

VIRGINIA: AT THE REGULAR MEETING OF THE BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE BUILDING AUDITORIUM, 3910 OLD BUCKINGHAM ROAD, AND REMOTELY IN POWHATAN COUNTY, VIRGINIA, ON MARCH 30, 2020 AT 6:39 P.M.

Board of Supervisors Present: David T. Williams, District 1, Chairman, in the auditorium
Larry J. Nordvig, District 2, in the auditorium
Michael W. Byerly, District 3, in the auditorium
Bill L. Cox, District 4, remotely from the conference room
Karin M. Carmack, District 5, Vice Chairman, remotely from her residence

Board of Supervisors Absent: None

County Staff Present: Bret Schardein, Interim County Administrator, remotely from his home
Tom Lacheney, County Attorney, remotely from his home
Tom Nolan, Director of Public Safety Communications, remotely from his office
Curt Nellis, Emergency Management Coordinator, remotely from the Emergency Operations Center
Phil Warner, Fire & Rescue Chief, at the Village Building Auditorium

Constitutional Officers Present: Brad Nunnally, Sheriff

Guests Present: None

As a result of the current COVID-19 pandemic limiting the ability to gather in person, Board of Supervisors meetings will be held virtually until further notice. This meeting was held electronically in accord with Virginia Code Section 2.2-3708.2(A)(3).

1. Call to Order

Chairman Williams called the Regular Meeting of the Powhatan County Board of Supervisors to order at 6:39 p.m.

- a. Identify Public Entity members physically and/or electronically present

Mr. Williams identified the Board members, Mr. Schardein, and Mr. Lacheney, and their locations.

- b. Identify the persons responsible for receiving public comment

County Administration staff accepted emailed comments at administration@powhatanva.gov. Any comments received until 6:30 pm, March 30th were entered into the meeting minutes.

- c. Identify opportunities for the public to access the electronic meeting

The public was able to participate in the meeting by using: <https://zoom.us/j/398095011> by computer. Phone access was possible by dialing: US: 1-929-205-6099 or 1-312-626-6799. As always, the public could view the live feed from the County website.

- d. Identify opportunities for the public to participate in such an electronic meeting

The public was able to view and participate in the meeting live with the Zoom meeting link. During the public comment period, members of the public could raise their hands using the zoom controls on their screens, or press *9 on their phone.

2. Pledge of Allegiance

Mr. Byerly led the Pledge of Allegiance.

3. Invocation

Mr. Nordvig led the Invocation.

4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation

No requests to make changes to the Agenda were made.

5. Formal Approval of Agenda

Mr. Williams made a motion to approve the Agenda as amended. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0
MOTION Passed**

6. Presentations

- a. Update on County's COVID response

1. Dr. Alexander Samuel, Dir. Chesterfield Health District

Dr. Samuel presented the current case counts:

- Worldwide- 775k cases and 37k deaths
- United States- 141k cases and 2,400 deaths
- Virginia- 1,020 cases 25 deaths
- Chesterfield- 24 cases 0 deaths
- Powhatan- 3 cases 0 deaths

He stated that case numbers are trending up as more testing becomes available. The health District has tracing staff to find where individuals are becoming infected. The pattern is that individuals do not know where they have been exposed. That indicates community transmission. The Governor's stay at home order today will keep the sick away from those who are well and will protect the vulnerable. Without vaccines or medicines, our concern is the health care system being overwhelmed. Social distancing will flatten the curve.

He went on to describe the testing situation, saying that the Health Department is working "at a loss and behind the curve" due to a lack of testing capacity. Demand is outpacing supply. The ability to do contact tracing is improving. Individuals who are concerned about being infected should contact their primary care physician, who will determine if they should be tested.

Dr. Samuels provided the following prevention recommendations to the public:

1. Remain home except for essential outings.
2. Maintain a six-foot distance from others.
3. If you are vulnerable, stay home.
4. If you are ill, stay at home.
5. Wash hands frequently.
6. Avoid close contact with sick individuals
7. Don't touch your face.

