

January 10, 2017

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 10th day of January, 2017; at 7:00 p.m., there were present:

Pattie Cooper-Jones

Calvin L. Gray

Robert M. Jones

Odessa H. Pride

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Jim Ennis, County Attorney; and Brian Butler, Deputy County Attorney.

Chairman Simpson called the organizational meeting to order. Rev. Earl Wallace offered the invocation and led the Pledge of Allegiance.

In Re: Selection of Chair and Vice-Chair

Chairman Simpson stated that at the organizational meeting in 2016, it was determined the selection of Chairman and Vice-Chair would be by rotation.

Supervisor Gray made a motion, seconded by Supervisor Townsend, to select the Chairman by rotation as set up during the 2016 organizational meeting, and approving the selection of Robert M. Jones as Chairman for 2017; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	Calvin L. Gray		
	Robert M. Jones		
	Odessa H. Pride		
	Howard F. Simpson		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

The position of Chairman for 2017 is held by Robert M. Jones.

Supervisor Townsend made a motion, seconded by Supervisor Gray, to select the Vice-Chair by rotation as set up during the 2016 organizational meeting, and approving the selection of Pattie Cooper-Jones as Vice-Chair for 2017; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	Calvin L. Gray	
	Robert M. Jones	
	Odessa H. Pride	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Date, Time, and Place of Board Meetings

Supervisor Timmons moved, seconded by Supervisor Townsend, that the regular monthly meetings of the Prince Edward County Board of Supervisors be held on the second Tuesday of each month, at 7:00 p.m., in the Board of Supervisors' Room of the Court House Building, 111 South Street, Farmville, Virginia.

The motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	Calvin L. Gray	
	Robert M. Jones	
	Odessa H. Pride	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Adoption of Board By-Laws

Supervisor Timmons moved, seconded by Supervisor Gray, that the Prince Edward County Rules of the Board of Supervisors be adopted as presented; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	Calvin L. Gray	
	Robert M. Jones	
	Odessa H. Pride	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

PRINCE EDWARD COUNTY
RULES OF
THE BOARD OF SUPERVISORS

(As amended January 2016)

I. ATTENDANCE AND ADJOURNMENT

All members shall make a reasonable effort to attend meetings of the Board. If unable to attend, a member shall notify the Chairman or County Administrator.

A majority of the members of the Board shall constitute a quorum and must be present to proceed to business. A smaller number of members may adjourn or send for absentees. Special meetings of the Board may be called in accordance with Section 15.2-1418 of the Code of Virginia, 1950, as amended.

The Chairman shall take the chair at the hour set by the Board for regular or special meetings. He shall immediately call the Board to order and determine if a quorum is present; if so, he shall have the minutes of the preceding meeting submitted. Any errors or omissions shall, upon motion and carried, then be corrected. The minutes, being found correct, shall be signed by the Chairman and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

II. CHAIRMAN AND VICE-CHAIRMAN

Annually at the first meeting in January of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice-Chairman, each of whom shall serve a term for one year, expiring on December 31 of the year elected, or until their respective successors shall be elected. In the case of the absence of the Chairman, the Vice-Chairman shall preside at the meeting; in the absence of both the Chairman and Vice-Chairman, the members present shall choose one of its members as temporary Chairman.

The position of Chairman and Vice-Chairman of the Board shall be rotated annually among the Board members. The rotation process will commence with the most senior member, that is being the member from District 101 serving as Chairman and the member from District 201 serving as Vice Chairman. Seniority will be based on cumulative months/years of service on the Board of Supervisors, which need not be consecutive. In keeping with this policy, the selected Vice Chairman will be elevated the following year to serve as Chairman. Upon completion of serving a term as Chairman that district's Board member would move to the end of the rotation list. A Board member shall have a minimum of one year of service on the Board prior to election as the Vice-Chairman and two years of service prior to election as the Chairman. Should a member of the Board decline to seek the nomination as Chairman or Vice Chairman, that district's Board member would move to the end of the rotation list of seniority and the rotation would proceed to the next higher district number. If a tie shall occur in the seniority of Board members, the Board member from the lower numbered district shall succeed as Vice Chair/Chair first.

Commencing with the organizational meeting held on January of 2016, the following would be the rotation based upon the members in office as of January 2016:

<u>Chairman District Number</u>	<u>Vice Chairman District Number</u>	<u>Year</u>
101	201	2016
201	801	2017
801	701	2018
701	301	2019
301	501	2020
501	601	2021
601	401	2022
401	101	2023

The day, time, and place of regular board meetings shall be determined at the January meeting.

III. CLERK

The County Administrator shall serve as Clerk to the Board.

The minutes of the meetings of the Board shall be duly drawn by the Clerk and shall be submitted for approval at the next regular monthly meeting following their draft.

The Clerk shall appoint a deputy as recording secretary if required or needed by the Board.

IV. ORDER OF BUSINESS

After the call to order the Board shall proceed to the agenda. The normal order of the agenda shall be as below, except at the January organizational meeting and as subject to rearrangement by the Chairman, absent objection by the Board. At the organizational meeting in January, the first order of business shall be the election of the Chairman and Vice-Chairman and approval of the Board's operating procedures.

- A. Public Participation
- B. Consent Agenda
 - Acceptance of Treasurer's Report
 - Approval of Minutes
 - Approval of Warrant List
- C. Highway Matters
- D. Business for Board Consideration
- F. County Administrator's Report
- G. Closed Session
- H. Correspondence
- I. Informational Items
- J. Upcoming Meetings
- K. Monthly Reports from Local Departments
- L. Adjournment

V. PREPARATION OF AGENDA

The County Administrator shall see that the preparation and printing of Board papers, ordinances, resolutions, petitions, and other applicable documents, be completed within such time that members of the Board may receive the documents at least 72 hours before the meeting of the Board.

The County Administrator shall close the upcoming Agenda on the Wednesday prior to the meeting of the Board. Any item submitted after this deadline will not be considered for action unless recommended by the County Administrator.

VI. CONSENT AGENDA

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and place on the Regular Agenda on recorded vote by a majority of the Board members present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

There shall be no debate or discussion by any member of the Board or the public regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

VII. CONDUCT OF BUSINESS

The Chairman shall preserve order and decorum. When two or more members speak at the same time, the Chairman shall name the person who shall speak first.

A motion or proposition shall be reduced to writing, if desired by the Chairman or any member. Any motion or proposition may be withdrawn by the mover at any time before a decision, amendment, or other action of the Board upon it, except a motion to reconsider, which shall not be withdrawn without leave of the Board. Otherwise, meetings shall be conducted in accordance to Robert's Rules of Order, Newly Revised (Procedures for Small Boards).

VIII. TAKING THE VOTE

When a motion in order is made, a second shall be required. The Chairman shall then state the exact motion and indicate that it is open to debate. After the motion has been debated, the Chairman shall put the question in the following forms: "As many as agree that, etc. (as the question may be) let it be known by raising your right hand", and "Those opposed by the same sign."

According to the Constitution of Virginia, a majority of all elected members shall be necessary to adopt any ordinance or resolution appropriating money exceeding the sum of \$500.00, imposing taxes, or authorizing the borrowing of money. Otherwise, a resolution, ordinance, or other proposition shall be adopted by vote of the majority of Board members present and voting. A tie vote shall mean the defeat of the motion voted on.

A member may abstain and be entered in the minutes as present and abstaining.

The Code of Virginia, 1950, as amended, Title 2.2, Chapter 31, (State & Local Government Conflict of Interest Act) shall control with respect to a member's participation and voting.

IX. RECONSIDERATION

After a question has been decided, it may be reconsidered on the motion of any member who voted with the prevailing side, provided the motion is made on the same day as the decision carried. All motions to reconsider shall be decided by a majority of the votes of the members present and voting.

