Estate Rate and no change in other established tax rates. As the tax rates of the County are set by resolution, the setting of the tax rate requires a public hearing. The Personal Property tax rates are required to be adopted by April 15th in order for the Commissioner of Revenue and the Treasurer's Office to print the tax bills and have them mailed by April 25th for the June 6th collection date. The tax rate proposed for Personal Property is \$4.25, the same as FY16. Mr. Carmichael stated that since the proposed Timber Tax was eliminated, the tax rate may need to be increased by \$.06. He also stated that no one wants to have their taxes raised so if they are, we need to show the citizens what that money will be used for. Mr. Webb stated that he is not in agreement for any tax rate increase, but unfortunately they may be pushed to have one because the general fund was lowered and there are bills to pay even though not everyone has agreed with the spending. He stated that they must figure out what services they need to supply and if the citizens want all the services, they need to know up front what it is going to cost. Chairman Robertson stated that in thirteen years he has never voted for a tax increase. However, he is going to vote for one this year for the simple fact that a little over \$1 million was used last year out of savings to keep from raising taxes. He and Mr. Hunter expressed a concern about the School Board's needs as well. Mr. Skalsky stated that sooner or later expenses catch up with you and that time has come. He too is in agreement with a \$.04 tax increase. Mr. Carmichael made a motion, seconded by Mr. Hunter to authorize a public hearing for a tax rate of \$.88 for real property at the hope that they will only need to increase it to \$.86. They can go below the advertised rate; they just cannot go above it. Roll was called on the motion.

On roll call the vote was:

In favor: (2) Carmichael, Hunter

Opposed: (3) Robertson, Webb, Skalsky

Mr. Webb made a motion, seconded by Mr. Skalsky, to authorize a public hearing for a tax rate of \$.86 for real property. Roll was called on the motion.

R-16-031

A-1.

**RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR
SETTING A TAX RATE FOR REAL PROPERTY, PERSONAL PROPERTY AND
MACHINERY AND TOOLS**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of March, 2016, does hereby authorize the advertisement of a public hearing for the following tax rates:

Real Property: \$0.86 per \$100.00 of assessed value

Personal Property: \$4.25 per \$100.00 of assessed value

Machinery & Tools: \$1.50 per \$100.00 of assessed value

Mobile Home treated as personal property: \$4.25 per \$100.00 of assessed value

On roll call the vote was:

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

Opposed: (1) Carmichael

A-2. Resolution; Authority to Advertise a Public Hearing for Certain Utility Penalties.

Mr. Chip England, County Engineer, stated that this is a request for the Board to advertise for a Public Hearing on April 12, 2016 for adoption of ordinances amending The Code of the County of Prince George, Virginia, 2005, as amended by amending sections 82265 and 82-540 to revise utility penalties to be consistent with section 2-732 revised in 2015. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the authorization to advertise as presented. Roll was called on the motion.

R-16-032

A-2.

AUTHORIZATION TO HOLD A PUBLIC HEARING TO CONSIDER
ADOPTION OF ORDINANCES TO AMEND THE CODE OF THE
COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, AS AMENDED, BY
AMENDING SECTIONS 82-265 AND 82-540 TO REVISE UTILITY
PENALTIES FOR LATE PAYMENT

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of March, 2016, does hereby authorize a Public Hearing on April 12, 2016 to consider adoption of ordinances amending The Code of Prince George County, Virginia, 2005, as amended by amending sections 82-265 AND 82-540 to revise utility penalties for late payment.

On roll call the vote was:

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

Opposed: (0)

A-4. Draft Minutes — February 23, 2016 Regular Meeting. Mr. Webb made a motion, seconded by Mr. Skalsky to approve the minutes as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Carmichael

ADJOURNMENT. Mr. Skalsky moved, seconded by Mr. Webb, that the meeting be adjourned. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

[Draft Minutes prepared March 16, 2016 for consideration on March 22, 2016; adopted by unanimous vote.]

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

Percy C. Ashcraft County
Administrator