The Health District is trying to provide more resources to answer questions. A call center for the Health District is available at 804-318-8207. Health care providers may call 804-717-6440. The lines are available from 8:00 a.m. to 4:30 p.m. Monday through Friday. After hours, call the Virginia Department of Health at 877-275-8343, 24 hours a day, seven days a week.

Mr. Nordvig said that people are asking how COVID-19 is different from the flu, and why should we be more concerned. He asked for Dr. Samuels' comments.

Dr. Samuels said that COVID-19 presents a higher risk of severe outcomes with a 10 to 20 times greater risk of death as compared to flu.

Mr. Williams thanked Dr. Samuels for his presentation.

2. Curt Nellis, Emergency Management Coordinator

Mr. Nellis reviewed the status of infection cases and seven critical lifelines affected by the outbreak. He explained that red indicates service is disrupted with no government plan for a

solution, Yellow indicates the area has been impacted, but there is a plan in place to improve. Green means that the lifeline is normal. He went on to review the slide.

Security and Safety is listed as yellow. He described the subcategories under Security and Safety:

Community sense of security- heightened fear and anxiety in the community.

Emergency Operations Center- activated

Government Services- impacted by limited hours and many staff members working remotely.

Public Schools- closed for the rest of the academic year.

Food Water and Shelter is listed as red.

There are some shortages. The food distribution network cannot keep up with demand.

Health and Medical:

Public Health is in red due to the impact of the pandemic

Mr. Nordvig asked Mr. Nellis to comment on telemedicine and how it might help Powhatan residents.

Mr. Nellis said that telemedicine would be up to providers and is not the place of government.

Energy is indicated as green.

Communications is listed as yellow.

External internet access is limited. Social Media requires a high volume of posts. Financial Services disrupted due to banks being closed except for drive-through service.

Transportation and Hazardous materials are green.

Next, Mr. Nellis reviewed the activities of the Emergency Operations Center. A planning group has been formed. County departments are working on a modified schedule. Fire and Rescue, Sheriff and Public Safety Communications were asked to create a plan for operations if 10-25% staff reduction due to illness. Public Safety Communications has modified how they respond to calls.

Mr. Nellis described outstanding issues and challenges. One challenge is lack of sufficient quantities for PPE for nonpublic safety departments who interface with the public. Managing the message is another challenge. A unified message in one voice is essential. Telework setup was a challenge, but IT and Schools collaborated to get the job done.

Mr. Nellis reviewed the anticipated priorities and actions of the EOC:

Continue to monitor the situation in the County.

Provide support to field incident commanders.

Continue to develop effective Situational Awareness and Common Operating Picture.

Proactively manage the Public Information message.

Seek PPE (personal protective equipment) and sanitizing sources.

Implement an expense tracking system for the public assistance reimbursement program. He noted that reimbursement might take years.

Leaders Intent (Goals):

Conduct all planning and operations in a collaborative fashion.

Ensure that all departments, agencies, and partners involved have situational awareness and a common operating picture.

Develop short and long-term plans that address all Critical Lifeline elements and components.

Address gaps of shortfalls in critical resources, supplies, or services.

Mr. Nellis asked if this reflects the Board's intent.

Mr. Williams stated that this is an opportunity for other members of the Board of Supervisors to provide input. He asked the Board to contact Mr. Nellis with their thoughts.

Mr. Nordvig asked Mr. Lacheney if, as we are under a state of emergency, the County may assist with control, rationing, or determination of how much of a product a business may sell to a customer. Mr. Lacheney gave his opinion that, as we are a Dillon Rule state, the state has not given localities that power.

Mr. Williams thanked Mr. Nellis and his team for excellent work and long hours. He wants the public to know that we are following the emergency operation plan and that it is working.

3. Phil Warner, Fire & Rescue Chief

Chief Warner thanked Mr. Nellis for his efforts. Business as usual. For non-life-threatening emergencies, they will send transport units, not first responders. The public will see responders in PPE for everyone's protection when they enter the home. They have worked with 911 centers to question callers to be sure they have all relevant exposure information for first responders. Chief Warner wanted the Board to know that mental and physical health of first responders is high, and a good routine is established. Currently, the PPE supply is sufficient for a month, and they are working on procurement.