X. WITHDRAWAL OF EXHIBITS

Original papers, filed as exhibits with any ordinance or resolution, may be withdrawn by the patron or upon his order. In such case, he shall leave attested copies, and shall pay the Clerk for the cost of copying.

XI. MANUAL AND RULES

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable, except when they are inconsistent with the rules established by the Board.

The Rules of the Board shall be reviewed and adopted in January of each year. These Rules may subsequently be suspended or amended by a two-third vote of the entire Board. Upon a motion to suspend or amend, the mover shall be allowed two minutes to state the reasons for his motion, and one member opposed to the motions shall be allowed an equal time to object.

XII. APPOINTMENTS

All appointments of Board representatives to commissions, authorities, committees, etc. shall be made once the individual leaves the position or on expiration of his term, and not later than two meetings after the individual has left. The Board shall attempt to honor appointments from representative districts and shall not discriminate based on sex, age, handicap, race, or origin.

At the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees. The committees shall meet at the regular times and in conformity with the Virginia Freedom of Information Act. In selecting members of committees, the Chairman of the Board shall make nominations after soliciting from members of the Board their preferences as to committee assignments. The Board may amend the Chairman's nominations and shall confirm the assignments. Standing committees shall consider such matters as referred by the Board, and shall report at regular meetings of the Board.

If the Board votes not to have standing committees, it may act as a committee of the whole on matters normally referred to standing committees. However; the Chairman after consulting with the County Administrator, may appoint special (ad hoc) committees to carry out specific tasks. This shall be done after soliciting from members of the Board their preferences as to committee assignments. A special committee shall automatically cease to exist once it has completed its specific task.

XIII. PUBLIC HEARINGS

The Chairman may, at his discretion, set an appropriate and consistent time limit on all speakers at a public hearing. All speakers shall come forward and identify themselves by name and address before stating their position. If a public hearing becomes disruptive, the Chairman may adjourn or continue, in accordance with the Code of Virginia.

XIV. CLOSED SESSIONS

All discussions held in Closed Session as outlined in the Freedom of Information Act shall represent privileged information held by those involved. Release of such information by a Board member outside the session shall be considered a breach of these by-laws, and the member shall be subject to censure. Specific purpose of closed session shall be stated in accordance with Section 2.2-3711 of the Code of Virginia, 1950, as amended.

Upon return to regular session after a closed session, the County Attorney and/or Chairman shall state the nature of the closed session in as specific terms as appropriate.

In open session, a roll call vote shall be recorded in the minutes, certifying that only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion were discussed or considered. Any member of the public body who believes there was a departure from the requirements shall so state prior to the vote. The statement shall be recorded in the minutes.

ROBERT'S RULES OF ORDER, NEWLY REVISED

PROCEDURE IN SMALL BOARDS

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

--Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

--There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.

--Informal discussion of a subject is permitted while no motion is pending.

--Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

--The chairman need not rise while putting questions to vote.

--The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

In cases where a board is constituted so that a specific portion of it is chosen periodically (as, for example, where one third of the board is elected annually for three-year terms), it becomes, in effect, a new board each time such a group assumes board membership. Consequently, all unfinished business existing when the outgoing portion of the board vacates membership falls to the ground; and if the board is one that elects its own officers or appoints standing committees, it chooses new officers and committees as soon as the new board members have taken up their duties, just as if the entire board membership had changed. The individual replacement of persons who may occasionally vacate board membership at other times, however, does not have these effects.

In Re: Selection of Operating System: Committees or Committees-of-the-Whole

The Rules of the Board state that “at the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees.” If the Board would vote not to have standing committees, it may act as a “committee of the whole.”

Supervisor Jones recommended the Board operate as a committee of the whole, adding the Library Committee as a standing committee with the three committees historically considered standing committees: the Finance Committee, the Personnel Committee, and the Property & Community Development Committee.

Chairman Jones stated that in order to distribute the work of the Committees more evenly, he and Mr. Bartlett reviewed the Committees and its members. He presented the following for consideration by the Board:

Finance Committee: Supervisor Cooper-Jones, Supervisor Jones, Supervisor Timmons
Legislative Committee: Supervisor Cooper-Jones, Supervisor Jones
Library Committee: Supervisor Simpson, Supervisor Wilck
Personnel Committee: Supervisor Pride, Supervisor Simpson, Supervisor Timmons, Supervisor Townsend
Properties Committee: Supervisor Gray, Supervisor Timmons, Supervisor Townsend
Strategic Plan Committee: Supervisor Gray, Supervisor Pride, Supervisor Wilck

Chairman Jones stated the chairs of the committees will be selected by each committee when they meet. The Board concurred with the committee appointments.

In Re: Appointments – Board of Supervisors Members

Chairman Jones stated several positions require the appointment of a member of the Board of Supervisors.

Virginia’s Growth Alliance

Each member County of the Virginia Growth Alliance has two representatives on the VGA Board Directors appointed by the governing body of each of the Member Jurisdictions. The members of the Board shall serve without a term, and shall serve at the pleasure of their respective governing bodies. Supervisor Simpson and Mr. Bartlett are the current representatives. The Board will wish to appoint two representatives for a one-year term to expire December 31, 2017.

Chairman Jones appointed Supervisor Pride to serve on the Virginia’s Growth Alliance for a one-year term to expire December 31, 2017, and appointed Mr. Wade Bartlett as alternate for a one-year term to expire December 31, 2017; the Board concurred.

South Central Workforce Development Area Consortium

Each County is represented on the Consortium Board by an “elected official” Board Member and an Alternate (which may be either an elected official or appointed official). Historically, the “elected” representative has been the Chair, but this is not required. Additionally, the County Administrator has historically served as the Alternate. Supervisor Simpson and Mr. Bartlett were appointed in January 2016 to a one-year term of office that expired December 31, 2016.

Chairman Jones appointed Supervisor Simpson to the South Central Workforce Development Area Consortium for a one-year term of office expiring December 31, 2017, and appointed Mr. Wade Bartlett as alternate for a one-year term expiring December 31, 2017; the Board concurred.

In Re: Adoption of Board Rules of Procedure for Public Hearings

On motion of Chairman Jones, seconded by Supervisor Timmons, and carried:

Aye: Pattie Cooper-Jones
Calvin L. Gray
Robert M. Jones
Odessa H. Pride
Howard F. Simpson
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

the Prince Edward County Board of Supervisors readopted the following procedures to govern public hearings:

BOARD OF SUPERVISORS PUBLIC HEARINGS
RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.
 - a. Staff report.
 - b. Applicant’s presentation.
 - c. Comments, statements or presentations from members of the public.

The order of speakers will be:

- 1) Those in support of the matter,
- 2) Those with questions or concerns,
- 3) Those opposed,
- 4) Rebuttals (limited by the Chair as to number and time-see below),
- 5) Questions by the Board members of speakers.

d. Additional rules:

- The Chair can permit speaking out of the order in #c above as deemed necessary to enable the public to fully participate.
- If able, speakers must stand at the lectern and address the Board.
- All comments shall be directed to the members of the Board of Supervisors. Debate is prohibited. This includes debate among speakers or speakers/Board members/staff.
- Presentation by the applicant and other speakers shall be limited to a time set by the Chairman.
- Additional time, for any portion, may be granted at the discretion of the Chairman.
- The Chair will set the number of minutes permitted for rebuttal and has the discretion to change the number.
- The Chair has the authority to limit or decrease time for any portion of the public hearing due to the number of potential speakers, or repetition, or any other concern.
- Remarks shall be confined to the matter under discussion and shall be relevant.

