

AGENDA
Board of Supervisors
County of Prince George, Virginia
Regular Meeting: November 15, 2017
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

Discussion of Five-Year Financial Plan
Insurance Services Rating Update

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

C-1. Draft Minutes – October 24, 2017 Regular Meeting.

C-2. Resolution; Commendation; Charles Ware; Service to Prince George County.

C-3. Resolution; Recognition of Small Business Saturday 2017.

PRESENTATIONS

S-1. Fort Lee Presentation by Colonel Steven George for Prince George County's Participation in the 100 Mile Centennial Run.

S-2. Resolution; Commendation; Charles Ware; Service to Prince George County.

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

VDOT – Crystal Smith

Appomattox Regional Park Canoe Launch – Keith Rotzoll

TABLED ITEMS

ORDER OF BUSINESS

- A-1. Resolution; Budget Amendment and Appropriation Increase for Change Orders (\$26,854 Garage Fuel Tanks, Software and Fuel Canopy Replacement Project).
- A-2. Resolution; Award of Contract Suburban Propane Through State Contract #E194-77676 for Purchase of Propane.
- A-3. VDOT Stormwater Maintenance Project Agreements.
- A-4. Resolution; Authorization of Contribution to FOLAR and Budget Transfer from Contingency (\$9,300 FOLAR).
- A-5. Claim by John S. Noblin for the Costs of a Survey and a Subdivision Application Fee.
- A-6. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 20.1 Entitled *Hours of Work*; Section 21.1 Entitled *Holidays*; and Sections 300.1 and 300.2 Entitled *Sick Leave Purchase*.

PUBLIC HEARINGS

ADJOURNMENT

Board meeting format: Executive Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information www.princegeorgeva.org.**

MINUTES
Board of Supervisors
County of Prince George, Virginia

November 15, 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 5:00 p.m. on Wednesday, November 15, 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
Donald R. Hunter, Vice-Chairman Present
Alan R. Carmichael Absent
Hugh G. Mumford 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 discussion of applicants for appointment to specific employee positions pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended. Mr. Carmichael made a motion, seconded by Mr. Mumford, that the Board convene closed session for discussion of applicants for appointment to specific employee positions pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

R-17-122

E-1.

RESOLUTION; CLOSED SESSION FOR DISCUSSION OF APPLICANTS FOR APPOINTMENT TO SPECIFIC EMPLOYEE POSITIONS 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 15th day of November, 2017, does hereby vote to enter closed session for discussion of applicants for appointment to specific employee positions pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 6:00 p.m., Mr. Webb made a motion, seconded by Mr. Carmichael, 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-17-122A

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 15th day of November, 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: (5) Robertson, Hunter, Carmichael, Webb, Mumford

Opposed: (0)

Absent: (0)

WORK SESSION

Ms. Betsy Drewry, Financial Director, presented the five-year financial plan.

Mr. Brad Owens, Director of Fire and EMS, presented an update the Insurance Services Rating agency. With a score of 59.16, Prince George is an ISO Class 5/54 for insurance purposes.

Chairman Robertson called a recess at 6:44 p.m. The meeting reconvened at 7:00 p.m.

Invocation. Mr. Hunter 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 7:02 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. Webb, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF CONSENSUS. Mr. Hunter made a motion, seconded by Mr. Mumford, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – October 24, 2017 Regular Meeting was approved as presented.

R-17-123

C-2.

WHEREAS, on January 16, 2002, Charles V. Ware began his employment with the County of Prince George as a Zoning Administrator in the Planning Department; and

WHEREAS, Mr. Ware was reassigned to Case Officer/Pretrial Investigator in the Community Corrections Department on November 1, 2002 and continued in this capacity until he retired on November 1, 2017; and

WHEREAS, Mr. Ware's relentless commitment to accurate and timely reporting has garnered high regards from the attorney's and the courts in which he has worked with; and

WHEREAS, throughout his career in in Prince George County, spanning more than 15 years, Charles V. Ware has served the citizens of the County to the utmost of his ability, demonstrating commitment, integrity, and devotion in a manner bespeaking the dedication of a true public servant. Mr. Ware's institutional knowledge and customer service skills are irreplaceable and will be sorely missed by the Community Corrections Department, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 15th day of November 2017, does hereby commend Charles V. Ware for a total of fifteen years and nine months of dedicated service to the County; and

BE IT FURTHER RESOLVED That the Board wishes to express their sincere gratitude for his commitment to the County and its citizens and extends to Charles V. Ware much happiness as he enters the next phase of his life.

