

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: March 27, 2018
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed Session

6:30 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.

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

- C-1. Draft Minutes – March 7, 2018 Budget Work Session and March 13, 2018 Regular Meeting.
- C-2. Resolution; Proclamation; National County Government Month: April, 2018.
- C-3. Resolution; Commendation; Graham Tyler Jones; Attainment of Eagle Scout.
- C-4. Resolution; Proclamation; Local Government Education Week – April 1-7, 2018.

- C-5. Resolution; Commendation; Martin's Brandon Episcopal Church; 400th Anniversary.
- C-6. Authorization to Submit to VDOT a Request to Name the Roundabout at the Entrance of Fort Lee Gate A, Route 634 (Allin Road) and Route 630 (Jefferson Park Road and Bull Hill Road) for Captain Jesse A. Ozbat (Army).
- C-7. Resolution; Proclamation; National Alcohol Awareness Month – April.
- C-8. Resolution; Memorandum of Agreement Between Virginia Department of Agriculture and Consumer Services and Prince George County.

PRESENTATIONS

- S-1. Resolution; Commendation; Graham Tyler Jones; Attainment of Eagle Scout.
- S-2. Resolution; Commendation; Martin's Brandon Episcopal Church; 400th Anniversary.
- S-3. Resolution; Proclamation; National Alcohol Awareness Month – April.

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

TABLED ITEMS

ORDER OF BUSINESS

- A-1. Resolution; Authority to Advertise a Public Hearing to Consider Adoption of Virginia Department of Transportation Six-Year Plan for Prince George County Secondary Roads Improvement for Fiscal Years 2019 Through 2024 and Secondary Roads Construction Budget for Fiscal Year 2018/19 for Prince George County.
- A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Sections 5.1 Through 5.17 Entitled *Hiring*, Sections 24.1 Through 24.24 Entitled *Leave*, And Sections 25.1 Through 25.7 Entitled *Sick Leave Bank*.
- A-3. Discussion of FY17 School Division Carry-Over Funds and Possible Resolution for Authority to Advertise a Public Hearing for an Appropriation of \$2,725,326.
- A-4. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):
 - A. Resolution; Appointment (Interim Term) – Appomattox Regional Library Board.

PUBLIC HEARINGS

P-1. Public Hearing; Comprehensive Plan Amendment – DEQ.

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.**

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MINUTES
Board of Supervisors
County of Prince George, Virginia

March 27, 2018

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, March 13, 2018 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Alan R. Carmichael, Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

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

CLOSED SESSION

E-1. Resolution; Closed Session for (discussion of the appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended. Mrs. Waymack made a motion, seconded by Mr. Hunter, that the Board convene closed session for (1) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to § 2.2-3711 (A)(8), Code of Virginia, 1950, as amended; and (3) discussion of the evaluation of the performance and compensation of a specific County official pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

R-18-036

E-1.

RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (2) CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH

COUNSEL PURSUANT TO § 2.2-3711 (A)(8), CODE OF VIRGINIA, 1950, AS AMENDED; AND (3) DISCUSSION OF THE EVALUATION OF THE PERFORMANCE AND COMPENSATION OF A SPECIFIC COUNTY OFFICIAL 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 27th day of March, 2018, does hereby vote to enter closed session for (1) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to § 2.2-3711 (A)(8), Code of Virginia, 1950, as amended; and (3) discussion of the evaluation of the performance and compensation of a specific County official pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 7:00 p.m., Mr. Brown made a motion, seconded by Mr. Webb, 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-18-036A

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 27th day of March, 2018 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) Brown, Waymack, Webb, Carmichael, Hunter

Opposed: (0)

Absent: (0)

Invocation. Mr. Brown gave an invocation.

Pledge of Allegiance to U.S. Flag. Eagle Scout Graham Jones led the Pledge of Allegiance to the U.S. Flag.

PUBLIC COMMENTS. Chairman Carmichael 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. After Mr. Brown requested that Item A-4A be deleted, he made a motion, seconded by Mrs. Waymack, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – March 7, 2018 Budget Work Session and March 13, 20188 Regular Meeting were approved as presented.

R-18-037

C-2.