2. Speakers arriving after the commencement of the hearing and/or who are not on the sign-up sheet will be recognized at the discretion of the Chairman.

3. Repetitive testimony is discouraged.
4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.
5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:
 - Approval (with conditions, as applicable);
 - Denial; or
 - Table for further review.
6. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.

In Re: Adoption of Board Protocol for Public Participation

On motion of Chairman Jones, seconded by Supervisor Gray, and carried:

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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the Prince Edward County Board of Supervisors readopted the following Protocol for Public Participation:

Protocol for Public Participation

The Board of Supervisors sets aside twenty (20) minutes near the beginning of each regular board meeting for citizen comment.

This regular agenda item is termed "Public Participation." During this period, the Board receives comment from any citizen of Prince Edward County on any matter not scheduled for a public hearing.

This is an opportunity for citizens to speak and the Board to listen carefully to citizen expressions of concern and opinion.

Citizens may ask questions of the Board or individual Board members; however, Public Participation is not designed to allow debate between Board members and citizens.

Citizens are expected to conduct research on topics prior to Board meetings and this forum provides citizens with an opportunity to inform elected officials of their findings and positions on matters of public interest and concern.

Citizens wishing to speak during Public Participation are asked to please sign the Public Participation register prior to the beginning of the meeting.

Citizens are respectfully requested to state their full name and address for the record.

The Chairman of the Board will establish the order of speakers and will maintain decorum.

Citizens shall speak for a maximum of five (5) minutes, unless more time is granted by the Chair.

In the event that more than four (4) speakers wish to be heard during citizen's time, the Chairman shall allocate the twenty (20) minutes among speakers in an equitable manner. An extension to the twenty (20) minute limit can be granted by the Chair.

Comments from citizens who are not residents of Prince Edward County will be entertained once all County residents are heard.

Signs, placards, posters or like material are not permitted in the Board Chamber, adjoining areas or County offices.

The Board asks that citizens remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter or leave the meeting.

The use of profane, vulgar, obscene or threatening speech is not permitted and can result in removal from the meeting.

Citizens are requested to turn off or deactivate the sound from all cell phones, pagers, or other electronic communication devices.

In Re: Mission Statement

Supervisor Simpson requested the Mission Statement be read at the beginning of each Board meeting.

Mr. Bartlett read the Mission Statement of the Board of Supervisors:

“The mission of the Board of Supervisors of the County of Prince Edward is to represent all citizens, provide leadership, create vision and set policy to accomplish positive change and planned growth and to provide essential services, enhancing the quality of life and maintaining fiscal responsibility.”

In Re: Adoption of Protocol for Board of Supervisors Comments:

On motion of Supervisor Gray, seconded by Supervisor Timmons, and carried

Aye: Pattie Cooper-Jones
Calvin L. Gray
Robert M. Jones
Odessa H. Pride
Howard F. Simpson
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

the Prince Edward County Board of Supervisors readopted the Protocol for Board of Supervisors Comments:

Protocol for Board of Supervisors Comments

- The Board of Supervisors sets aside ten (10) minutes near the beginning of each regular board meeting for each member of the Board of Supervisors to respond to comments made by citizens during “Public Participation,” if he/she so desires.
- This is an opportunity for each individual member of the Board to express his/her own personal opinion in response to a citizen’s concerns on matters of public interest.
- “*Board of Supervisors Comments*” is not designed to allow debate between Board members and citizens.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Each Board member shall be allotted an opportunity to speak for a maximum of one (1) minute; unless additional time is yielded by another member of the Board. In the event a Board member or members shall be absent, unallocated time shall not be allocated to Board members in attendance.
- Following each Board member’s comment period, the remaining two (2) minutes shall be set aside for appropriate response, and shall be divided equally between those members of the Board wishing to respond, and as directed by the Chairman.

In Re: Public Participation

Kenneth Jackson, Lockett District, requested the citizens be given the opportunity to speak to the pending contract for the position of County Administrator. Mr. Jackson said business as usual cannot continue and leadership, vision and insight are needed. Mr. Jackson stated the County must grow and be self-sufficient in light of the \$1.3 billion deficit in the State. Mr. Jackson then requested quarterly reports from all department heads be presented during the regular meetings. He requested the Board work with the County Schools on bonds to renovate and rebuild the schools and athletic grounds, and suggested placing a

tax on tobacco products to fund this, and asked the use of grants, loans and other taxpayer funds be used in a fiscally responsible manner.

Mr. Jackson then presented a list of roads to be submitted to VDOT; he stated there have been three fatal accidents in the Rice area, and that the infrastructure of Rice cannot handle the proposed Dollar General and other expansion. He requested moving or installing signs and a reduction of speed limit on that section of Route 460.

Bemeché Hicks, Lockett District, requested the return of Greyhound Bus service in the County and taxi services within the County. He asked the Board to work with the Town of Farmville to restore services and provide a bus terminal.

Joe Huddleston, Buffalo District, reported VDOT crews did not plow and scrape Back Hampden-Sydney Road; there were several accidents.

Mrs. Sarah Puckett, Assistant County Administrator, stated she would report it to VDOT.

In Re: Board of Supervisors Comments

Supervisor Gray welcomed all in attendance and wished everyone a prosperous and safe 2017, and expressed his eagerness to work with the Board this year.

Supervisor Pride thanked the Board members, Mr. Bartlett and the constituents for their support during her first year as a Board member.

Supervisor Timmons thanked all in attendance for coming out.

Chairman Jones thanked Supervisor Simpson for his service as chairman and said he hopes he lives up to the expectations.

Supervisor Cooper-Jones thanked all for their attendance and for the smooth rotation of chairman. She thanked the citizens for their comments and agreed the area needs bus and taxi service.

Supervisor Townsend said he looks forward to serving the citizens in 2017.

Supervisor Simpson thanked all for attending and for allowing him the honor of being the chairman for the past three years. He said that citizens may call on him for help; he added he has just finished 25 years on the Board and being on the Board gives him the purpose of helping people every day.

Supervisor Cooper-Jones requested a committee be appointed to study the issue of taxi and bus service in the County. Chairman Jones appointed Supervisor Cooper-Jones, Supervisor Simpson, Mr. Bemeché Hicks, and asked that staff contact Town Council for a member to join the ad hoc committee.

In Re: Consent Agenda

On motion of Supervisor Timmons, seconded by Supervisor Gray, and carried:

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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the Board accepted the Treasurer’s Report for November 2016; the minutes of the meetings held December 13, 2016; Accounts and Claims; and Salaries.

Prince Edward Treasurer's Report - November 2016

Name of Bank	Bank Balance	Available Balance
Benchmark Pooled Fund Account	9,341,100.71	9,341,100.71
Wells Fargo Social Services	204,745.23	204,745.23
Benchmark School Fund	927,914.99	927,914.99
Benchmark Food Service	41,835.15	41,835.15
TOTAL		10,892,115.08
Certificates of Deposit		
Benchmark		360,026.66
Citizens Bank Recreation		16,518.43
Farmers Bank		435,784.50
TOTAL		812,329.59
GRAND TOTAL		11,704,444.67

BOARD OF SUPERVISORS

Farmville Newsmedia	Advertising		361.32
Odessa H. Pride	Mileage		267.84
Business Card	Meals	44.15	
	Homestead lodging	1,974.70	2,018.85

COUNTY ADMINISTRATOR

VACORP	Workers compensation		55.75
Business Card	Stamped envelopes	2,688.25	
	Homestead lodging	287.73	
	Ink cartridge	139.98	3,115.96
US Cellular	Phone		138.48
Key Office Supply	Copy paper	179.70	
	Greenbar paper	345.54	
	File pockets	12.25	
	Printer ribbons	119.99	
	Laser cartridges	253.98	
	Ink cartridges	159.98	1,071.44