R-17-123A

C-3.

RESOLUTION; RECOGNITION OF SMALL BUSINESS SATURDAY 2017

Whereas, the government of Prince George County, Virginia celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 28.8 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 63 percent of net new jobs created over the past 20 years, and

Whereas, small businesses employ 48 percent of the employees in the private sector in the United States; and

Whereas, on average, 33 percent of consumers' holiday shopping will be done at small, independently-owned retailers and restaurants; and

Whereas, 91 percent of all consumers believe that supporting small, independently-owned restaurants and bars is important; and

Whereas, 76 percent of all consumers plan to go to one or more small businesses as part of their holiday shopping; and

Whereas, Prince George County supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

Whereas, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 15th day of November, 2017, does hereby proclaim, Saturday, November 25, 2017, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

On roll call the vote was:

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

Opposed: (0)

Absent (0)

PRESENTATIONS

S-1. Fort Lee Presentation by Colonel Steven George for Prince George County's Participation in the 100 Mile Centennial Run. Colonel Steven George presented to Chairman Robertson a letter addressed to Prince George County from Major General Paul Hurley for its enthusiastic support of Fort Lee's 100 Mile Centennial Run.

S-2. Resolution; Commendation; Charles Ware; Service to Prince George County. Mr. Hunter presented the commendation to Mr. Charles Ware for over 15 years of service to Prince George County.

On behalf of the Virginia Association of Counties, Chairman Robertson presented Supervisor Alan Carmichael with a commendation for 10 years of service on the Board of Supervisors.

Also on behalf of the Virginia Association of Counties, Chairman Robertson presented the Go Green Award for Prince George County to the County Administrator, Percy Ashcraft.

On behalf of the Progress-Index, Chairman Robertson presented the Best of Best Award for best place to live to Prince George County Administrator, Percy Ashcraft.

SUPERVISORS' COMMENTS

Mr. Hunter asked the public to remember the Veterans and continue to pray for families in the County that have lost loved ones, including the family of Mr. Charles Story.

Mr. Mumford thanked County Staff for continuing to provide him information requested in a timely fashion.

Chairman Robertson gave a brief update on various issues from the VACo Conference. He stated that the Secretary of Transportation has made the statement that if no action is taken to raise funds for rapid transit by next June, the Transportation Board will have to decide if they are going to take money from the roads to fund transit. There were 950 people registered at the conference. There was a lot of good information as far as what is going on in the State. There was a concern raised about King George's phone lines being tapped into. He announced that 52% of all withholding income taxes come from Northern Virginia. He stated that in response to some things that came out during the election regarding broadband, it is VACo's position that they urge the Commonwealth and Federal Government to assist communities in their efforts to deploy universal affordable access to broadband for all areas. Particularly, in underserved rural areas. Additionally, VACo opposes mandates that limit or restrict local land use authority for the siting of telecommunication infrastructure or results in a negative fiscal impact to County budgets.

He stated that there were 106 Board of Supervisors seats up for election and 27 of the incumbents lost. There were four write-ins within the State, including Halifax County, Appomattox County, Charlotte County, and Craig County. In addition, Wise County now allows the purchase of beer and wine on the weekends. In closing, he stated that he was invited to White House tomorrow to participate in a state and local government tax reform, economic competitive discussion. But since he was not reelected and will not be the President of the Virginia Association of Counties, he will not attend. He stated that it is regrettable that Prince George County will not be represented there.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated the Prince George Planning Commission will meet on November 16 at 6:30 p.m. in the Board Room. There will be a Career Chat: Working with Animals on November 16 at 6 p.m. at the Prince George Library. For the Thanksgiving Holiday, County Offices will be closed on November 22-24 and closing at 12:30 on November 22. Small Business Saturday will be on November 25. Jackie Bradley, Jr. Day will be on November 25 at 10 a.m. at 4 p.m. at Swader's. Carson Fire Department Volunteer John Emory passed away November 13. The American Flag that was flown at Ground Zero days following the 9/11 tragedy is raised in Prince George County November 3 during special ceremony in front of the Police Department. Longtime District 19 Community Services Board Executive Director Joe Hubbard will retire in March, 2018. The 'Concert of Light: A Night with the Veterans' raised \$29,000 for Wounded

Veterans. The Police Department collected 124 pounds of drugs at 'Drug Take Back Day' on October 28.