**RESOLUTION; PROCLAMATION; NATIONAL COUNTY GOVERNMENT
MONTH: APRIL, 2018**

WHEREAS, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

WHEREAS, Prince George County and all counties take pride in our responsibility to protect and enhance the health, well-being and safety of our residents in efficient and cost-effective ways; and

WHEREAS, through National Association of Counties (NACo) President Sallie Clark's "Safe and Secure Counties" initiative, NACo is encouraging counties to focus on strengthening the safety and security of their communities; and

WHEREAS, in order to remain healthy, vibrant, safe, and economically competitive, America's counties provide public health, justice, emergency management and economic services that play a key role in everything from residents' daily health to disaster response; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote programs and services to the public we serve;

NOW, THEREFORE, BE ITS RESOLVED, That the Board of Supervisors of Prince George County, this 27th day of March, 2018, does hereby proclaim April 2018 as National County Government Month and encourages all county officials, employees, schools and residents to participate in county government celebration activities; and

BE IT FURTHER RESOLVED That the Board proclaims that on Wednesday, April 25, 2018 Prince George County Government offices will hold an Open House throughout the normal hours of operation. Citizens are encouraged to visit all County offices and become more familiar with County personnel and activities associated with the operations of County Government.

R-18-037A

C-3.

RESOLUTION; COMMENDATION; GRAHAM TYLER JONES;
ATTAINMENT OF EAGLE SCOUT AWARD

WHEREAS, Graham Jones of Heart of Virginia Council, Boy Scout Troop 902 began his Scouting career eight years ago; and continues his rewarding journey.

WHEREAS, As a member of Boy Scouts, Graham Jones has served as Patrol Leader, Senior Patrol Leader as well as Quartermaster.

WHEREAS, As an Eagle project, Graham Jones, as a memorial to his grandfather H. Martin Robertson , Prince George, Virginia, build three memory care puzzles for Dunlap House of Colonial Heights Memory Care Unit utilizing all his fellow Troop members collectively.

WHEREAS, Graham Jones' dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27th day of March, 2018, hereby commends and congratulates Graham Jones on attainment of the rank of Eagle Scout in the Boy Scouts of America including his dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Graham Jones much success and happiness as he pursues his future goals.

C-4.

RESOLUTION; PROCLAMATION;
LOCAL GOVERNMENT EDUCATION WEEK APRIL 1-7, 2018

WHEREAS, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

WHEREAS, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

WHEREAS, citizen services such as, law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

WHEREAS, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and

NOW, THEREFORE, BE IT PROCLAIMED, by Prince George County that April 1-7, 2018 is hereby designated as Local Government Education Week; and

BE IT FURTHER PROCLAIMED, that Prince George County and Prince George County Public Schools this 27th day of March, 2018, will partner to promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

C-5.

RESOLUTION; COMMENDATION; MARTIN'S BRANDON EPISCOPAL CHURCH; 400th
ANNIVERSARY

WHEREAS, In 1619, John Martin , a leader and accomplished mariner who had sailed with Sir Francis Drake and named to the Council of the Virginia Company of Jamestown early in 1607, erected a church in a field commonly known as "church pasture," a farm on Brandon Plantation; and

WHEREAS, In 1643, Martin's Brandon Parrish was repatented by John Sadler and Richard Quiney and Associates and as part of a division in 1655, the lower section of Weyanoke Parish was cut off to form the Parish of Martin's Brandon by a Charles City Court order; and

WHEREAS, the new Martin's Brandon Parish extended from Upper Chippokes Creek to Flowerdew Hundred and a new church was built on willed donations left by two of the most prominent parishioners, John Sadler and John Westhrope; and

WHEREAS, Shortly after Prince George County was established, and the Virginia General Assembly sought to give the new Prince George Martin's Brandon Parish as one of its parishes, the church began to grow considerably and in 1723 a new church was constructed; and

WHEREAS, the present Martin's Brandon Church, built in 1856, is a departure from the previous three colonial architectural churches; and

WHEREAS, Martin's Brandon Church is listed on the National Register of Historical Places and the Virginia Landmarks Register; and

WHEREAS, Martin's Brandon Church's is active with Holy Communion each Sunday;

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors commends and congratulates Martin's Brandon Church Church upon their 400th anniversary as a church serving the spiritual needs of people throughout Prince George County; and

BE IT FURTHER RESOLVED that this Board sincerely thanks the membership of Martin's Brandon Church for their public spirited involvement in the Prince George Community and their willingness to help people during times of need; and

BE IT STILL FURTHER RESOLVED that the Board salutes Martin's Brandon Church for being a "beacon of hope" for Prince George County serving County residents for more than 400 years with Christian values.