LEGAL SERVICES

VACORP	Workers compensation		6.50
Business Data of VA, Inc.	Wireless mouse		20.00

COMMISSIONER OF REVENUE

VACORP	Workers compensation		32.25
SMS Direct	Postage - Property forms		600.00
VALECO	Dues		75.00
Business Data of VA, Inc.	Norton	59.90	
	Norton update	29.95	89.85
Key Office Supply	Ink cartridge		99.00

TREASURER

VACORP	Workers compensation		31.50
ComputerPlus Sales / Service	Maintenance contracts		602.55
Farmville Newsmedia	Advertising		107.63
TotalFunds by Hasler	Postage		2,000.00
Benchmark Community Bank	Payflow/Paypal		7.40
Mail Finance	Equipment lease payment		1,592.55
Electronic Systems, Inc.	Sealing kit		119.25
STEPS, Inc.	Shredding service		35.00

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Contract agreement	3,900.00	
	Travel expenses	1,875.00	5,775.00
Sitevision, Inc.	Web hosting service		179.85
ComputerPlus Sales / Service	Printer service contract		79.00

ELECTORAL BOARD AND OFFICIALS

Edward L. Bailey	Training		15.00
Karel K. Bailey	Training		15.00

Barbara Barnes	Training		15.00
Robert L. Barnes	Training		15.00
Betty Baskin	Training		15.00
Mary L. Baylis	Training		15.00
Lucy Carson	Training		15.00
Dorothy Coles-Barksdale	Training		15.00
Lynn H. East	Training		15.00
Sarah Edmondson	Training		15.00
Jean G. Fowlkes	Training		15.00
Yolanda Gladden	Training		15.00
Jane Newman Hines	Training		15.00
Esther W. Hollingsworth	Training		15.00
Frances D. Jasper	Training		15.00
Cindy H. Koether	Training		15.00
Jean W. Lee	Training		15.00
April McBride	Training		15.00
Tola Morgan	Training		15.00
Whitfield Morman Paige	Training		15.00
Nancy Phaup	Training		15.00
Rebecca L. Randolph	Training		15.00
Mary G. Reed	Training		15.00
Rosalie B. Robertson	Training		15.00
Claudia Somers	Training		15.00
Scott Simms	Training		15.00
Margaret Stockton	Training		15.00
Crystal Glenn Townsend	Training		15.00
Kasie R. Wright	Office temp	290.00	
	Training	15.00	305.00
Key Office Supply	Paper / highlighters	9.48	
	Copy paper	29.99	39.47

REGISTRAR

VACORP	Workers compensation		10.25
Lynette Wright	Mileage		60.48
Tina Aubin	Highlighters / battery		7.31

CIRCUIT COURT

VACORP	Workers compensation		5.00
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GENERAL DISTRICT COURT

US Cellular	Phone		24.21
Key Office Supply	Notepads	30.06	
	Ink cartridge	79.95	
	Calendars	101.50	211.51
Mail Finance	Equipment lease		376.17
STEPS, Inc.	Shredding service		105.00
U. S. Postal Service	Box rent		58.00

SPECIAL MAGISTRATES

Key Office Supply	Shredder		329.99
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CLERK OF THE CIRCUIT COURT

VACORP	Workers compensation		53.25
Key Office Supply	Copier maintenance contracts	1,487.00	
	Copy paper	170.92	
	Ink cartridge / labels	627.95	
	Organizers	72.18	
	Office supplies	37.00	
	Laser cartridge	275.98	
	Hand towels	31.99	2,703.02
Wade Bartlett	Juror		30.00
Beverly Booth	Juror		30.00
Aaron Edmondson	Juror		30.00
Melissa Gayles	Juror		30.00
June Silveira	Juror		30.00
Jackie Vaughan	Juror		30.00
Treasurer of Virginia	Record system maintenance		4,000.00
BMS Direct	Binding / scan landbook		675.57
Matthew Bender & Company, Inc.	Wills & Adm Rel #10		327.31
T & N Printing	Plats		28.00
Thomson Reuters - West	Probate handbooks		323.00

LAW LIBRARY

AT&T	Phone		43.05
Relx Inc. DBA LexisNexis	Monthly subscription		281.00
Matthew Bender & Company, Inc.	Code Rules VII Supp	22.44	
	VA Forms 2-LL Rev	691.46	713.90
Thomson Reuters - West	Probate handbooks		323.00

COMMONWEALTH'S ATTORNEY

VACORP	Workers compensation		63.50
Pitney Bowes	Lease of equipment		153.00
Purchase Power	Postage		520.99
Megan Clark	Mileage	96.01	
	Meals	37.54	133.55
VALECO	Dues		75.00
STEPS, Inc.	Shredding service		35.00
Key Office Supply	Calendar / pens / staple	42.88	
	Pens / paper / pads	72.29	115.17

VICTIM WITNESS ASSISTANCE PROGRAM

VACORP	Workers compensation		7.50
Cindy Sams	Mileage	41.58	
	Meal	8.82	50.40
VVAN	Membership dues		50.00

SHERIFF

VACORP	Workers compensation		4,357.50
Commtronics of Virginia	Install antenna	631.00	
	Power cable / connector	358.00	

	Check interference	485.00	1,474.00
B & G Automotive	Headlight bulb		8.92
Express Care	Oil changes		809.27
Fourth Street Motor Company	Auto body repair		3,007.99
Kenbridge Tire & Auto	Calibration		25.00
Business Card	Postage	6.68	
	Meals & lodging	1,555.73	
	Gas	164.00	
	Holster / ammo	90.00	1,816.41
Andy Cary	Postage		9.21
Treasurer of Virginia	VCIN		40.08
Kinex Networking Solution	Data remote backup		19.95
CenturyLink	Phone	20.88	
	VCIN	7.97	28.85
Robert Goldman	Meals		17.81
Business Data of Virginia, Inc.	Norton update		29.95
Diamond Springs Water, Inc.	Water & equipment rental		96.65
Key Office Supply	Batteries / legal pads	266.13	
	Ink cartridges	256.87	
	Floor mat	49.95	572.95
Southside Electric Cooperative	Virso rec center		14.39
DMV	Special ID		20.00
DMV Special Plates	Registration fee		25.00
Galls, LLC	Mace	117.50	
	Shoes	112.50	
	Siren & speakers	840.00	1,070.00
Intoximeters, Inc.	Mouthpieces		530.75

SHERIFF - COURTS

VACORP	Workers compensation		1,157.00
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FARMVILLE VOLUNTEER FIRE DEPARTMENT

Farmville Volunteer Fire Department	Reimbursement insurance		4,833.00
Creative Monogramming	Shirts / monogramming		819.00
NAFECO, Inc.	Shirt		54.70
Professional Communication	Kenwood radio		902.26

RICE VOLUNTEER FIRE DEPARTMENT

Industrial Repair, Inc.	Truck repairs	596.70	
	Inspection	16.00	612.70
Dominion Virginia Power	Electric service		9.15
South Hill Volunteer Fire Department	Truck repairs		15,502.00

PROSPECT VOLUNTEER FIRE DEPARTMENT

Battery Barn of Virginia, Inc.	Batteries		342.65
Commtronics of Virginia	FCC licensing		215.00
Farmville Wholesale Electric	Sockets		37.98
Ferguson Enterprises, Inc.	Faucet repair		98.82
CenturyLink	Phone		108.21
Prince Edward County Public Schools	Diesel		81.04

Prince Edward County Treasurer	Gas		50.40
Dominion Virginia Power	Electric service		200.11