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation stated that there are problems with the Benjamin Harrison Bridge generator. They will be working with Prince George Electric to resolve this issue. The City of Petersburg has proposed a project for the site distance issue at Rives Road and the ramp to the Interstate. Mr. Matt Southhall went over maintenance updates. He stated that primary and secondary mowing is complete. Plant mix operations should be complete after Thanksgiving. There has been a second tree trimming crew hired. Winter weather operations are underway. All materials have been fully stocked and ready to go. Route 106 utility and signal foundations have been completed. It is on scheduled for completion on December 22. Route 156 at Pole Run construction is scheduled for summer. Route 703 detour was lifted today. There are two ongoing traffic safety studies at Queen Street and Route 460 and Sandy Ridge at Prince George Drive. Mr. Hunter asked them to once again look at Middle Road at Prince George Drive. Chairman Robertson inquired about the generator at Benjamin Harrison Bridge. Ms. Smith clarified that backup generators have been ordered and they have been in contact with the Coast Guard.

Appomattox Regional Park Canoe Launch- Mr. Keith Rotzoll gave a brief report on the completion of the Appomattox Regional Park Canoe Launch. The project was initiated by the Prince George Rotary Club with a canoe slide. The Board of Supervisors approved in its budget this year funds to complete the project with additional extension funding provided by the Friends of the Lower Appomattox River. The launch is now completed with a floating dock. Hopewell Cogeneration has provided a pavilion. The Prince George Rotary Club funded a restroom facility. There will be an upcoming grand opening.

ORDER OF BUSINESS

A-1. Resolution; Budget Amendment and Appropriation Increase for Change Orders (\$26,854 Garage Fuel Tanks, Software and Fuel Canopy Replacement Project). Mr. Michael Purvis, General Services Director, stated that upon digging up the existing fuel canopy, Staff is seeking approval for two change orders. The first one is to replace the spill buckets and install an overspill protection. The existing spill buckets are leaking. The second proposed change order is to remove the existing single wall fiberglass pipe from the submerged pumps to the fuel dispensers and install a new double wall pipe. The condition of the existing single wall pipe has deteriorated over the past 26 years it has been in service and may be at risk of needing replaced before the life of the new systems expires. The associated cost to dig up and replace the single wall fiberglass pipe at a later date would be significantly expensive. Chairman Robertson stated that he has a problem authorizing any expenditures before the first of year when the new Board comes on, but since it is already dug up and must be done immediately, he will support it. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the appropriation as presented. Roll was called on the motion.

R-17-124

A-1.

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION INCREASE FOR CHANGE ORDERS (\$26,854 GARAGE FUEL TANKS, SOFTWARE AND FUEL CANOPY REPLACEMENT PROJECT)

WHEREAS, On July 11, 2017 the Board of Supervisors approved an appropriation of debt proceeds and related debt reimbursement resolution for \$158,141 for the replacement of Fuel Tanks, Software and the Fuel Canopy at the County Garage and awarded the contract to OESSCO (Oil Equipment Sales and Service Company, Incorporated); and

WHEREAS, staff recommends approval of two (2) change orders totaling \$26,854 to be funded through the issuance of debt and to complete work that is considered necessary and most practical and cost effective to complete while renovations are ongoing for:

Change Order 1 – Replacement of spill buckets and installation of overspill protection - \$8,354.00;

Change Order 2 – Installation of double wall pipe with removal and replacement of existing deteriorated single wall pipe - \$18,500.00;

And;

WHEREAS, Staff is requesting authorization for the County Administrator to increase the existing contract with OESSCO by \$26,854 for completion of two (2) change orders to the Garage Fuel Tank, Software and Fuel Canopy Replacement Project.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 15th day of November, 2017, hereby authorizes the County Administrator to increase the contract with OESSCO by \$26,854 for the completion of two (2) change orders; AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 15th day of November, 2017, does hereby authorize and appropriate the following increase of funds within the 2017-2018 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>
<u>Capital Improvement Fund (0311)</u>		
Revenues:		
0311-40-900-8115-341401	Debt Proceeds	\$26,854*
Expenditures:		
0311-01-002-3166-48130	CIP – Garage Fuel Tank, Software and Fuel Canopy Replacement Project	\$26,854*

*Revised total project amount is \$184,995 (Original - \$158,141 + 26,854).