R-18-037D

C-6.

AUTHORIZATION TO SUBMIT TO VDOT A REQUEST TO NAME THE ROUNDABOUT AT THE ENTRANCE OF FORT LEE GATE A, ROUTE 634 (ALLIN ROAD) AND ROUTE 630 (JEFFERSON PARK ROAD AND BULL HILL ROAD) FOR CPT. JESSE A. OZBAT (ARMY)

WHEREAS, Captain Jesse A. Ozbat was a 2002 graduate of Prince George County High School and active member of the U.S. Army JROTC Battalion; and

WHEREAS, Captain Jesse A. Ozbat was a 2006 graduate of Virginia State University receiving a full academic scholarship and earned his commission on May 13, 2006 upon graduation; and

WHEREAS, LTC Alvin S. Chandler of the Prince George County Junior ROTC has presented for consideration before the Board of Supervisors a request to have a road segment in Prince George County, Virginia named after Cpt. Jesse A. Ozbat, who served in the U.S. Army until May 20, 2012; and

WHEREAS, serving during Operation Enduring Freedom, Cpt. Jesse A. Ozbat, 28, of Prince George, Virginia, assigned to 168th Brigade Support Battalion, 214th Fires Brigade, Fort Sill, Oklahoma died May 20, 2012 in Tarin Kowt, Afghanistan, of wounds suffered when enemy forces attacked his unit with an improvised explosive device. Also killed was Army 2nd Lt. Tobias C. Alexander; and

WHEREAS, the Board of Supervisors of Prince George County agree to work with the Prince George County Junior ROTC to raise funds for the placement of the appropriate marker; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27th day of March, 2018, hereby authorizes a request to VDOT to name the roundabout at the entrance of Fort Lee Gate A, Route 634 (Allin Road) and Route 630 (Jefferson Park Road and Bull Hill Road) in memory of Cpt. Jesse A. Ozbat. That "Ozbat Circle" shall always signify the strong bond between Fort Lee and Prince George County; and

BE IT FURTHER RESOLVED That the County Administrator is authorized to sign any required agreements on behalf of the County.

R-18-037E

C-7.

RESOLUTION; PROCLAMATION; DESIGNATING APRIL 2018
AS NATIONAL ALCOHOL AWARENESS MONTH

WHEREAS, alcohol is a primary factor in the four (4) leading causes of death for young persons ages 10-21; and,

WHEREAS, almost 100,000 persons die each year from alcohol-related causes; drinking and driving crashes, other accidents, falls, fires, alcohol-related homicides and suicides; and,

WHEREAS, approximately 15 million current drinkers in the United States are dependent on alcohol; and,

WHEREAS, adolescents use alcohol more than tobacco or illicit drugs; and,

WHEREAS, young people who begin drinking before age 15 are four times more likely to develop alcohol dependence than those who begin drinking at or after age 21; and,

WHEREAS, alcohol abuse is a major factor in unprotected sex, increasing risk of contracting HIV or other transmitted diseases; and,

WHEREAS, the typical American will see 100,000 beer commercials before he or she turns 18 (that is more than for sneakers, gum and jeans combined); and,

NOW THEREFORE, for all these reasons, the Coalition Against Alcohol, Nicotine & Drug Under-Age Use (CAAN-DUU) in conjunction with District 19 Community Services Board, are asking the residents of the County of Prince George to join us in recognizing this April as National Alcohol Awareness Month; and

BE IT FURTHER RESOLVED. That the members of the Prince George County Board of Supervisors do hereby proclaim April 2018 as National Alcohol Awareness Month in the County of Prince George and call upon all residents, parents, governmental agencies, public and private institutions, businesses, hospitals, schools and colleges in Prince George to support efforts that will increase community awareness and support for individuals and families coping with alcohol addiction in our community.