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

Cyrus Pest Control Company	Exterminating service		45.00
Darlington Heights Fire Department	Southside Firefighter	35.00	
	Reimbursement 2 month	195.12	
	Workers compensation	4,513.00	4,743.12
Ellington Energy Service	Diesel	557.31	
	Gas	388.78	946.09
Southside Electric Cooperative	Electric service		286.60

HAMPDEN-SYDNEY VOLUNTEER FIRE DEPARTMENT

Diversified Inspections	Ladder inspections		446.42
Fire & Safety Equipment Company	Extinguisher maintenance	248.85	
	Axe	130.00	
	Boots	270.00	648.85
Fire Programs	Software subscription		1,559.00
Foster Fuels, Inc.	Propane		84.77
CenturyLink	Phone		56.22
Travelers	Workers compensation		10,270.00
Dominion Virginia Power	Electric service		266.08

PAMPLIN VOLUNTEER FIRE DEPARTMENT

Battery Barn of Virginia, Inc.	Batteries		430.19
C W Williams	Helmet		277.88
Foster Fuels, Inc.	Propane		231.66
Benjamin H. Johnson, CPA	CPA services		1,550.00
Pamplin Exxon	Fuel		215.28
Verizon	Phone		78.49

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Municipal Emergency Service	Coats / pants		4,050.58
Parker Oil Company, Inc.	Propane	515.63	
	Diesel	1,010.65	
	Gas	178.80	1,705.08
Verizon	Phone		188.98
Dominion Virginia Power	Electric service		314.66

FIRST RESPONDERS

Hampden-Sydney Volunteer Fire Dept.	16-17 Support		1,250.00
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PE FIREFIGHTERS ASSOCIATION

Prince Edward Area Firefighters Assn.	16-17 Support		4,000.00
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AMBULANCE AND RESCUE SERVICES

Prince Edward Volunteer Rescue	16-17 Support		16,500.00
Pamplin Vol. Fire Dept. EMS	16-17 Support		2,500.00
Meherrin Fire & Rescue	16-17 Support		3,250.00

EMERGENCY SERVICES

Timmons Group	911 Addressing		200.00
Town of Farmville	Appomattox River gage		7,300.00
Korman Signs	Sign & hardware		165.56

REGIONAL JAIL & DETENTION

Irongate Boundary Management	Electronic monitoring		1,046.25
Piedmont Regional Juvenile Detention	Juvenile detention		4,725.00

BUILDING OFFICIAL

VACORP	Workers compensation		206.50
US Cellular	Phone		24.21
Coy Leatherwood	Meal	7.74	
	Meeting registration	15.00	22.74
VBCOA	Membership dues		45.00

ANIMAL CONTROL

VACORP	Workers compensation		171.25
Rod & Staff, LLC	Repaired gate		65.00
CenturyLink	Phone		118.66
US Cellular	Phone		118.69
Prince Edward Health Department	Immunizations		784.47
Town Police Supply	Glock		409.00
Southern States	Cat litter		21.98
Commtronics of Virginia	Remote mics		83.00
Galls, LLC	Badge		113.00
Pairet's, Inc.	Caps / monogramming		100.00

REFUSE DISPOSAL

VACORP	Workers compensation		2,311.75
Resource International	Landfill monitoring	14,082.79	
	Misc. work tasks	2,785.55	
	Storm water compliance	636.05	17,504.39
Ayers Building & Supply Company	Valve		2.29
Cavalier Hose & Fittings	Hose clamp / nipples		37.32
Flameless Specialities	Switch / gauge / tape		18.54
Grainger	Buffer solution		44.43
Lowe's	PVC pipe / couplings	66.64	
	Bug spray	12.33	78.97
Southern States	Grass seed / fencing		219.95
Rod & Staff, LLC	Repair tarp		260.00
Republic Services #974	Trash collection		413.20
Wright's Excavating, LLC	Landfill operation		48,093.75
Emanuel Tire of Virginia	Tire recycling		429.60
STEPS, Inc.	Recycling fee		3,227.60
Southside Electric Cooperative	DH site	97.07	
	Virso site	125.22	222.29
Dominion Virginia Power	Rice site	103.90	
	Cell C pump station	101.98	205.88

CenturyLink	Phone	287.23
US Cellular	Phone	24.21
O. O. Stiff, Inc.	Monthly service	702.50
Prince Edward County Public Schools	Diesel	1,114.56
East End Motor Company, Inc.	Tires	821.32
NAPA of Farmville	Def	78.95

GENERAL PROPERTIES

VACORP	Workers compensation		817.50
Dodson Brothers Exterminating	Pest control - Cannery	38.00	
	Pest control - Worsham	38.00	
	Pest control - SCOPE	38.00	
	Pest control - Courthouse	85.00	
	Pest control - Visitors Center	38.00	237.00
Fire Sprinkler, LTD	Replace control valve		1,240.00
Daikin Applied	Chiller maintenance contract		3,209.50
Southside Electric Cooperative	SRR lights		29.74
Dominion Virginia Power	Roy Clark monument	17.18	
	SCOPE Building	223.64	
	Courthouse	11,542.84	
	Lights at Rice	110.88	
	Ag building	1,439.81	13,334.35
Town of Farmville	Water & sewer		124.94
AT&T	Phone		43.04
CenturyLink	Phone		139.95
US Cellular	Phone		122.13
O. O. Stiff, Inc.	Monthly service		100.00
Handi-Clean Products, Inc.	Buffing pads		99.90
Ayers Building & Supply Company	Gloves		18.95
Farmville Wholesale Electric	Bulbs / surge protectors	910.30	
	LED bulbs / photo cell	706.22	
	Cable ties	43.68	1,660.20
Grainger	Adapter		32.58
Lowe's	Earplugs / gloves / tape	107.70	
	Duct tape / electric outlet	10.62	
	Pipe wrench	33.25	
	Nails	2.98	
	Knife	9.48	164.03
Cintas Corporation #524	Uniform rental		427.88
Sherwin Williams Company	Paint & rollers		173.31
Prince Edward County Public Schools	Diesel		93.57

CANNERY

VACORP	Workers compensation		68.50
Virginia Food Works	Contract payment		2,916.67
Grainger	Buffer solution		44.43
Lowe's	Water pellets	16.71	
	Door closure	10.42	
	Boiler gaskets	14.22	41.35
Southside Electric Cooperative	Electric service		335.79

Parker Oil Company, Inc.	Heating fuel		595.08
CenturyLink	Phone		246.39

CHAPTER X BOARD

Crossroad Services Board	2nd Quarter support		15,000.00
	3rd Quarter support	15,000.00	30,000.00

COMPREHENSIVE SERVICES ACT

Blue Ridge Autism & Achievement Center	Professional service		9,300.00
Blue Ridge Therapy Associates	Professional service		560.00
Rescare / Braley & Thompson	Professional service		7,530.00
Centra Health	Professional service		34,417.00
Elk Hill	Professional service		4,000.00
Family & Community Support	Professional service		697.00
Intercept Youth Services	Professional service		4,403.94
Keystone Newport News, LLC	Professional service		2,775.00
Northstar Academy, Inc.	Professional service		3,210.00
Partners in Parenting PC	Professional service		3,900.00
Voices Speech Therapy	Professional service		400.00

OTHER WELFARE / SOCIAL SERVICES

SCOPE / Meals on Wheels	16-17 Support		2,500.00
STEPS, Inc.	16-17 Support	5,000.00	
	16-17 Support (CAP)	3,622.00	8,622.00
FACES, Inc.	16-17 Support		2,137.50
Tri-County Life Learners	16-17 Support		1,200.00
Southside Center For Violence Prevention	16-17 Support		2,400.00
Heart of Virginia Free Clinic	16-17 Support		3,000.00
Habitat for Humanity	16-17 Support		1,600.00