On roll call the vote was:

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

Opposed: (0)

Absent (0)

Mr. Hunter made a motion, seconded by Mr. Mumford, to approve the reimbursement resolution as presented. Roll was called on the motion.

R-17-124A

A-1.

RESOLUTION OF OFFICIAL INTENT TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF BONDS
OR OTHER INDEBTEDNESS

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has determined to *increase scope* of a capital improvement project to provide and install fuel tanks and software at the County Garage and to replace the fuel canopy (the "Purchase");

WHEREAS, the Board currently expects that the cost of the Purchase *to increase by*, approximately \$42,830 (excluding cost of financing);

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$42,830 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

WHEREAS, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the “Expenditures”) prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the “Bonds”) or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$42,830.
2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.
3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.
4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County’s use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, and certain de minimis amounts.
5. The Board intends that the adoption of this Resolution confirms the “official intent” of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.
6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County’s counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.
7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

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

Opposed: (0)

Absent (0)

A-2. Resolution; Award of Contract Suburban Propane Through State Contract #E194-77676 for Purchase of Propane. Ms. Betsy Drewry, Finance Director, stated that the former state contract with Amerigas expired on September 24, 2017. A new state contract award was made to Suburban Propane effective September 25, 2017 and runs through September 24, 2019 with three potential one-year renewals. Prince George County participated in the state contract with Amerigas and staff recommends continuation of propane purchases under new state contract with Suburban Propane. There is no added fiscal impact to the County. The newly awarded state contract is for the same price differential that has been in effect for the last four fiscal years. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

A-2.

RESOLUTION; AWARD OF CONTRACT SUBURBAN PROPANE THROUGH STATE CONTRACT #E194-77676 FOR PURCHASE OF PROPANE

WHEREAS, On September 25, 2017 the Commonwealth of Virginia awarded the statewide propane contract (#E194-77676) to Suburban Propane for a price differential of \$0.2990 above weekly Apex pricing and for the period of September 25, 2017 through September 24, 2019 with 3 possible annual renewals; and

WHEREAS, the County of Prince George wishes to participate in state contract #E194-77676 for propane purchases; and

WHEREAS, Staff is requesting authorization for the County Administrator to issue an Award of Contract to Suburban Propane in accordance with State Contract #E194-77676 effective September 25, 2017 through September 24, 2019 with three possible one year renewals.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 15th day of November, 2017, hereby authorizes the County Administrator to issue a Notice of Award to Suburban Propane effective September 25, 2017 through September 24, 2019 with three possible one year renewals in accordance with State Contract #E194-77676.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. VDOT Stormwater Maintenance Project Agreements. Ms. Julie Walton, Director of Community Development, stated that County staff has been working with VDOT to jointly perform work at two locations in the County that are experiencing stormwater runoff issues. At both locations, there is work that needs to be performed by VDOT, and work that needs to be performed with County resources through the Stormwater Utility Fund Program. The two locations are on Prince George Drive at Manning's MHP, and on Lawyers Road near 11234 Lawyers Rd. Funding for the County's portion of the work would be provided by the Stormwater Utility Fund. VDOT has a program where all work at these sites will be performed by VDOT and the County will provide funding for the portion of the work that falls under the County's Stormwater Program. This ensures coordination of the work, timely completion, and one central contact for scheduling the work. A little more than a year ago, VDOT provided not-too-exceed estimates of \$5,000 for work at each location (\$10,000 total). On September 27, 2016 the Prince George Board of Supervisors approved up to \$5,000 for each location and specified that if additional funding was needed, additional funding authorization would be obtained from the Board of Supervisors. However, when the contracts were sent to VDOT with the not to exceed amounts, the contracts were rejected. The County Attorney's Office has reviewed the proposed contracts and has no legal concerns regarding the proposed agreements. Mr. Webb made a motion, seconded by Mr. Mumford to approve the resolution as presented. Roll was called on the motion.

R-17-126

A-3.