Mr. Nordvig asked what the Board and County staff can do to assist with PPE procurement?

Chief Warner replied that he is confident that they will be able to procure adequate supplies through their normal suppliers.

Sheriff Nunnally and Mr. Nolan were invited to speak, although they were not on the Agenda. Sheriff Nunnally stated that his department is doing well with no staff members quarantined. They are still out safeguarding life and property. Crime has not seen an uptick. In terms of equipment, they are doing well.

Mr. Williams thanked Sheriff Nunnally for his efforts.

Mr. Nolan gave a brief update for the Public Safety Communications Department. His department is keeping their offices very clean. He has considered emergency staffing needs and may use retired deputies and firefighters with 911 experience by providing them with additional training on how to handle nonemergency calls. He noted that questions communications officers ask will not delay response. Call volume has been moderate.

4. Bret Schardein, Interim County Administrator

Mr. Schardein brought to the attention of the public that Mr. Nellis and the Board had just updated the Emergency Operations Plan in January. County Departments are working on a modified opening plan to reduce staff and public exposure. County Offices are open by appointment with many staff working remotely. There is a COVID-19 information page on the county website. Mr. Schardein listed update calls and virtual meetings at local and state levels in which he participates to gather and share information each week. Mr. Schardein reviewed work that is being done in the Economic Development department to assist local businesses with information gathering, planning, and other resources. He noted that there is now a COVID-19 page on yespowhatan.com, the County economic development website.

Mr. Williams commented that Mr. Schardein has done an outstanding job keeping the Board informed and communicating with Mr. Nellis and others in the County. He is putting in long hours. Mr. Williams thanked Mr. Schardein for his hard work.

7. **Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Williams opened the first public comment period. Mr. Schardein listed the options for public comment, including emailing comments, calling in to the meeting, or if they were on the Zoom meeting, the public could raise their hands virtually.

Alan Blackman, 1918 Judes Ferry, asked what options are available for students without internet service being homeschooled for the duration of the year.

Chairman Williams, seeing no further speakers, closed the public comment period.

8. **Consent Agenda**

- a. Approval of January 27, 2020, Regular Board of Supervisors Meeting Minutes Page 4
- b. Approval of February 11, 2020, Special Board of Supervisors Meeting Minutes Page 18
- c. P-2020-22 Proclamation Recognizing National Telecommunicators Week Page 23
- d. Tax Relief Request Disabled Veteran – Cosby Page 24

- e. Tax Relief Request Disabled Veteran - Markel Page 25
- f. Bonded Projects update 2016 & 2018 Page 26
- g. R-2020-17 Budgeting and Appropriating \$65,000 from the Capital Maintenance Reserve to Purchase Equipment for the Heavy Rescue Page 55
- h. R-2020-18 Budgeting and Appropriating \$24,164 from the State Compensation Board for the Clerk of Circuit Court Equipment and Redaction of Social Security Numbers Page 57
- i. R-2020-19 Budgeting and Transferring \$36,079.64 from FCP Lighting Upgrade and Village Paving Projects to Fire Station Driveway Improvements Page 59
- j. R-2020-20 Budgeting and Appropriating \$70,000 from the State Office of Emergency Management Services for Heart Monitors Page 61
- k. Resolution R-2020-21: A Resolution Requesting Road Acceptance by VDOT for a Street within Section 1 of Founders Bridge Page 63

Mr. Byerly made a motion to remove item 8a. from the consent agenda to 9a. Mr. Williams seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0
MOTION Passed**

Mr. Williams made a motion to approve the consent agenda as amended. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0
MOTION Passed**

9. Old Business

- a. Discussion of the Minutes of January 27, 2020, Board of Supervisors Regular Meeting.