CONTRIBUTIONS TO COLLEGES

Longwood Small Business Development Center	16-17 Support		3,375.00
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SUPERVISION OF PARKS & RECREATION

Heart of Virginia Festival	16-17 Support		2,000.00
Town of Farmville	2017 Heart of Virginia fireworks		1,000.00

MUSEUMS

Robert Russa Moton Museum	16-17 Support		4,000.00
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PUBLIC LIBRARY

Farmville-Prince Edward Community Library	16-17 Support		51,165.75
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PLANNING

VACORP	Workers compensation		161.25
Preston Hunt	Commission meeting	100.00	
	Mileage	21.60	121.60
Timothy Mark Jenkins	Commission meeting	100.00	

	Mileage	11.88	111.88
Clifford Jack Leatherwood	Commission meeting		100.00
Robert Christopher Mason	Commission meeting	100.00	
	Mileage	9.72	109.72
John W. Peery, Jr.	Commission meeting	100.00	
	Mileage	1.62	101.62
John C. Prengaman	Commission meeting	100.00	
	Mileage	5.40	105.40
John F. Townsend, III	Commission meeting	100.00	
	Mileage	8.10	108.10
Brett Von Cannon Watson	Mileage		100.00
Farmville Newsmedia	Advertising		48.69
Business Card	Postage		38.82
US Cellular	Phone		93.72

COMMUNITY DEVELOPMENT

Town of Farmville	16-17 Support		3,800.00
Piedmont Area Transit	16-17 Support		4,000.00
Downtown Farmville	16-17 Support		4,000.00

ECONOMIC DEVELOPMENT

VACORP	Workers compensation		6.50
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TOURISM

VACORP	Workers compensation		5.50
Town of Farmville	Water & sewer		47.65
Business Card	UPS		14.81
CenturyLink	Phone		363.79
Business Data of Virginia, Inc.	Norton		29.95

SOIL & WATER CONSERVATION DISTRICT

Piedmont Soil & Water Conservation	16-17 Support		2,960.00
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COOPERATIVE EXTENSION OFFICE

CenturyLink	Phone		105.54
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GENERAL EXPENSE

Lumos Networks	Phone		2,633.22
James River Solutions	Gas		7,004.70

PARKS & RECREATION

Virso Recreation Center	16-17 Support		3,000.00
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CDA SPECIAL LEVY

Poplar Hill Community Development Authority	Special levy		15,000.00
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SCHOOL CONSTRUCTION FUND

Dunlap & Partners	Performance inspection		1,300.00
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<u>LANDFILL CONSTRUCTION FUND</u>			
Sargent Corporation	Cell E construction		30,171.90
Resource International	CQA Cell E construction	711.25	
	Cell E construction	2,853.05	3,564.30
<u>WATER FUND</u>			
Town of Farmville	Water		54.21
<u>SEWER FUND</u>			
Dominion Virginia Power	Sewer pump		57.74
<u>RETIREMENT BENEFIT FUND</u>			
Vicki K. Johns	Retiree benefit		1,129.00
<u>PIEDMONT COURT SERVICES</u>			
VACORP	Workers compensation		55.00
Southside Messenger	Advertising		32.00
CenturyLink	Phone		65.59
Lumos Networks	Phone		303.38
Jessica Harding	Mileage		145.26
Ashley Nash	Mileage		136.62
Megan Neal	Mileage		270.54
Taylor Newton	Mileage	73.44	
	Newspaper	0.75	74.19
Rebecca Staton	Mileage	71.6	
	Newspapers	2.10	73.70
<u>PCS SUPERVISION FEES EXPENDITURES</u>			
SRP Corporation, LLC	Rent		2,500.00
<u>PCS DRUG TESTING FEES</u>			
Alere Toxicology Services, Inc.	Drug testing		77.92

In Re: Highway Matters

Chairman Jones asked the Board for the prioritized listing of unpaved roads for their districts, in preparation for the February 14, 2017 highway work session which will be held at 5:30 p.m. prior to the next Board meeting. This information will be presented to Scot Shippee at VDOT; he and his staff will research each road related to road condition, vehicles per day, residences per mile, etc., to enable the Board to make overall County prioritization decisions for the upcoming six-year plan. The Board and VDOT will meet for the Six Year Plan Highway Work Session Tuesday, February 14, 2017 at 5:30 p.m.

Suggestions were presented as follows:

- Supervisor Gray presented Hidden Lake Road, Route 651
- Supervisor Pride presented Whispering Woods, Route 744
- Supervisor Timmons presented Nursery Road, Route 661, and Bell Road, Route 668
- Chairman Jones presented Millers Lake Road, Route 613, and Copper Hill Road, Route 740, both of which are currently on the priority list
- Supervisor Townsend presented Dempsey Road, Route 721; Mill Creek Road, Route 628; Bolden and Flournoy Road, Route 702; Rice Creek Road, Route 647; Falkland Road, Route 632, from Mount Pleasant Road, Route 633; and Oak Grove Road, Route 742

Supervisor Timmons then reported during the past snow event, VDOT refused clearing snow from the firehouse for the firetrucks to exit the station safely. He said he was advised VDOT will not go onto private property; he stated the VDOT trucks are often parked on fire department land and requests assistance from the fire departments in cutting trees. He requested VDOT reconsider this practice.

Supervisor Pride requested an update on the study done on Abilene Road, Route 604; she has received no information to date.

In Re: Announcement of County Administrator Rehire

Chairman Jones stated the Prince Edward County Board of Supervisors met earlier to discuss the extension of the County Administrator's contract and decided to do so. The Personnel Committee will meet to work out the details of Mr. Bartlett's contract and bring their suggestions to the whole Board for discussion. Chairman Jones said a vote will be taken as soon as possible to ensure the County continues to operate smoothly.

In Re: Conflict of Interest Act – Disclosure Filings

Mr. Bartlett stated that in 1987, the Board of Supervisors adopted by Resolution a list of officers and employees required to submit the Economic Interest Disclosure Statement and Real Estate Disclosure. He said recent changes to the *Code of Virginia* have invalidated that action. Per Chapter 31 of Title 2.2 of the *Code*, if the Board of Supervisors desires to require employees or citizen appointees not mandated by the State *Code* to file either or both of the disclosure statements, the Board must do so by Ordinance.

Per State *Code*, the following are required to file a statement of personal interest which includes real estate:

- Members of the Governing Body and School Board
- Members of the governing body of any Authority established by the County having power to issue bonds or expend funds in excess of \$10,000 in any fiscal year
- Constitutional Officers

Per State *Code*, annual disclosure of real estate owned in the County must be disclosed by:

- Members of the Planning Commission
- Members of the Board of Zoning Appeals
- Real Estate Assessors
- County Administrator

Mr. Bartlett recommended the Board determine if they wish for the officers, employees and citizen appointees of the County to file disclosure statements in excess of the requirements of the *Code of Virginia*.

Mr. Jim Ennis, County Attorney, stated the Conflict of Interest Council issued an opinion where they have taken an expansive view of the word “authority” in the Conflict of Interest Act, and it includes such things as Library Boards of Directors and Historical Society Boards of Directors, and anyone appointed by the County to serve on a Board or Commission for an entity that has the authority to expend more than \$10,000. That is going to significantly expand the field, potentially, of people that are going to be required to file the Disclosures. He stated the new Conflict of Interest Act is in a state of flux and has been amended dramatically by the General Assembly; they are trying to fine-tune it. It is difficult to solicit citizen participation and this need to file a Disclosure of Finances may act as a deterrent to citizens being willing to serve on boards. Mr. Ennis said that in 1987, the Board of Supervisors had voted to include the County Attorney, the Building Inspector, and other positions; now to include those individuals, an ordinance must be drafted, brought to public hearing, and passed. He stated the deadline to file the disclosures is January 16 [2017].