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

WHEREAS the Prince George County Board of Supervisors has determined that it is in the best interest of the County of Prince George and its citizens to request the Virginia Department of Transportation to perform and administer any and all work associated with the re-establishing of the flow line and creating positive drainage at/near 11234 Lawyers Road and at Rt. 156 and Manning's MHP, as best can be obtained based on the final outfall elevation; and,

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

WHEREAS the Board authorizes \$5,000.00 to be provided through an accounts receivable with the Virginia Department of Transportation to begin environmental survey work and continue through to construction or to an appropriate phase supported by the available funding; and,

WHEREAS the Virginia Department of Transportation will track expenditures and should additional funding be necessary to complete the work, upon submission of proper documentation to the County Administrator, additional funding shall be authorized and any remaining funds will be returned to the County of Prince George;

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 15th day of November, 2017, that approval is given to enter into the attached agreements with VDOT to administer any and all work associated with the re-establishing of the flow line and creating positive drainage at/near 11234 Lawyers Road and at Rt. 156 and Manning MHP.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution; Authorization of Contribution to FOLAR and Budget Transfer from Contingency (\$9,300 FOLAR). Mr. Percy Ashcraft, County Administrator, stated that this item was inadvertently left out of the budget this year for the Board's consideration. The Board typically does not give contributions to outside agencies unless there was a sustaining purpose involved with the County. FOLAR has been a partner with the County for quite some time as demonstrated in the canoe launch project. Staff is presenting this as a budget amendment as a transfer of \$9,300 from Contingency. In addition, if funding permits and with Board approval, this will likely be a sustaining line item in future budgets because FOLAR puts its money back into the Community. Chairman Robertson stated that he does not think there should be any funding that is not already approved until the new Board takes office at the first of the year. Secondly, he does not agree with FOLAR's calculation of \$.25 per resident based on the CENSUS for use of the park. Five thousand of those residents are inmates at Riverside Regional Jail and Federal Correctional Institute and will not use the Appomattox River Park. Mr. Webb concurred on both points. He stated that this is a long-term expenditure that needs to be budgeted the way that it should be budgeted with two new members coming on the Board. He also does not agree with the calculations. Mr. Mumford stated that there is business in this County that needs to be conducted in November and December whether two new Board members are coming or not. Chairman Robertson stated that this is not business that needs to be conducted at this time. Mr. Carmichael says they will have enough to deal with in January, therefore he made a motion, seconded by Mr. Hunter, to approve the budget amendment as presented. Roll was called on the motion.

R-17-127

A-4.

RESOLUTION; AUTHORIZATION OF CONTRIBUTION TO FOLAR AND BUDGET TRANSFER FROM CONTINGENCY (\$9,300 FOLAR)

WHEREAS, The Prince George County Board of Supervisors authorizes a County Contribution to the Friends of the Lower Appomattox River (FOLAR) of \$9,300 based on their FY2018 funding request to the County; and

WHEREAS sufficient funding exists in the Adopted FY2018 Prince George County budget from:

Board of Supervisors Contributions (0100-01-001-0100-45600) -	\$2,000
General Fund Contingency (0100-09-401-0917-49199) -	\$7,300

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of November, 2017, does hereby authorize a contribution to FOLAR in the amount of \$9,300, with \$2,000 coming from existing BOS transfer budget and another \$7,300 from the General Fund Contingency the following increase of funds and transfers among accounts within the 2017-2018 Budget, such line items increased and changed as follows, which monies to 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>
Budget Transfer:	
<i>Expenditure – Transfer From / Reduce:</i>	
0100-09-401-0917-49199 General Fund Contingency	\$7,300
 <i>Expenditure – Transfer To / Increase:</i>	
0100-01-001-0100-45600 General Fund BOS Contributions	\$7,300

On roll call the vote was:
 In favor: (3) Carmichael, Hunter, Mumford,
 Opposed: (2) Robertson, Webb
 Absent: (0)

A-5. Claim by John S. Noblin for the Costs of a Survey and a Subdivision Application Fee. County Attorney, Steve Micas, stated that § 15.2-1245 et seq., Code of Virginia, 1950, as amended, requires that the Board consider monetary claims made by citizens against the County. Mr. Noblin has made a claim for a refund of \$725.00 representing the costs of a survey and the cost of filing a County subdivision application. Mr. Noblin still has the option of filing an application to rezone his property which would allow his parcel to be subdivided. Mr. Noblin also receives the benefits of the current survey that he paid for even if he chooses not to subdivide. In addition, the County is protected by sovereign immunity which legally insulates the County from paying claims arising out of mistakes of its employees.