R-18-037F

C-8.

RESOLUTION; AUTHORITY FOR COUNTY ADMINISTRATOR TO ENTER INTO A MEMORANDUM OF AGREEMENT BETWEEN VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES AND PRINCE GEORGE COUNTY

WHEREAS, The purpose of the memorandum of agreement is for the Pesticide Container Recycling Program in Prince George County. This program accepts properly rinsed pesticide containers from area farmers to reduce waste in landfills and unacceptable disposal methods.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 27th day of March, 2018 does hereby authorize the County Administrator to execute a Memorandum of Agreement Between Virginia Department of Agriculture and Consumer Services and Prince George County.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Graham Tyler Jones; Attainment of Eagle Scout. Mr. Hunter presented the commendation to Eagle Scout Graham Tyler Jones.

S-2. Resolution; Commendation; Martin's Brandon Episcopal Church; 400th Anniversary. Mrs. Waymack presented the commendation to members of the Martin's Brandon Episcopal Church.

S-3. Resolution; Proclamation; National Alcohol Awareness Month – April. Mr. Brown presented the commendation to Bill Gandel, member of District 19 Community Service Board.

SUPERVISORS' COMMENTS

Mr. Brown stated that he recently attended an LEPC Meeting and they have their Survivor Day coming up on April 21. He also mentioned that he and Mrs. Waymack attended the Supervisors' Training in Richmond and it was very beneficial.

Mrs. Waymack stated that she is thankful Prince George County was spared from the snow storms and she echoed Mr. Brown's comments regarding the Supervisors' Training.

Mr. Hunter stated that he was very proud to commend Eagle Scout Graham Jones, grandson of his late friend and former Commonwealth's Attorney, H. Martin Robertson, Jr.

Chairman Carmichael stated that the opening of the new canoe launch was very successful. He stated that Mr. Skalsky would have been very proud. He thanked FOLAR, the Rotary, and Parks and Recreation. He welcomed the School Board Members and Staff to the meeting this evening.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that the 90th Basic Law Enforcement Academy Graduation will be on March 29 at 7 p.m. at Good Shepherd Baptist Church on South Crater Road. The 'Quest for the Best' Baseball Tournament will be on April 7-8, 8 a.m. daily at Prince George High School baseball fields. The 'Cars & Coffee' Car Show, Police Vehicle Display & Pet Adoption will be on April 7 from 8 to 11 a.m. at NAPA Auto Parts in the Crossings. The Appomattox River Regional Park 5K Trail Run will be on April 7 at 9 a.m. at the Appomattox River Regional Park. There will be a Hopewell-Prince George Chamber of Commerce Breakfast Reception on April 10 at 8 a.m. at the Prince George Barbeque. Work has started on the construction of a new courtroom in the basement of the County Courthouse. Time frame is about six months. Online Payments of Utilities Bills are working well with customers. IT is working with other departments to make this happen as well. The Burn Ban is still in effect until April 30 - 'No Burning before 4 p.m. daily.' The Utilities Department has announced that flushing of water mains will be held April 2 – May 11 in various subdivisions and neighborhoods. Attempts to notify customers before the flushing begins will be conducted by Utility Department Staff. Registration is underway for Public Safety Youth Camp. Registration is open for Hometown Heroes 5K & Little Hero Run

1K on May 5. The Prince George High School Softball team ranked atop the RVA Sports Network poll.

PUBLIC HEARINGS

P-1. Public Hearing; Comprehensive Plan Amendment – DEQ. Mr. Douglas Miles, Zoning Administrator, stated that the Virginia Department of Environmental Quality (DEQ) conducted a compliance review with Prince George County Staff on the existing Chesapeake Bay Preservation Program. As a result of this compliance visit, DEQ staff reviewed the County’s Comprehensive Plan and they identified certain sections of the Environment Chapter in the Plan that required text and map updates by County Staff to be in compliance with the Bay Act. The Environment Chapter text was updated relative to Soil types and Septic suitability along with new maps; the Floodplain section was updated with 2012 and 2015 mapping information; Point and Non-point pollution sources were updated and new numbers on mineral resources were added. Most importantly the Chesapeake Bay Preservation Act (CBPA) section was updated with required text, shorelines data and new maps to be found in compliance by DEQ with the CBPA state requirements. Staff recommends amending the current Plan to achieve compliance with the state Bay Act requirements. Chairman Carmichael opened the public hearing at 7:35 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mr. Brown, to approve the Comprehensive Plan amendment as presented. Roll was called on the motion.