Supervisor Timmons said that historically, the County has requested more than the State.

Supervisor Timmons made a motion, seconded by Supervisor Gray, to comply with the Conflict of Interest Act Disclosure Filings in order to comply with the Code of Virginia. Following some discussion, the motion carried:

Aye: Pattie Cooper-Jones
 Calvin L. Gray
 Robert M. Jones
 Odessa H. Pride
 Howard F. Simpson
 C. Robert Timmons, Jr.
 Jerry R. Townsend
 Jim R. Wilck

Nay: None

In Re: Appointment – Board of Zoning Appeals

Chairman Jones stated that since the December Board meeting, the County received two Citizen Volunteer Applications for the vacancy on the County’s Board of Zoning Appeals.

Position	Term of Office	# of Terms Expiring/ Vacancies	Individual Currently Holding the Office	Citizen Volunteer Applicants
Prince Edward County Board of Zoning Appeals*	5 Years (1-1-17 - 12-31-21)	1	Vincent Eanes	General Dakota Jenkins Vincent Eanes

**Note: The Board makes a recommendation to the Circuit Court Judge for appointments to the BZA.*

A vote was taken on the candidates for the five-year term for the Prince Edward County Board of Zoning Appeals:

<u>Candidate</u>	<u>Vote</u>
General Dakota Jenkins	Robert M. Jones
Vincent Eanes	Pattie Cooper-Jones Calvin L. Gray Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck

The Board will recommend Vincent Eanes to the Circuit Court Judge for appointment to the Board of Zoning Appeals for a five-year term from January 1, 2017 to December 31, 2021.

In Re: Piedmont Regional Jail Authority

Mr. Bartlett said that at its December 13, 2016 meeting, the Board of Supervisors approved a Resolution approving the Regional Jail Authority Service Agreement and approved the appointment of the County’s three representatives to the Regional Jail Authority Board.

The last step in the creation of the Jail Authority is the adoption of the Resolution authorizing the organization of the Regional Jail Authority. This resolution must contain the names of all of the initial members of the Jail Authority. All of the Counties involved had to first make their appointments before this resolution could be completed and adopted. That has now been completed.

Supervisor Gray made a motion, seconded by Supervisor Cooper-Jones, to approve the Resolution Authorizing the Organization of the Piedmont Regional Jail Authority; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	Calvin L. Gray	
	Robert M. Jones	
	Odessa H. Pride	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF PRINCE EDWARD, VIRGINIA AUTHORIZING
THE ORGANIZATION OF THE PIEDMONT REGIONAL JAIL AUTHORITY**

WHEREAS, the Counties of Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward, Virginia, have studied and considered the advantages of a regional jail authority as provided in §53.1095.2. et. Seq., of the *Code of Virginia*, 1950, as amended (**the “Code”**).

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors (**the “Board of Supervisors”**) of the County of Prince Edward, Virginia (the “County”), as follows:

1. The County desires to create a regional jail authority with the Counties of Amelia, Buckingham, Cumberland, Lunenburg, and Nottoway, Virginia pursuant to the Code.
2. The name of the authority shall be the Piedmont Regional Jail Authority (**hereinafter, the “Authority”**) and the address of the Authority’s principal office shall be 801 Industrial Park Road, Farmville, Virginia 23901.
3. The Counties of Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward, Virginia shall be the initial participating political subdivisions in the Authority, and each of the said localities shall be represented by three members on the Authority’s board of directors consisting of the Sheriff of each locality and two (2) members appointed by the Board of Supervisors of each locality. There shall be a total of eighteen (18) members. The initial members of the Authority shall be:

NAMES

Thomas Gleason
Supervisor, Amelia County

Taylor Harvie, III
County Administrator
Amelia County

ADDRESSES

8501 South Genito Road
Jetersville, Virginia 23083

P.O. Box A
16360 Dunn Street, Suite 101
Amelia CH, Virginia 23002

Ricky L. Walker, Sheriff Amelia County	P.O. Box 463 16441 Court Street Amelia CH, Virginia 23002
Rebecca S. Carter County Administrator Buckingham County	P.O. Box 252 13380 West James Anderson Hwy Buckingham, VA 23921
William G. Kidd, Sheriff Buckingham County	P.O. Box 50 Buckingham, Virginia 23921
Frank M. Knott, Jr. Buckingham County	871 Hall Road Buckingham, Virginia 23921
Vivian Seay Giles County Administrator Cumberland County	P.O. Box 110 1 Courthouse Circle Cumberland, Virginia 23040
Darrell Hodges, Sheriff Cumberland County	P.O. Box 71 1492 Anderson Highway Cumberland, Virginia 23040
Parker Wheeler Supervisor, Cumberland County	318 Dana Drive Farmville, Virginia 23901
Tracy M. Gee County Administrator Lunenburg County	11413 Courthouse Road Lunenburg, Virginia 23952
Edward W. Pennington Supervisor, Lunenburg County	P.O. Box 214 1121 Mecklenburg Avenue Victoria, Virginia 23974
Arthur Townsend, Sheriff Lunenburg County	160 Courthouse Square Lunenburg, Virginia 23952
Ronald E. Roark County Administrator Nottoway County	P.O. Box 92 344 West Courthouse Road Nottoway, Virginia 23955
Larry J. Parrish, Sheriff Nottoway County	P.O. Box 6 266 West Courthouse Road Nottoway, Virginia 23955
Stephen W. Bowen Supervisor, Nottoway County	1605 Orchard Road Burkeville, Virginia 23922
William W. Bartlett County Administrator Prince Edward County	P.O. Box 382 111 South Street Farmville, Virginia 23901
Jimmy W. Garnett Prince Edward County	5368 Lockett Road Rice, Virginia 23966

Wesley W. Reed, Sheriff
Prince Edward County

P.O. Box 25
28 Campbell Crossing Road
Meherrin, Virginia 23954

The terms of the office of the members, other than the aforesaid Sheriffs, shall be at the will of the governing bodies of the respective participating political subdivisions. Each individual member shall have one (1) vote on the Authority. The aforesaid Sheriffs and their duly elected successors shall serve on the Authority board of directors during their respective terms of office.

4. The purposes for which the Authority is created are acquiring, constructing, owning, equipping, maintaining and operating regional jail facilities, including, but not limited to, enlarging, renovating, and improving such facilities; acquiring the necessary real and personal property therefor, with the right of contract for the use of, or to lease, mortgage, or sell any or all of such facilities, including real property; and doing any and all things deemed by the Authority necessary, convenient and desirable for and incident to the efficient and proper development and operation of these facilities to the greatest extent allowed by applicable law.
5. There is, at present, a proposed capital project for the expansion and renovation of Authority jail facilities with preliminary estimated costs of \$4.2 million. The Authority is expected to issue revenue bonds to finance these capital costs and one-half of these capital costs are expected to be reimbursed to the Authority by the Commonwealth of Virginia Board of Corrections.
6. The Authority is instructed to take all necessary steps toward the organization, including, but not limited to, conducting an organizational meeting, and all other necessary actions.
7. This resolution shall be effective immediately upon its adoption.

Date of Adoption: January 10, 2017.

In Re: County Administrator's Report – RFP, Environmental Engineering (Landfill)

Mr. Bartlett stated the County has used Resource International, Ltd., for all engineering services for the County's Landfill operations for many years. With the completion of the construction of the new cell, it is time to issue an RFP for Environmental Engineering Services for the County's landfill operations. Mr. Bartlett requested authorization to develop an RFP, issue the RFP and then have the Board award a contract for these services.

Supervisor Townsend made a motion, seconded by Supervisor Simpson, to authorize issuance of an RFP for Environmental/Landfill Engineering Services; the motion carried:

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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In Re: County Administrator’s Report – Proposed FY18 Budget Schedule

Mr. Bartlett reviewed the proposed FY18 budget meeting schedule. The schedule has been coordinated with Dr. Johnson at the Prince Edward County Public Schools. The proposed schedule closely follows prior year’s schedules with two primary differences.

Mr. Bartlett recommended the Board hold a work session prior to his submission of the completed budget. This work session is proposed to be held on Tuesday, March 7, and be focused on organizations that have historically been called “Outside Organizations.” On June 9, 2016, the Board held a special meeting to discuss protocol and criteria for funding donation requests. On June 14, 2016, the Board adopted the “Policy for Funding Non-County Agencies and Organizations.” As with any “new” policy there will be a period of adjustment. By holding the work session early, it will allow the Board time to ask questions of the agencies requesting funding, and allow the Board the opportunity to develop a deeper understanding of the requests. Some questions may not be easily answered and holding the meeting earlier will allow the agencies time to develop answers to those questions and return at a later work session to provide the answers.

The second difference provides more time for the School Board to finalize its budget and request for local funding after the second joint meeting of the Board of Supervisors and School Board. Last year, the School had to submit its budget report two days after the final joint meeting. Mr. Bartlett recommended this to be increased to eight days because 1) it will allow the School Board more time to digest and respond to any questions / statements made by members of the Board of Supervisors during the joint meeting and to align the School’s request for local funds with the desires of the Board of Supervisors; and 2) with a new School Board Chairman, new members on the School Board and a new Superintendent, it is appropriate to provide additional time.

Supervisor Townsend made a motion, seconded by Supervisor Gray, to approve the FY18 Budget

Schedule; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	Calvin L. Gray		
	Robert M. Jones		
	Odessa H. Pride		
	Howard F. Simpson		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

**County of Prince Edward, Virginia
FY 18 Budget Schedule**

DATE	ACTIVITY	TIME/LOCATION
February 1, 2017	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
February 1, 2017	Donation Request forms distributed	
February 6 - Mar 10, 2017	Budget work sessions between Departments and County Administrator	
February 7, 2017	Board of Supervisors Budget Planning meeting	5:30 p.m. 3 rd Floor Conference Room
February 16, 2017	Joint meeting of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
February 27, 2017	Budget worksheets submitted to County Administrator.	
March 7, 2017	Board of Supervisors budget work session presentation by Outside Agencies	5:30 p.m. 3 rd Floor Conference Room
March 16, 2017	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 24, 2017	School Superintendent submits local funding request to County Administrator	5:00 p.m.
March 24, 2017	Revenue estimates completed by County Administrator	
March 28, 2017	Presentation of County Administrator's proposed budget to Board of Supervisors.	5:30 p.m. Board of Supervisors Room
March 30, 2017	Board of Supervisors budget work session	2:00 p.m. Board of Supervisors Room
March 30, 2017	Superintendent submits school budget to County Administrator	5:00 p.m.
April 4, 2017	Board of Supervisors authorizes Public Hearing for April 18 (Ad dates April 7 & 14)	5:30 p.m. Board of Supervisors Room
April 4, 2017	Board of Supervisors budget work session presentation of School Budget	5:30 p.m. Board of Supervisors Room
April 11, 2017	Board of Supervisors Budget Work Session	5:30 p.m. 3 rd Floor Conference Room

April 18, 2017	Board of Supervisors Budget Work Session	5:30 p.m. 3rd Floor Conference Room
April 18, 2017	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 25, 2017	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 13, 2017	Approval of Appropriations.	7:00 p.m. Board of Supervisors Room

In Re: Personnel Committee Report

The Personnel Committee consisting of Chairman Simpson and Supervisors Timmons and Townsend met on December 20, 2016 with the Sheriff to discuss a pay increase. Mr. Bartlett stated the Commonwealth's Compensation Board has adjusted the Comp Board Approved Salary for the Sheriff. This occurred on July 1, 2016. Neither Mr. Bartlett nor the Sheriff can find anything from the Comp Board which notified the County of this increase. The Comp Board approved salary, which is the reimbursement the County receives, was increased by 9.3% from \$84,267 to \$92,104 or \$7,837. The increase was the result of the Sheriff achieving accreditation for his office in 2014. These amounts do not include the cost of the fringe benefits. Adding the increase associated with fringe benefits and the County's reimbursement from the Comp Board for the Sheriff will increase from \$92,744 to 101,370, an additional \$8,626 from the Comp Board.

The Sheriff is requesting his salary be increased by an additional \$9,266 effective July 1, 2016; this would increase his salary from \$98,335 to \$107,601.

Mr. Bartlett said cost saving measures implemented by the General Assembly was the reason for the delay in the Sheriff receiving the pay increase for having his office being accredited. When the General Assembly implemented these cost savings measures they froze the number of sheriffs receiving the increase to the number actually receiving it at that time. For a new Sheriff to receive a raise, another Sheriff who was receiving the increase had to leave office.

When the Sheriff came to office, the Board provided a local supplement of \$5,000. Due to pay raises and the 5.7% increase caused by changes in VRS payments, the local supplement has grown to \$14,068, not including fringe benefits; the Sheriff did not receive any increase associated with his department

becoming accredited. The current cost to the County is \$24,865. If the request is approved, the County's cost would increase by \$2,087.

Mr. Bartlett said the Personnel Committee recommends the request be approved with the condition the Sheriff reduces expenses elsewhere in his department this fiscal year by the increase to the County of \$2,087. After reviewing expenses and discussing the matter with the Sheriff, it was determined the fuel line in the Sheriff's budget can be reduced by \$2,087. The Personnel committee recommends the Sheriff's salary be retroactively changed to \$107,601 effective July 1, 2016 and the fuel line in the Sheriff's department be reduced by \$2,087.

Supervisor Simpson made a motion, seconded by Supervisor Townsend, to approve the Sheriff's salary increase with the condition the Sheriff reduces expenses elsewhere in his department this fiscal year by the increase to the County of \$2,087, which will be adjusted from the Sheriff's Department's fuel budget line; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	Calvin L. Gray	
	Robert M. Jones	
	Odessa H. Pride	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Property & Community Development Committee Report

Supervisor Timmons stated the Property and Community Development Committee, comprised of Supervisors Timmons, Townsend and Wilck, interviewed the top two engineering firms. The Committee asked the firms for additional information and to develop a proposal that would include all aspects of the "Agreement portion of the RFP."

The responses were due back to the Committee on January 6; the Committee will review the responses and will make a recommendation to the full Board of the top-ranked firm with which to enter into final negotiations.

In Re: Other Business

Mrs. Sarah Puckett, Assistant County Administrator, announced the Prospect Fire Department Winter Banquet has been rescheduled for Sunday, January 15, 2017, 5:00 p.m. at the Fire House.

In Re: Animal Warden's Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of December 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of December 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery Report

Ms. Patty Gulick, Cannery Manager, submitted a report for the month of December 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Dr. Barbara Johnson, Superintendent, submitted a financial summary report for the month of December 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of December 2016, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Timmons, seconded by Supervisor Townsend, and adopted by the following vote:

Aye:	Pattie Cooper-Jones	Nay: None
	Calvin L. Gray	
	Robert M. Jones	
	Odessa H. Pride	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

the meeting was recessed at 8:14 p.m. until Tuesday, February 7, 2017 at 5:30 p.m. for a Budget Work Session in the Board of Supervisors Conference Room.