Mr. Noblin stated that beginning in January of this year, he has been trying to subdivide this lot to build two houses. On January 5, 2017 he had a meeting with Chuck Brown in Planning to see about beginning the process of splitting this lot. Mr. Brown said he saw no problem as it was zoned R2. He also said to contact a surveyor to have a plat prepared along with the necessary paperwork needed to apply with the Planning Department. While preparing the plat, the surveyor saw that part of Lot 11 was zoned RA. He called Chuck in Planning about the additional RA zoning and was told that Prince George County would go with the R2 zoning. Therefore, the surveyor continued and completed the plat. On March 27, 2017 paid the surveyor \$450 for the plat and paperwork to divide Lot 11. With paperwork in hand, Mr. Noblin left the surveyor and went directly to Prince George Planning to apply for the division of the lot, paying \$275.00. On May 5, 2017 he received a letter for Douglas Miles stating that Lot 11 was Part RA and we would not be able to divide it. After explaining to Mr. Miles what Mr. Brown had previously told him, Mr. Miles told his that Mr. Brown is no longer working in Planning and what he said did not matter Mr. Brown did not have the authority to waive a zoning. After countless meetings and phone calls with Planning Officials, County Administration, and many others including Julie Walton, he was left with no remedy and was forced to withdraw his applications. He stated that Mr. Ashcraft told his that this is not the way Prince George County does business and at the very least, he should get a refund for his expenses. The Board concurred that Mr. Noblin was originally misinformed and he should be refunded for his expenses. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-17-128

A-5.

RESOLUTION; APPROVAL OF CLAIM BY JOHN S. NOBLIN FOR THE COSTS OF A SURVEY AND A SUBDIVISION APPLICATION FEE

WHEREAS, § 15.2-1245 et seq., Code of Virginia, 1950, as amended, requires that the Board consider monetary claims made by citizens against the County; and

WHEREAS, Mr. John Noblin has made a claim for a refund of \$725.00 representing the costs of a survey and the cost of filing a County subdivision application; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 15th day of November, 2017 does hereby approve the claim for a refund by John S. Noblin in the amount of \$725.00 for the costs of a survey and a subdivision application fee.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Resolution; Proposed Revisions; Prince George County Personnel Policy; Section 20.1 Entitled *Hours of Work*; Section 21.1 Entitled *Holidays*; and Sections 300.1 and 300.2 Entitled *Sick Leave Purchase*. Ms. Nancy Shaffer, Human Resources Director, stated that Staff has reviewed several of the personnel policies related to hours of work and holidays and have a recommendation to update the Hours of Work and Holiday Policies effective November 16, 2017. Staff also reviewed the administrative policy entitled Sick Leave Purchase. The effective date of this change would be November 16, 2017. Staff recommends that the County observe the same holidays as the Commonwealth of Virginia unless revised by the County Board of Supervisors, the deadline for timesheet submittal to the Finance Department be changed, and employees should only be allowed to purchase one week of sick leave/PTO to fund HSA accounts every other year. Chairman Robertson stated that he is confused by the sick leave purchase. He doesn't understand why it is being called a "purchase" when it is actually a "sell" to the County to place it in their HAS. The County Attorney agreed and said they would make the appropriate change so that it would be more clear to the employees. Mr. Webb made a motion, seconded by Mr. Mumford, to approve the personnel policy changes as amended. Roll was called on the motion.

R-17-129

A-6.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 20.1 ENTITLED *HOURS OF WORK*; SECTION 21.1 ENTITLED *HOLIDAYS*; AND SECTIONS 300.1 AND 300.2 ENTITLED *SICK LEAVE PURCHASE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been determined that verbiage of existing policy entitled *Hours of Work*, Section 20.1 requires a modification; and,

WHEREAS staff is requesting that the existing policies entitled *Holidays*, Section 21.1; be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been determined that verbiage of existing Administrative policy entitled *Sick Leave Purchase*, Sections 300.1 and 300.2 requires a modification; and,

WHEREAS the Board of Supervisors recommended a modification to the Administrative Policy entitled *Sick Leave Purchase* to change the title of the policy from *Sick Leave Purchase* to *Sick Leave Purchase by the County*; and,

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 15th day of November, 2017 does hereby amend the Prince George County Personnel Policy by revising policies entitled Hours of Work, Holidays, and Sick Leave Purchase by the County as specified.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter 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) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:21 p.m.

[Draft Minutes prepared November 16, 2017, for consideration on November 28, 2017; adopted by unanimous vote.]

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

Percy C. Ashcraft
County Administrator