O-18-05

P-1.

NOTICE OF AMENDMENT AND ADOPTION OF THE COMPREHENSIVE PLAN:

THE PRINCE GEORGE COUNTY BOARD OF SUPERVISORS WILL CONDUCT A PUBLIC HEARING ON THE AMENDMENT RELATING TO ENVIRONMENT CHAPTER AND ADOPTION OF THE COMPREHENSIVE PLAN FOR PRINCE GEORGE COUNTY, VIRGINIA 23875, PURSUANT TO CHAPTER 22, SECTIONS 15.2, § 15.2-2204, 15.2-2225, OF THE CODE OF VIRGINIA (1950) AS AMENDED.

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

- (1) That the 2014 Comprehensive Plan be updated by incorporating the Department of Environmental Quality (DEQ) requirements into Chapter VI Environment for implementation purposes.
- (2) This ordinance shall be effective immediately upon adoption.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Resolution; Authority to Advertise a Public Hearing to Consider Adoption of Virginia Department of Transportation Six-Year Plan for Prince George County Secondary Roads Improvement for Fiscal Years 2019 Through 2024 and Secondary Roads Construction Budget for Fiscal Year 2018/19 for Prince George County. Mr. Jeff Stoke, Deputy County Administrator, stated that each year, the Code of Virginia requires the development of a local secondary six year road plan. The process requires notice in a newspaper and a public hearing as outlined in the Code of Virginia. Staff is requesting authority to advertise the public hearing for May 8, 2018 at 7:30pm. Following the preparation of the plan, the Board of Supervisors or other local governing body shall conduct a public hearing after publishing notice in a newspaper published in or having general circulation in the county once a week for two successive weeks and posting notice of the proposed hearing at the front door of the courthouse of such county 10 days before the meeting. At the public hearings, which shall be conducted jointly by the Board of Supervisors and the representative of the Department, the entire six-year plan shall be discussed with the citizens of the County and their views considered. Following the discussion, the local governing body, together with the representative of the Department, shall finalize and officially adopt the six-year plan, which shall then be considered the official plan of the county. Mr. Webb made a motion, seconded by Mrs. Waymack to adopt the authority to advertise as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

R-18-038

A-1.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING TO CONSIDER ADOPTION OF VIRGINIA DEPARTMENT OF TRANSPORTATION SIX-YEAR PLAN FOR PRINCE GEORGE COUNTY SECONDARY ROADS IMPROVEMENT FOR FISCAL YEARS 2019 THROUGH 2024 AND SECONDARY ROADS CONSTRUCTION BUDGET FOR FISCAL YEAR 2018/19 FOR PRINCE GEORGE COUNTY

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27th day of March, 2018, does hereby authorize the advertisement of a public hearing to consider adoption of a Prince George County six-year secondary road improvement plan.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Proposed Revisions; Prince George County Personnel Policy; Sections 5.1 Through 5.17 Entitled *Hiring*, Sections 24.1 Through 24.24 Entitled *Leave*, And Sections 25.1 Through 25.7 Entitled *Sick Leave Bank*. Ms. Corrie Hurt of Human Resources stated that Staff has reviewed the personnel policies related to Hiring, Leave and Sick Leave Bank and have a recommendation to update those policies effective March 27, 2018. Staff's recommendation is listed below. In regarding to the Hiring Policy, they have included language to the policy that guarantees the list of candidates selected for interviews will be shared with the Department of Human Resources prior to the interviews being scheduled. The Human Resources Department will then in turn gain the approval of the County Administrator to proceed with scheduling the interviews. Human Resources must approve the interview process to verify that there is no inherent violation of Equal Employment Opportunity. Guidelines were established concerning reference checks and clarification was made that the County Administrator must approve all offers of permanent employment prior to the offer of employment being made. A Department of Motor Vehicle (DMV) check was added as an additional step in the pre-employment process. This is in accordance with Administrative Policy entitled *Vehicle* section 110.1. Verbiage was added to the section entitled *Selection and Notification of Offer* to state that the Department Director must submit a hiring memo to the Department of Human Resources along with all relevant information about the candidate in order for Human Resources to obtain approval from the County Administrator to hire the selected candidate. This policy affects full-time, part-time regular and part-time temporary hires. In the section entitled *Modification of Part-time/Full-time Status*, it was established in order to move from part-time status to an existing vacant full-time status, it must be approved by the County Administrator and the position must be posted internally for 10 days to allow all interested parties to apply.