Mr. Byerly asked that staff edit the minutes of January 27, 2020, Board of Supervisors Regular Meeting agenda item 18 b. Determination of the Interim County Administrator stipend to reflect the correct vote of 3-2.

b. Budget considerations in response to local emergency

County Administration continues to monitor the impact of the pandemic on the county budget. Sales tax collection is predicted to be lower. High unemployment for an extended period may result in a reduction of collections of real estate taxes. For June expenditures, some departments saw increases due to COVID-19 preparations, while some saw reductions from cutting discretionary spending. Mr. Schardein will continue to monitor state and federal aid. Mr. Schardein stated that the Board needs to adopt the school budget on-time, separately from the County budget. The County side can be pushed to June 29, 2020, to gain additional information. Mr. Schardein is working with Mrs. Schubert, the Finance Director, to run scenarios on revenues and expenditures. Staff is tracking time and expense related to COVID for reimbursement. Hiring is on hold. Capital spending will be reviewed and may be pushed out to future years. The County will halt projects in the design phase. Staff will continue to look for efficiencies.

Mr. Cox commented that the County needs to take into consideration that there is a 90-day lag in the effect of COVID-19 pandemic on sales tax receipts. The County may see some changes in income from Food Lion and Walmart. There will be major impacts to the 2021 budget. He stated that due to escrow we should see no change in collection on the June tax bills.

10. New Business

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a. Resolution R-2020-16 Fixing Calendar Year 2020 Personal Property Tax Rates

Mr. Williams made a motion to approve Resolution R-2020-16 Fixing Calendar Year 2020 Personal Property Tax Rates as presented. Mr. Cox seconded the motion.

Mr. Nordvig pointed out that this rate is rarely changed and last changed in the '80s.

Mr. Williams called for a roll call vote.
Mr. Schardein conducted a roll call vote:

Mr. Williams Aye
Mr. Nordvig Aye
Mr. Byerly Aye
Mr. Cox Aye
Mrs. Carmack Aye

VOTE 5-0
MOTION Passed

- b. Authorization to Advertise Publication of the FY2021 School Budget Page 69

Mr. Schardein provided a background. The School budget must be adopted in mid-May. The County is requesting the Board's permission to advertise the Superintendent's original FY21 budget. The advertised school budget must not be exceeded, but the Board may adopt a lesser amount. The budget may change due to circumstances before adoption.

The Board discussed the impacts of the COVID-19 pandemic on the FY20 and FY21 budgets.

Mr. Williams stated that the Board has a consensus to go forward with advertising the proposed school budget.

Mr. Williams opened the second public comment period.

Seeing no speakers, he closed the second comment period.

12. County Attorney Comments

Mr. Lacheney congratulated the IT department for a flawless job facilitating the first virtual Board meeting.

13. County Administrator Comments

Mr. Schardein noted that the next meeting of the Board of Supervisors, scheduled for April 9, 2020, had been put on hold for now. April 27, 2020 will be the next regular meeting of the Board of Supervisors. He thanked the IT department for their efforts to continue to provide this important public forum.

14. Board Comments

Mr. Nordvig stated that if any family is struggling with homeschooling, they may contact him or his wife, who would both be glad to provide advice and support. The school's teachers will also provide support. He advised the public not to go out unless they have to, to follow the protocol, and do the right thing to keep each other safe.

Mr. Byerly stated that everyone must work as a team.

Mrs. Carmack had no comments.

Mr. Cox said that he was delighted with Mr. Nellis, Chief Warner, Sheriff Nunnally, and Mr. Noland's efforts and that it is comforting to have such effective staff during the coronavirus pandemic.

Mr. Williams thanked Mr. Schardein, Mr. Nellis, and County staff, adding that the citizens have a good Board of Supervisors and that we will get through the crisis together.

15. Adjournment

Chairman Williams adjourned the meeting at 8:07 p.m.

These minutes approved by motion, second, and unanimous vote at the June 22, 2020 meeting of the Powhatan County Board of Supervisors.



6/26/20

Bret Schardein, Interim Clerk

Date



6/27/20

David T. Williams, Chairman

Date