In regarding to the Leave Policy, Staff added PTO to the payout in section 24.3. Staff clarified the comp time threshold at the end of the calendar year in section 24.5. Staff revised section 24.15 to strike through Sick leave reserve (SLR) as this was not utilized during the Hybrid opt-in period.

In regarding to the Sick Leave Bank Policy, updated language was added throughout this policy, as it has not been revised since it was established in 2006. Under the section entitled *Eligibility for Membership*, verbiage was added to clarify that employees covered under the VRS Hybrid plan are not eligible to participate, as they do not earn sick leave accruals, but instead earn paid time off (PTO). In section 25.3 entitled *Terms of Membership*, gives the County Administrator authority to approve late entry into the sick leave bank if deemed necessary. There were four forms created to support this policy.

Mr. Brown expressed a concern about a DMV check for new hires whether they are driving County vehicles or not. If driving does not pertain to the potential job duties, then their driving record should not prevent them from getting the job. He warned that the County should be very careful on how they use that information obtained from the DMV check. Mr. Hunter made a motion, seconded by Mrs. Waymack, to approve the personnel policy revisions as presented. Roll was called on the motion.

A-2.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTIONS 5.1 THROUGH 5.17 ENTITLED *HIRING*, SECTIONS 24.1 THROUGH 24.24 ENTITLED *LEAVE*, AND SECTIONS 25.1 THROUGH 25.7 ENTITLED *SICK LEAVE BANK*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Hiring* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Leave* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Sick Leave Bank* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 27th day of March, 2018 does hereby amend the Prince George County Personnel Policy by revising policies entitled *Hiring*, *Leave* and *Sick Leave Bank* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Discussion of FY17 School Division Carry-Over Funds and Possible Resolution for Authority to Advertise a Public Hearing for an Appropriation of \$2,725,326. Ms. Betsy Drewry, Finance Director, stated that the Prince George County School Board approved at its February 12, 2018 meeting a request for carry-forward of unexpended FY2017 school board funds and an appropriation increase of \$2,725,326. The details on how the School Board would like for funds to be expended were provided on February 26, 2018. This appropriation would come from fund balance. The requested appropriation increases are amounts above those included in the adopted FY2018 budget. Any amendment to the budget in excess of 1% of the total adopted budget requires a public hearing. The total adopted FY2018 budget, net of inter-fund transfers, is \$114,018,234; 1% of that total is \$1,140,182. If the Board of Supervisors would like to approve the School Board's full request or an amount over \$1,140,018, staff needs permission to advertise for a public hearing. If approved, the public hearing can be conducted on March 27, 2018. The impacted accounts for appropriation increase, would impact 4 funds if approved as requested; General Fund (0100), School Operating Fund (0500); School Textbook Fund (0520) and the Capital Improvement Project Fund (0311). Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the advertisement of the public hearing as presented. Roll was called on the motion.

A-3.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR AN APPROPRIATION OF \$2,725,326 FOR FY17 SCHOOL DIVISION CARRY-OVER FUNDS.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27th day of March, 2018, does hereby authorize the advertisement of a public hearing for an appropriation of \$2,725,326 for FY17 School Division Carry-Over Funds.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mrs. Waymack, that the meeting adjourn. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:02 p.m.

[Draft Minutes prepared April 4, 2018, for consideration on April 10, 2018; adopted by unanimous vote.]

Alan R. Carmichael
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator