

December 11, 2018

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 11<sup>th</sup> day of December, 2018; at 7:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

Gene A. Southall

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Terri Atkins Wilson, County Attorney; and Scot Shippee, PE, Resident Engineer, VDOT.

Chairman Cooper-Jones called the December meeting to order.

Supervisor Pride offered the invocation and led the Pledge of Allegiance.

#### In Re: Conflict of Interest Disclosures

Supervisor Jones stated that with the Public Hearing regarding the Atlantic Coast Pipeline tower, he rents farmland on the parcel; however, the location of the tower is not proposed to be on any of the areas on which he farms. He said there should not be an issue for him to participate in the discussion of the proposed tower.

Terri Atkins Wilson, County Attorney, stated that for the same property and agenda item, she is the owner of the real estate where the proposed tower will be located.

#### In Re: Recognitions

Chairman Cooper-Jones stated "Recognitions" is an opportunity for the Board of Supervisors to recognize achievements in our community. She said it is a privilege for this Board to be able to recognize long-serving employees of our County Government who have served our citizens with distinction.

Chairman Cooper-Jones first recognized Charles Watkins for 29 years and eight months of service to Prince Edward County in the Public Works department, working his way up to Senior Waste Management Driver.

Chairman Cooper-Jones then recognized Supervisor Jerry Townsend, Leigh District, for completion in the 13<sup>th</sup> graduating class of the Virginia Certified County Supervisors' Program (VACo). She said the 18-month program is designed to enhance the leadership and decision-making skills of County Supervisors in the Commonwealth and provides an overview of the issues, expectations and practices associated with serving as a County Supervisor, as well as detailed information about local government. Each participant completes five core courses with 55 hours of classroom instruction, and 45 hours of home study with a focus on leadership development, duties and responsibilities of public officials, community planning, local government finance, and collaborative government. Supervisor Townsend joins Supervisors Cooper-Jones and Supervisor Pride as graduates of this program.

Chairman Cooper-Jones then extended appreciation to the Sheriff's Department, Fire and EMS Departments, VDOT and the Town Public Works for the work done during the snowstorm. The streets, the secondary roads and highways are in excellent condition, given the fact that we received between 12" – 14" of snow only 48 hours ago. She thanked them for a job well done.

Chairman Cooper-Jones announced there is an article in the FARMVILLE HERALD: The VDOT Hampden-Sydney Headquarters partnered with Prince Edward County Public Schools Chapter National Art Honor Society for the VDOT Paint a Plow Program. She congratulated the students and VDOT; the plows were featured in the Christmas Parade.

In Re: Public Participation

**Patsy Watson**, ERA, stated she, along with Joanne Wattinger, Robin Smith, Page Flanagan, and Pattie Cooper-Jones have been working on this project. She said they request the Board approve the Resolution Supporting the Ratification of the Equal Rights Amendment bill which will go before the 2019 General Assembly. She presented a history of the Amendment. She said a study was done in 2015 which showed that 94% of Americans believed gender equality should be included in the Constitution; over 80% believe it is already there. Every constitution written for world nations since 1950 affirms gender equality

and only 16% of the world's nations do not recognize gender equality in their constitutions, the U. S. being one of them.

She said over 165 million women in the US live, work and contribute to American society, and their rights have never been secured in the U. S. documents. In 2019, the Bill is going before the General Assembly, and Virginia has a chance to be the 38<sup>th</sup> states to ratify the Constitution. This would complete the 75% of states needed to allow this to become a part of our Constitution. There is only one women's right that is codified in the Constitution which is the right to vote, which took over 100 years of activism.

Ms. Watson asked the Board to consider the Resolution request. She said it is not a political issue; she said it is being led by State Senator Glenn Sturdivant (Chesterfield) and Democratic House of Delegates member Jennifer Carroll Foy (Woodbridge). She said the Resolution would be sent to Delegate James Edmunds and Senator Mark Peake, and would express the support of the Board and Prince Edward County citizens, and asks for their support, and help citizens of Prince Edward County as history is being made.

**Rick Ewing**, Farmville-Prince Edward Community Library, thanked Chairman Cooper-Jones and the Board for its support in honoring Judge Blessing's request for a computer in the Law Library.

**Sheriff Wesley Reed**, Prince Edward County Sheriff, said 2018 has been a trying year for both his department and the citizens, but when the need arose and he came to the Board for help, the Board gave again and again. He thanked the Board and Chairman Cooper-Jones for an excellent job as Chair. He then stated he is glad that Supervisor Timmons is back and doing well.

In Re: Board Comments

Supervisors Emert thanked everyone for attending the meeting.

Supervisor Pride welcomed everyone to the meeting.

Supervisor Pride then made a motion, seconded by Supervisor Wilck, to allow a Board member whose turn has arrived to serve as Chair, but chooses not to serve as Chair, to select the Board member to take his or her place as Chair, and this would not affect the Board's rotation.

Supervisor Timmons said that policy states that if a Board member does not wish to serve as chair, he or she can decline and the position would go to the next person in the rotation. He said that process was established to eliminate any division in the Board. Discussion followed.

Supervisor Jones stated the current policy gives each District the opportunity to be served.

Supervisor Emert questioned when the policy was determined. Mrs. Sarah Elam Puckett, Assistant County Administrator, said it was established in 2016.

Following further discussion, Chairman Cooper-Jones said the Rules of the Board shall be reviewed and adopted during the January meeting of each year; she said the Rules can be suspended or amended, by two-thirds 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 or her motion, and one member opposed to the motion shall be allowed an equal time to object. She said this issue can be brought up at the January meeting.

Supervisor Pride withdrew her motion.

Chairman Cooper-Jones thanked all for attending and wished everyone a happy and safe holiday season.

Supervisor Wilck expressed his wishes that all in attendance get home safely.

Supervisor Townsend stated he appreciates the dedication of all to the local government.

In Re: Consent Agenda

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

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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the Board accepted the Treasurer’s Report for October 2018; the minutes of the meeting held November 8, 2018; Accounts and Claims and Board Mileage Sheets; Salaries; Dance Hall Permits from New Fever’s Restaurant & Lounge and The Fishin’ Pig; and appropriations as follows:

<b>FY19 Budget Amendments</b>						
<b>Rev / Exp</b>	<b>Fund</b>	<b>Dept</b>	<b>Object</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
3 (Rev)	100	19020	0020	Recovered Funds Com. Atty Recovery		\$ 2,581
4 (Exp)	100	22100	5510	Com. Atty – Mileage	\$ 370	
4 (Exp)	100	22100	5530	Com. Atty – Subsistence & Lodging	\$ 566	
4 (Exp)	100	22100	5540	Com. Atty – Convention & Ed.	\$1,645	
3 (Rev)	100	23000	0080	Shared Expenses – Tech. Trust Fund		\$4,350
4 (Exp)	100	21600	5880	Clerk of Court – Tech Trust Funds	\$4,350	

**Prince Edward Treasurer's Report - October 2018**

<b>Name of Bank</b>	<b>Bank Balance</b>	<b>Available Balance</b>
Benchmark Pooled Fund Account	7,131,969.74	7,131,969.74
Wells Fargo Social Services	256,428.75	256,428.75
Benchmark School Fund	1,845,989.08	1,845,989.08
Benchmark Food Service	250,051.29	250,051.29
TOTAL		9,484,438.86

**Certificates of Deposit**

Benchmark		609,724.91
Farmers Bank		210,882.92
TOTAL		<u>820,607.83</u>

GRAND TOTAL		<u><u>10,305,046.69</u></u>
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MISCELLANEOUS

Town of Farmville	Thoya Post card sales	219.96
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BOARD OF SUPERVISORS

A. Tyler St. Clair	Retreat facilitator	3,717.72
Farmville Newsmedia	Advertising	675.95
Business Card	Lodging (Mediator)	118.73
Verizon Wireless	iPad service	465.54

COUNTY ADMINISTRATOR

US Cellular	Phone	136.88
National Association of Counties	Dues	465.00
Business Data of VA, Inc.	Norton updates	69.90
Diamond Springs Water, Inc.	Water & equipment rental	31.15
HR Direct	Attendance cards / FLD	258.42
Key Office Supply	Flip chart pads	124.99
Pairt's, Inc.	Plaques - Elder	39.90
Walmart Community / SYNCB	Halloween candy	198.70

LEGAL SERVICES

Local Government Attorney of VA, Inc.	Membership renewal	425.00
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INDEPENDENT AUDITOR

Stanley Hunt DuPree & Rhine	OPEB Report	981.00
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COMMISSIONER OF REVENUE

Key Office Supply	Copier service contract	602.00
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	File cabinet	339.90	941.90
Farmville Newsmedia	Land Use advertisement		430.15
Treasurer of Virginia	Online service		82.97
Commissioner of Revenue Association	Dues		25.00
VALTA	Dues		10.00
J. D. Power	Subscription renewal		43.50

TREASURER

Benchmark Community Bank	Payflow / Paypal		3.40
Treasurer of Virginia	Online service		82.97
University of Virginia	Recertification		75.00
Key Office Supply	Laser cartridges	179.90	
	Ink cartridges	556.69	
	Green bar paper	263.96	1,000.55
STEPS, Inc.	Shredding service		35.00
DMV	DMV Stops		325.00

INFORMATION TECHNOLOGY

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

ELECTORAL BOARD AND OFFICIALS

Gwendolyn Akers-Booker	Salary		1,074.00
Samuel A. Martin, Jr.	Salary		537.00
Charles D. Puckett	Salary	537.00	
	Mileage	44.14	581.14
Beverly Abdus-Sabur	Official		90.00
Patricia Adams	Official		90.00
Barbara Barnes	Official	100.00	
	Training	25.00	125.00
Robert L. Barnes	Official	90.00	
	Training	25.00	115.00
Betty Baskin	Official		90.00
Robert D. Bradshaw	Official		90.00
Wendell Brown	Official		90.00
Elizabeth Calhoun	Official		90.00
Lonnie Calhoun	Official		90.00
Dorothy Coles-Barksdale	Official	100.00	
	Training	25.00	125.00
Aretha Copeland	Official	100.00	
	Training	25.00	125.00
Ralph A. Crawley	Official	90.00	
	Training	25.00	115.00
Otis Dailey	Official		90.00
Rachael E. Dove	Official		90.00
Sarah Edmondson	Official	100.00	
	Training	25.00	125.00
Peggy Emert	Official		90.00
Richard W. Erickson	Official		90.00
Vincent Eanes	Official		90.00

Dean Farmer	Set up polls		50.00
Nancy D. Fawcett	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	5.00	175.00
Moses Ford	Official		90.00
Jean G. Fowlkes	Official		90.00
Yolanda Gladden	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Mileage	5.00	155.00
Jennifer J. Halladay	Official		90.00
Frances Hicks	Official		90.00
Fred Hill	Official		90.00
Jane Newman Hines	Official		90.00
Esther W. Hollingsworth	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	5.00	175.00
Frances D. Jasper	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Syni Johnson	Official		90.00
Donald B. Kellum, Jr.	Official		90.00
Peggy Kelsey	Official		90.00
Cindy H. Koether	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	5.00	175.00
James Junior Lee	Official		90.00
Jean W. Lee	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Ida M. Marcellin	Official		90.00
April McBride	Official	100.00	
	Training	25.00	125.00
Lora P. McElhenie	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Linda Medlin	Official		90.00
Alice A. Miller	Official		90.00
Rita O. Moseley	Official		90.00

Brenda Nash	Official		90.00
Whitfield Paige	Technician	150.00	
	Training	50.00	
	Phone	10.00	
	Mileage	159.13	369.13
Nancy Phaup	Official	100.00	
	Training	25.00	125.00
Rebecca L. Randolph	Official	100.00	
	Training	25.00	125.00
Rosalie B. Robertson	Official	100.00	
	Training	25.00	125.00
Bertha E. Shepperson	Official		90.00
Donna Simpson	Official	100.00	
	Training	25.00	125.00
Claudia Somers	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	10.00	180.00
Scott Simms	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Lynn Skakum	Official	115.00	
	Training	25.00	140.00
Joy C. Speakes	Official	100.00	
	Training	25.00	125.00
Margaret Stockton	Official	100.00	
	Training	25.00	125.00
Shirley L. Taylor	Official		90.00
Chris Thackston	Official	90.00	
	Training	25.00	115.00
Phyllis Tillerson	Official		90.00
Linda Timmons	Official		90.00
Crystal Glenn Townsend	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Joyce Mylum Trent	Official		90.00
Virginia J. Watson	Official		90.00
Kasie R. Wright	Official	100.00	
	Training	25.00	125.00
Lucie Zehner	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballots	20.00	
	Mileage	15.00	185.00
Printelect	Paper ballots		407.66
Farmville Newsmedia	Advertising		159.77



Darlington Heights Fire Department	Rent		200.00
Elks Lodge #269	Rent		200.00
Farmville Volunteer Fire Department	Rent		200.00
Hampden Sydney Fire Department	Rent		200.00
Mt. Zion Second Baptist Church	Rent		200.00
Prospect Volunteer Fire Department	Rent		200.00
Rice Volunteer Fire Department	Rent		200.00
Mt. Pleasant United Methodist Church	Rent		200.00

REGISTRAR

Lynette Wright	Mileage		86.65
Farmville Printing	Business Cards	20.00	
	Binding poll books	80.00	100.00

CIRCUIT COURT

Key Office Supply	Water		18.04
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GENERAL DISTRICT COURT

Diamond Springs Water, Inc.	Water & equipment rental		66.15
STEPS, Inc.	Shredding service		35.00
US Cellular	Phone		23.42
Key Office Supply	Tabs	3.94	
	Address book / planner	25.94	29.88
Medimpex United, Inc.	Drug test supplies		697.50

CLERK OF THE CIRCUIT COURT

AtWork Franchise, Inc.	Part-time employee		2,268.00
CenturyLink	Phone		54.05
Karon W. Bailey	Juror		30.00
William W. Carrington	Juror		30.00
Willie E. Clark, Jr.	Juror		30.00
Ashley S. Cooper	Juror		30.00
Christopher W. Dailey	Juror		30.00
Anthony Q. Ellington, Jr.	Juror		30.00
Edward L. Eppes	Juror		30.00
Rachel C. Hall	Juror		30.00
Elise M. Hemmer	Juror		30.00
Elisabeth S. Hostetter	Juror		30.00
Christina A. Howard	Juror		30.00
Ricky G. Hux	Juror		30.00
Mary F. Jones	Juror		30.00
Robb T. Koether	Juror		30.00
Tabitha K. Lester	Juror		30.00
Steven A. Libby	Juror		30.00
Patricia B. Lough	Juror		30.00
Valerie W. Marshall	Juror		30.00
Jane T. McGlocklin	Juror		30.00
Lisa P. Meadows	Juror		30.00
Germaine M. Mobley	Juror		30.00
Cynthia W. Ott	Juror		30.00
Paul D. Paluszka	Juror		30.00

Misty D. Purser	Juror		30.00
Morgan D. Schneider	Juror		30.00
Steven S. Stolarik	Juror		30.00
Lois E. Thomas	Juror		30.00
Valerie J. Thomas	Juror		30.00
Katherine J. Weese	Juror		30.00
Christopher W. Williams	Juror		30.00
Dorothy A. Wilson	Juror		30.00
Judy J. Witt	Juror		30.00
William H. Kennedy	Mileage		116.63
BMS Direct	Binding landbook		690.00

LAW LIBRARY

Relx, Inc. DBA LexisNexis	Monthly subscription		332.00
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COMMONWEALTH'S ATTORNEY

Jeffrey Haislip	Special prosecutor		111.74
David Moss	Postage	24.70	
	Mileage	78.26	
	Meals	20.38	123.34
Megan Clark	Mileage		120.99
Wendy Hannah	Mileage	347.71	
	Lodging	315.84	
	Meals	155.23	
	Halloween candy	188.38	1,007.16
VA Assoc. of Commonwealth Attorneys	Good Words dinner		100.00
Halasz Reporting & Video	Court reporting		72.85
STEPS, Inc.	Shredding service		35.00
Key Office Supply	Credit	-11.26	
	Planner / post-notes	66.28	
	Office supplies	84.44	
	Folders /post-it notes	10.33	
	Binders / folders / tabs	36.51	
	Dry erase markers	17.79	204.09

VICTIM WITNESS ASSISTANCE PROGRAM

Cindy Sams	Mileage	225.95	
	Lodging	421.53	647.48
Key Office Supply	Envelopes/appointment book/binder	60.16	
	Dividers	8.99	
	Post-it notes	19.99	
	Ink cartridge / post-it notes	93.08	182.22

SHERIFF

Medtox Laboratories, Inc.	Drug testing		50.00
East End Motor Company, Inc.	Shift lever / switch / mt	678.98	
	Cooling fan assembly	449.96	
	Rotors / brake pads	461.07	
	Towing service	45.00	
	Inspection	16.00	
	Brakes / inspection	705.93	

	Flat tire repair	20.60	
	Auto maintenance	38.63	
	Tires / inspection	282.09	
	Tires	1,536.91	4,235.17
Express Care	Oil changes		695.72
Haley Auto Mall	Program new key	108.90	
	Transmitter / key	188.45	297.35
Kenbridge Tire	Calibration		50.00
Business Card	Postage	512.66	
	Meals & lodging	320.69	
	Office supplies	38.93	
	Gas	23.51	
	Cable ties	15.96	911.75
Kinex Networking Solutions	Remote data backup		19.95
CenturyLink	Phone	10.36	
	VCIN	7.97	18.33
US Cellular	Phone		769.64
Andy Cary	Tolls	8.60	
	Gas	12.09	20.69
Gary Seon Barksdale	Meals		702.00
Sarah Coen	Meal		6.69
CVCJA	Meals		46.00
Jimmy Farley	Meals		35.01
Key Office Supply	Headphones	187.93	
	Toner	209.92	
	USB hub	11.99	
	Ink & pad	6.17	
	Ink cartridges	737.92	
	Clipboards	11.98	
	Ink	41.97	
	Keyboard	99.95	
	Laser post cards	49.68	
	Envelopes / batteries / boxes	155.75	1,513.26
Diamond Springs Water, Inc.	Water & equipment rental		112.35
Farmville Printing	Log sheets		129.45
Walmart Community/SYNCB	Office supplies	221.79	
	Halloween candy	106.92	328.71
Southside Electric Cooperative	Electric service		15.15
Town of Farmville	Gas		90.25
Michael Fowlkes	Anti-freeze		9.68
Networkfleet, Inc.	GPS diagnostics		725.52
DMV	Special ID - green		10.00
Galls	Insignia	86.87	
	Mace holders	51.46	
	Star insignia	64.00	
	Handcuffs / leg irons	262.55	
	Maglite battery	82.00	546.88
	Belts	127.00	
	Boots	234.00	361.00
Town Police Supply	Holster / Taser pouch		252.60
American Uniform Sales	Shirts		119.52

BKT Uniforms	Pants		238.95
Jannear Jefferson	Sew on patches	105.00	
	Sew on hashmark / patches	70.00	175.00

FARMVILLE VOLUNTEER FIRE DEPARTMENT

Blue Ridge Rescue Suppliers	Suspenders		166.96
Bound Tree Medical, LLC	Suction unit / catheter		1,928.70
Farmville Volunteer Fire Department	Workers compensation		3,010.00
Fire & Safety Equipment Company	Gloves		182.97
Hicks General Contractors	Install dishwasher / fan	423.61	
	Repair water damage	467.50	891.11
NAFECO, Inc.	Shirt		37.50
Red Front Trading Company	Zipper kit		38.00

RICE VOLUNTEER FIRE DEPARTMENT

County Waste	Trash collection		32.34
Ellington's Lawn Service	Mowing		225.00
Industrial Repair, Inc.	Vehicle maintenance		1,567.48
CenturyLink	Phone		205.20
Dominion Energy Virginia	Electric service		587.34

PROSPECT VOLUNTEER FIRE DEPARTMENT

Ferguson Enterprises, Inc.	Lug cap	39.91	
	Toilet flapper	6.19	46.10
Foster Fuels, Inc.	Credit	-13.18	
	Propane	303.34	290.16
Goodman Specialized	Truck maintenance		5,298.80
Price Supply Company, Inc.	Filter facet		26.46
Prince Edward County Public Schools	Diesel		274.28
Prospect Volunteer Fire Department	Reimburse worker comp		6,694.00
Taylor-Forbes Equipment Company	Chaps		244.85
Prince Edward County Treasurer	Gas		362.46

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

Cyrus Pest Control Company	Exterminating service		45.00
Darlington Heights Volunteer Fire Dept	Internet	97.72	
	NFPA Training material	99.99	197.71
Hill & Davis, CPA, PC	Filed tax forms		100.00
Southside Electric Cooperative	Electric service		369.66

HAMPDEN-SYDNEY VOLUNTEER FIRE DEPARTMENT

Interstate Rescue	Equipment maintenance		2,581.00
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MEHERRIN VOLUNTEER FIRE DEPARTMENT

Parker Oil Company, Inc.	Diesel	1,497.37	
	Propane	1,150.00	
	Gas	216.99	2,864.36
Travelers	Workers comp		1,880.99
Verizon Wireless	Phone		537.37
Verizon	Phone		392.81
Dominion Energy Virginia	Electric service		752.73

EMERGENCY SERVICES

Town of Farmville	Instant alert system	4,202.00
Business Card	VDEM training	33.14
Sarah E. Puckett	Search/Rescue refresh	103.46

REGIONAL JAIL & DETENTION

Piedmont Regional		
Juvenile Detention Center	Juvenile detention	15,300.00
Southside Outreach Detention	Electronic monitoring	1,178.00

BUILDING OFFICIAL

US Cellular	Phone	24.91
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ANIMAL CONTROL

Ridge Animal Hospital	Vet service	293.66	
	Office visit	42.00	
	Office visit - exam	62.00	397.66
East End Motor Company, Inc.	Oil change		48.33
Dominion Energy Virginia	Electric service		377.11
CenturyLink	Phone		132.99
US Cellular	Phone		103.33
Lowe's	Hose / cable / clamps		53.03
Adam Mumma	Dog food / metal spoon		98.30
Walmart Community / SYNCB	Bleach / floor cleaner		39.72

GENERAL PROPERTIES

Air Conditioning Equipment	Annual service fee		3,520.00
Dodson Brothers Exterminating	Pest control - Cannery	38.00	
	Pest control - Worsham	38.00	
	Pest control - SCOPE	38.00	
	Pest control - CH	85.00	
	Pest control - Visitors Center	38.00	237.00
Putney Mechanical Company, Inc.	Gas furnace		3,850.00
Rocky Knoll Excavation	Water main repair		2,150.00
East End Motor Company, Inc.	Inspection		32.00
Southside Electric Cooperative	SRR lights		30.04
Dominion Energy Virginia	Roy Clark monument	7.53	
	SCOPE building	103.46	
	Courthouse	11,129.75	
	Sheriff Department shed	6.59	
	Worsham Clerk office	105.44	
	STEPS Centre	1,193.94	
	Lights at Rice	113.78	
	Ag blog	963.06	
	Shop	25.61	13,679.20
Town of Farmville	Water & sewer		170.45
AT&T	Phone		45.22
CenturyLink	Phone		159.15
US Cellular	Phone		119.52
O. O. Stiff, Inc.	Monthly service		100.00

Diamond Paper Company	Gloves / towels / tissue		386.00
Lowe's	Floor cleaner	7.58	
	Water heater / lumber	418.76	
	Concrete mix / rock	85.55	
	Concrete mix / trowel	37.87	
	Fan / heaters / gloves	232.90	
	Screws / gloves	15.96	
	PVC / cable ties	49.44	
	Oil / cable ties	16.01	
	Pliers / switch / receptacle	26.57	890.64
Unifirst Corporation	Janitorial supplies		64.57
Arc3 Gases	Respirator		29.75
Diamond Springs Water, Inc.	Water & equipment rental		38.40
Farmville Wholesale Electric	Batteries	27.84	
	Light bulbs	121.80	149.64
Pairer's, Inc.	Directional signs		40.00
Price Supply Company, Inc.	Plumbing supplies		126.31
Cintas Corporation #524	Janitorial supplies		322.72
Prince Edward County Public Schools	Diesel		530.70
Rod & Staff, LLC	Trailer tires		161.00

CANNERY

Virginia Food Works	Commercial contract		2,916.67
Farmville Wholesale Electric	Cord / connectors		258.65
Southside Electric Cooperative	Electric service		378.72
Ellington Energy Service	Heating fuel		944.00
Patty Gulick	Phone		36.77
CenturyLink	Phone		269.88
Dixie Canner Company	Chuck /seamroller / shft		1,652.86

CHAPTER X BOARD

Crossroad Services Board	2nd Quarter support		15,000.00
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COMPREHENSIVE SERVICES ACT

Bear Creek Academy	Professional service		1,110.00
Blue Ridge Therapy Assoc.	Professional service		1,080.00
Centra Health	Professional service		32,998.00
Elk Hill	Professional service		4,200.00
Faison School for Autism	Professional service		7,514.00
James River Therapy Services	Professional service		1,155.00
Keystone Newport News, LLC	Professional service		3,335.00
National Counseling Group	Professional service		1,168.00
Leonard Owenby	Foster care		1,656.00
Pediatric Therapies, Inc.	Professional service		360.00
STEPS, Inc.	Professional service		405.00
Thomas Brothers Software	Maintenance fee		217.00

SUPERVISION OF PARKS & RECREATION

Prince Edward-Farmville Youth Association	18-19 Support		25,000.00
Southside VA Family YMCA	18-19 Support		20,000.00

<u>PLANNING</u>			
Donald B. Gilliam	Commission meeting	100.00	
	Mileage	21.80	121.80
Preston Hunt	Commission meeting	100.00	
	Mileage	21.80	121.80
Timothy Mark Jenkins	Commission meeting	100.00	
	Mileage	11.99	111.99
Robert M. Jones	Commission meeting	100.00	
	Mileage	5.45	105.45
Clifford Jack Leatherwood	Commission meeting		100.00
Whitfield Paige	Commission meeting	100.00	
	Mileage	8.70	108.70
John W. Peery, Jr.	Commission meeting	100.00	
	Mileage	1.63	101.63
John C. Prengaman	Commission meeting	100.00	
	Mileage	5.45	105.45
Teresa Sandlin	Commission meeting	100.00	
	Mileage	6.54	106.54
Brett Von Cannon Watson	Commission meeting		100.00
US Cellular	Phone		49.16

ECONOMIC DEVELOPMENT

US Cellular	Phone		70.66
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TOURISM

Business Data of Virginia	Computer hub		549.91
Professional Printers, Inc.	Thoya brochures		1,379.00
Dominion Energy Virginia	Electric service		120.78
Town of Farmville	Water & sewer		48.84
Business Card	UPS	18.17	
	Tourism summit	394.00	412.17
CenturyLink	Phone		380.88
Magi Van Eps	Mileage	147.15	
	Parking	14.00	
	Tolls	4.30	165.45
Virginia's Retreat	18-19 Support		4,500.00
Farmville Printing	Business cards		25.00
Rochette's Florist	Wreath / holiday swag		400.00
Walmart Community / SYNCB	Tissue / coffee / handsan.		48.94

FLOOD & EROSION CONTROL

Hurt & Proffitt, Inc.	Stormwater plan review		120.00
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COOPERATIVE EXTENSION OFFICE

CenturyLink	Phone		122.10
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GENERAL EXPENSE

Lumos Networks	Phone		2,862.69
Treasurer of Virginia	Ins termination		4,025.32
Business Card	Dish garden (Cox)		92.99

Rochette's Florist	Fern rental	50.00	
	WWI wreaths / bow	165.00	215.00

CAPITAL PROJECTS

Hurt & Proffitt, Inc.	Grant administration		844.30
Crabtree Rohrbaugh & Associates	STEPS roof replacement		2,697.18

WATER FUND

Town of Farmville	Water		47.19
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SEWER FUND

Dominion Energy Virginia	Sewer pump		59.54
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COLLECTIONS

VACORP	Workers compensation		991.00
Lowe's	Door knob		37.98
Cavalier Equipment Corporation	Tarps	606.00	
	Arm extension	767.68	1,373.68
Cavalier Hose & Fittings	Hydraulic oil	48.04	
	Hyd. Hose / fittings	116.36	164.40
Moore Scale Service-Western VA	Serviced scales		325.00
Republic Services #974	Trash collection		624.75
Emanuel Tire of Virginia	Tire recycling		2,369.10
STEPS, Inc.	Recycling fee		343.76
Southside Electric Cooperative	DH site	34.21	
	Virso site	68.71	102.92
Dominion Energy Virginia	Rice site	27.91	
	Cell C pump station	32.82	
	Green Bay site	80.13	
	Leachate pump	359.44	
	Worsham site	115.10	
	Prospect site	73.12	
	Scalehouse	117.03	
	Landfill site	76.40	881.95
CenturyLink	Phone		286.37
US Cellular	Phone		23.41
Verizon	Phone		141.21
O. O. Stiff, Inc.	Monthly service		702.50
Prince Edward County Public Schools	Diesel		3,335.09
East End Motor Company, Inc.	Tires		1,279.84

LANDFILL OPERATIONS

VACORP	Workers compensation		900.00
Resource International	Assessment monitoring	1,841.60	
	Miscellaneous work tasks	4,692.25	
	Storm water compliance	792.50	7,326.35
Pearson Equipment Company	Track loader rental		1,110.00
Southern States	Lime		15.56
Arc3 Gases	Welding blend / wire	337.60	
	Cylinder rental	8.37	345.97
Carter Machinery Company, Inc.	Nuts & bolts	65.28	



	Brush kits	1,023.34	
	Air dryer	111.36	
	Compressor / pulley	1,158.47	2,358.45
Crewe Tractor & Equipment	Filter		18.00
Farmville Printing	Business cards		15.00
Ferguson Enterprises, Inc.	PVC pipe / couplings		40.57
Llewellyn Metal Works, Inc.	U-bolts / nuts		196.60
Mid-Atlantic Irrigation	Valve		14.05
Price Supply Company, Inc.	Sewage pump		512.04
CenturyLink	Phone		53.41
US Cellular	Phone		53.88
Llewellyn Metal Works, Inc.	Hooks		99.80
Prince Edward County Public Schools	Diesel		656.14

RETIREMENT BENEFIT FUND

Vicki K. Johns	Retiree benefit		1,156.11
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ENTERPRISE ZONE

Mecklenburg County	VA Growth Alliance	20,000.00	
	FY19 Growth Alliance	23,368.00	43,368.00

PIEDMONT COURT SERVICES

Alere Toxicology Services, Inc.	Drug testing		116.88
Farmville Newsmedia	Advertising		114.95
Dominion Energy Virginia	Electric service		462.61
CenturyLink	Phone		75.28
Lumos Networks	Phone		312.23
Zachary Ayoub	Mileage	172.32	
	Meals	55.22	
	Newspaper	0.75	228.29
Connie Stimpson	Mileage	64.35	
	Meals	29.45	
	Floor mats	333.96	427.76
Renee T. Maxey	Mileage	95.34	
	Meals	42.97	138.31
Andy Mays	Mileage	81.75	
	Meals	43.92	125.67
Chris Riviere	Mileage		180.91
Rachel Stahlman	Mileage		229.99
Rebecca Staton	Mileage	169.06	
	Newspapers	1.05	170.11
Business Data of Virginia, Inc.	Norton updates	244.65	
	Norton installed	34.95	279.60
Key Office Supply	Ink cartridges		203.71

PCS SUPERVISION FEES EXPENDITURES

SRP Corporation, LLC	Rent		2,750.00
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In Re: FY19 Budget Amendment – Sheriff

Mr. Bartlett stated the Prince Edward County Board of Supervisors appropriated \$315,000 for the purchase of a new radio system for the Sheriff. The system has been ordered at a final cost of \$312,743.

Mr. Bartlett reported the Courthouse renovation project contains adjustments to the Sheriff's Dispatch and the atrium to allow public access to Dispatch after hours while restricting access to the rest of the Courthouse. This involves the purchase of new furniture to allow rearrangement of Dispatch. After discussions with the Architect, it is recommended the new Dispatch furniture be purchased now. This will allow the Sheriff's office to achieve full use of the new radio system and reduce the time needed to complete the renovations in Dispatch by consolidating the new Dispatch equipment, new GIS system and new camera monitors onto furniture specifically designed to hold the equipment. This will allow organization of the cabling and a reduction in the number of power lines.

The furniture is on a GSA contract, thus does not need to be bid. The Town of Farmville, Appomattox County, and many other local 911 centers in Virginia use the same furniture. The furniture is costly because it is specifically designed to hold/support equipment in 911/Dispatch offices. It is custom built to the room; the company has been on-site five times and has spoken with the architect to ensure the furniture is designed appropriately. The items are made to withstand 24/7 use with heavier steel and thicker cores compared to office furniture, with removal panels to allow ease of access to the equipment and cabling. The furniture contains its own internal power and cabling ports are customized to the space with a lifetime warranty.

<b>FY19 Budget Amendments</b>						
<b>Rev / Exp</b>	<b>Fund</b>	<b>Dept</b>	<b>Object</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
3 (Rev)	100	41050	0100	General Fund Balance		\$38,124
4 (Exp)	100	94000	0201	NEED NEW LINE ITEM	\$38,124	

Supervisor Townsend made a motion, seconded by Supervisor Timmons, to authorize the purchase of the Dispatch furniture, approve the FY19 Budget Amendment presented and appropriate the same funds; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
Gene A. Southall  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

In Re: Highway Matters

Supervisor Emert reported Featherfin Road is in terrible condition; it is washed out and cannot be driven on. He said there are ditches that run right across it. He then said Chinquapin Road, where it's a dirt road and they took the bridge out and put a box culvert is washed out and there are no guardrails on the culvert; this is off Route 608.

Supervisor Townsend reported the bridge on Route 634 bridge, where VDOT placed sand, is now a mudhole and is dangerous. He then asked for a status report on his request for a study on Leigh Mountain Road concerning guardrails.

Supervisor Pride said Allen Farm Road is in dire need of attention; Mr. Bartlett said people are moving the signs at the bridge and going around. She also reported that School House Road, Lakeside Drive and Douglas Church Road need attention.

Supervisor Jones stated VDOT is aware of and overwhelmed with the number of roads that need work; he said the weather has been horrible for them to get anything done.

In Re: Public Hearing – FY19 Budget Amendment

Chairman Cooper-Jones announced that this was the date and time scheduled for a public hearing on a request from the County Administrator to amend the Fiscal Year 2019 General Fund budget by \$954,628. These funds would be used to pay for the replacement of decayed metal decking and reroofing of the former STEPS CENTRE located at 100 Industrial Park Road. Notice of this hearing was advertised according to law in the Wednesday, November 28, 2018 edition of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Cooper-Jones opened the public hearing.

Mr. Bartlett reported the renovation project of the Courthouse has been a constantly evolving project that has expanded to include the STEPS CENTRE and an MOU with STEPS and the decision to build a new

building for Social Services. During the October meeting of the Board of Supervisors, the Board authorized the advertisement of a Public Hearing concerning amending the County's FY19 Budget to reflect the cost associated with the reroofing of the former STEPS CENTRE.

Section 15.2-2507 of the *Code of Virginia* requires a public hearing to be conducted prior to amending a budget by greater than one percent. The County's adopted FY19 budget is \$54,174,847. Any budget amendment greater than \$541,748 requires a public hearing prior to adopting the amendment. The original roofing contract was for \$744,628 plus \$7.50 per square foot for any decking that needed to be replaced once the EDPM was removed and the decking could be inspected. While the contractor is still wrapping up this project and we do not have the final report/cost, it appears a total of almost 37,000 square feet of decking was replaced which exceeded the contract allowance of 10,000 square feet. There was also a credit for the switch from EDPM to TPO and the need to replace the roof hatch. It appears the final cost will be somewhat less than the amount contained in the required advertisement of \$954,628 but the exact amount is yet to be determined, and recommended the budget be amended as advertised with any amount not expended to be used for the interior renovations.

Mr. Bartlett stated there will be a final inspection by the architect and the manufacturer of the membrane; there is a 30-year warranty on the roof.

There being no one further wishing to speak, Chairman Cooper-Jones closed the public hearing.

Supervisor Jones made a motion, seconded by Supervisor Emert, to approve the FY19 Budget Amendment and appropriate the same funds as follows:

FY19 Budget Amendments						
Rev / Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$954,628
4 (Exp)	100	94000	0051	STEPS CENTRE Roofing	\$954,628	

The motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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In Re: Public Hearing – Atlantic Coast Pipeline

Chairman Cooper-Jones announced that this was the date and time scheduled for a public hearing on a request by Atlantic Coast Pipeline, LLC, for a Special Use Permit to construct a lighted microwave tower (225' in height) located on the west side of Route 617, Saylers Creek Road, approximately 0.6 mile north of Route 307, Holly Farms Road on a parcel owned by Terri Atkins Wilson, identified as Tax Map Parcel 042-A-47. This is an A1, Agricultural Conservation District. Notice of this hearing was advertised according to law in the Wednesday, November 28, 2018 edition of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

The proposed tower will be 225 feet in height and will be lighted as required by the FAA with one top flashing beacon and flashing side beacons at the tower's midpoint. The lease area dimensions will be 100' X 120' and the compound will be fenced.

Atlantic Coast Pipeline, LLC has agreed to provide the County co-location opportunities without compensation for emergency services equipment. There are no existing towers or structures in the area that can accommodate the proposed tower which will serve as the backbone for the ACP communication network to monitor, control and ensure the security and safety of the project. The property is presently zoned A1, Agricultural Conservation, and this zoning classification permits towers, with related unmanned equipment buildings by Special Use Permit.

Atlantic Coast Pipeline, LLC, conducted several aerial balloon tests with staff from the Saylers Creek Battlefield State Park and it was determined that the proposed tower would have no impact on the view shed from the park grounds and not be visible from the park properties.

The Prince Edward County Board of Zoning Appeals conducted a Public Hearing on November 20, 2018 and granted a variance to allow the tower to exceed the 199' height limitation based on topography of the site.

The Planning Commission conducted a Public Hearing on November 20, 2018 and no one spoke in opposition to the request. The Planning Commission recommended forwarding the matter to the Board of Supervisors for approval.

Staff does not have any concerns of negative impacts on the surrounding properties associated with the request.

Chairman Cooper-Jones opened the public hearing.

There being no one wishing to speak, Chairman Cooper-Jones closed the public hearing.

Supervisor Timmons asked if Prince Edward County doesn't want to use the tower for public use, or if Prince Edward County uses the tower and there is space available, could Nottoway or Amelia County use that tower for their emergency equipment; he said he would like to make sure that other localities could use it for public use.

Sarah Perkinson, Dominion Energy/Atlantic Coast Pipeline, stated that is permitted and that it cannot be used for private companies but can be used for public use. She said Prince Edward County and/or Nottoway County or another locality, Dominion could work with them as well.

Mrs. Puckett asked if more than one county could use the tower; Ms. Perkinson said there would need to be an engineering study. Discussion followed.

Supervisor Wilck made a motion, seconded by Supervisor Townsend, to approve the Special Use Permit to construct a lighted microwave tower, 225' in height, located on the west side of Route 617, Saylers Creek Road, approximately 0.6 miles north of Route 307, Holly Farms Road, on a parcel identified as Tax Map Parcel 042-A-47; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Appointment of Deputy Animal Control Officer

Mr. Bartlett stated Christopher E. Riviere has been hired as the Deputy Animal Control Officer for Prince Edward County, effective December 3, 2018; he reviewed Mr. Riviere's qualifications for the position.

Supervisor Townsend made a motion, seconded by Supervisor Wilck to appoint Christopher E. Riviere as Deputy Animal Control Officer; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Citizen Volunteer Appointments

The terms of office for the following positions expire December 31, 2018. All positions have been advertised in *The Farmville Herald*. Listed by each position are the terms of office, the name of the individual currently holding the position and the name(s) of all applicants filing a Citizen Volunteer Application.

Supervisor Wilck questioned the status of the restructuring of the Planning Commission. Mr. Bartlett said that will take some time to research the process. Discussion followed.

APPOINTMENT	TERM OF OFFICE	# OF VACANCIES	INDIVIDUAL CURRENTLY HOLDING THE OFFICE	CITIZEN VOLUNTEER APPLICANTS
Prince Edward County Planning Commission	4 Years	1 County Position	John Prengaman	Daniel Lee Harris John Prengaman
Prince Edward County Planning Commission	4 Years	3 Town Positions	Jack Leatherwood Jack Peery Cannon Watson	Jack Leatherwood Jack Peery Cannon Watson
Prince Edward County Board of Zoning Appeals*	5 Years	1	Sam Coleman	Sam Coleman Daniel Lee Harris

*\*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 four-year terms of Planning Commission:

<u>Candidate</u>	<u>Vote</u>
Daniel Lee Harris	(None)
John Prengaman	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck
Jack Leatherwood	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck
Jack Peery	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck

Cannon Watson

Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
Gene A. Southall  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

John Prengaman, Jack Leatherwood, Jack Peery and Cannon Watson will be re-appointed to the Planning Commission for a term of four years beginning January 1, 2019 and ending December 31, 2022.

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>
Sam Coleman	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck
Daniel Lee Harris	(None)

The Board will recommend Sam Coleman to the Circuit Court Judge for appointment to the Board of Zoning Appeals for a term of five years beginning January 1, 2019 and ending December 31, 2023.

In Re: Resolution – Equal Rights Amendment

Mr. Bartlett stated Chair Pattie Cooper-Jones requested consideration by the Board of Supervisors of a resolution in support of ratification by Virginia of the Equal Rights Amendment to the United States Constitution. He said Ms. Patsy Watson presented information during Public Participation.

Supervisor Wilck made a motion, seconded by Supervisor Townsend, to approve the Resolution in support of ratification by Virginia of the Equal Rights Amendment to the United States Constitution; the motion carried:



Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
Gene A. Southall  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

**A Resolution of the Board of Supervisors of the County of Prince Edward, Virginia  
In Support of Ratification by Virginia  
Of the Equal Rights Amendment to the United States Constitution**

**WHEREAS**, equality under the law is a fundamental value of Americans and the people of the County of Prince Edward, Virginia; and

**WHEREAS**, legislation and court decisions have increased women's access to education, employment, and public service; and

**WHEREAS**, that same legislation can be repealed and the Supreme Court may strike legislation or retreat from its own precedent, thereby eliminating or abridging legal rights currently enjoyed by women, girls, and their families; and

**WHEREAS**, Americans value the continued participation of women in education, the military, public service, and other spheres of our society; and

**WHEREAS**, inclusion of the Equal Rights Amendment in the Constitution would require courts to apply the same strict level of scrutiny it applies to test the constitutionality of government action based on race, religion, or national origin; and

**WHEREAS**, an overwhelming majority of Americans reported in a 2015 poll that they support an amendment to the United States Constitution to guarantee equal rights for both men and women; and

**WHEREAS**, the Equal Rights Amendment was passed in 1972 by Congress, which imposed a seven-year ratification deadline on states, later extended to ten years; and

**WHEREAS**, the Constitution does not expressly authorize Congress to impose ratification deadlines on the states, and moreover, if Congress does have such power, then it also has the power to extend or eliminate its deadlines; and

**WHEREAS**, the American Bar Association reaffirmed its support for ratification of the Equal Rights Amendment in 2016; and

**WHEREAS**, well after the 1982 deadline set by Congress, Nevada in 2017 and Illinois in 2018 ratified the Equal Rights Amendment, bringing the total number of states that have ratified the amendment to 37, just one shy of the 38 needed to satisfy the Constitutional requirement that an amendment be ratified by three-fourths of the states to become valid; and

**WHEREAS**, the Equal Rights Amendment states:

Section 1. Equality of rights under the law shall not be denied or abridged by the United States or by any State on account of sex.

Section 2. The Congress shall have the power to enforce, by appropriate legislation, the provisions of this article.

Section 3. This amendment shall take effect two years after the date of ratification.

**NOW, THEREFORE, BE IT RESOLVED** that we, the Board of Supervisors of the County of Prince Edward, Virginia, support the ratification of the Equal Rights Amendment; and

**BE IT FURTHER RESOLVED**, that we, the Board of Supervisors of the County of Prince Edward, Virginia, urge the General Assembly of the Commonwealth of Virginia to ratify the Equal Rights Amendment to the U.S. Constitution, as proposed by Congress on March 22, 1972, during the 2019 legislative session.

In Re: Prospect Depot Update

Mr. Bartlett said that the Prospect Depot project is slowly moving forward. The plans have been completed except for a few administrative details. The Memorandum of Agreement (MOA) has been signed by all parties except for Prince Edward and the Prospect Historical Society. He stated he reviewed the MOA and proposed to the Department of Historic Resources (DHR) that Section I – Demolition of Prospect Depot (DHR ID No. 073-0061) be amended to remove the requirement to (1) number and remove the foundation stones and reset them using the numbers as a guide and (2) completely remove the requirement to build a “fake chimney” and use the existing original brick.

Mr. Bartlett explained the reason for requesting these changes is (1) Safety of those having to number the stones and remove the brick before demolition was completed, (2) the stones can be removed and reset using photographic images of the stones prior to demolition, (3) the remaining brick are not structurally sound and (4) the project is a “re-interpretation” of the Depot, not a replica.

Mr. Bartlett stated DHR has agreed to those changes which would have been in Section I under the STIPULATIONS section of the MOU.

Supervisor Emert made a motion, seconded by Supervisor Timmons, to authorize the County Administrator to sign the Memorandum of Agreement; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL HIGHWAY ADMINISTRATION,  
THE VIRGINIA STATE HISTORIC PRESEVATION OFFICER,  
PRINCE EDWARD COUNTY, THE VIRGINIA DEPARTMENT OF  
TRANSPORTATION, THE PROSPECT HISTORICAL SOCIETY, AND  
THE VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION,  
REGARDING DEMOLITION OF THE PROSPECT DEPOT,  
PRINCE EDWARD COUNTY, VIRGINIA**

**WHEREAS**, Prince Edward County (the County) proposes to demolish the Prospect Railroad Station, herein referred to as the Prospect Depot, (DHR No. 073-0061), located in the Village of Prospect, Virginia, and construct a replacement building on the same site for the purposes of a trail head for the High Bridge Trail and a transportation museum (VDOT Project No. EN01-073-116, RE101, RW201, C501, UPC 59780), hereinafter referred to as the Project (Appendix A-Location Map); and

**WHEREAS**, the County anticipates receiving Federal financial assistance for the Project from the Federal Highway Administration (FHWA) through the FHWA's Transportation Enhancement Program, administered in the Commonwealth of Virginia by the Virginia Department of Transportation (VDOT); and

**WHEREAS**, the Project is being administered by the County, on behalf of the Prospect Historical Society (PHS), pursuant to a Project Administration Agreement executed with the VDOT's Commissioner of Highways; and

**WHEREAS**, the FHWA has determined that the provision of financial assistance for the Project is an undertaking, as defined in 36 CFR 800.16(y); and

**WHEREAS**, the FHWA, with assistance from the County, has consulted with the Department of Historic Resources (DHR), which serves as the Virginia State Historic Preservation Officer (SHPO), on the Project, pursuant to Section 106 of the National Historic Preservation Act (54 U.S.C. 306108); and

**WHEREAS**, the FHWA, with assistance from the County and in consultation with the SHPO, has defined the Area of Potential Effects (APE) for the Project in accordance with 36 CFR 800.4(a)(1); the APE for direct and indirect effects (Appendix B) encompasses the footprint of the original Prospect Depot building and parcels within or adjacent to the construction limits, respectively; and

**WHEREAS**, a limited archaeological assessment of the Project area, conducted in 2000 by Dr. James W. Jordan, Archaeologist at Longwood University, recovered several artifacts associated with the Prospect Depot; and

**WHEREAS**, the FHWA, with assistance from the County and in consultation with the SHPO, has determined that the Project lies outside of the American Battlefield Protection Program's Potential National Register boundaries for the Appomattox Station Battlefield (DHR Inventory No. 165-5001) but the existing Prospect Depot (DHR ID No. 073-0061) is a contributing property to the Prospect Historic District (073-5050), which is eligible for the National Register of Historic Places; and

**WHEREAS**, the FHWA, with assistance from the County and in consultation with the SHPO, has determined that the Project, which will require the complete demolition and removal of the ruins of the original Prospect Depot, will have an adverse effect on the Prospect Historic District; and

**WHEREAS**, the FHWA, with the assistance of the County, has consulted with the SHPO to resolve the adverse effects of the Project on historic properties in accordance with Section 106 of the National Historic Preservation Act, 54 U.S.C. 306108, and its implementing regulations, 36 CFR Part 800; and

**WHEREAS**, the FHWA has notified the Advisory Council on Historic Preservation (ACHP) of the adverse effect of the Project by letter dated September 20, 2018, and the ACHP, by letter dated October 22, 2018, has chosen not to participate in consultation; and

**WHEREAS**, the County is administering the Project and is responsible for implementing certain stipulations under this Memorandum of Agreement (Agreement) and the FHWA has invited the County to be a signatory to the Agreement pursuant to 36 CFR 800.6(2)(iii); and

**WHEREAS**, the VDOT, as administrator of the FHWA's Transportation Enhancement Program in the Commonwealth of Virginia, has participated in this consultation pursuant to 36 CFR 800.2(c)(4), and the FHWA has invited the VDOT to be a signatory to this Agreement pursuant to 36 CFR 800.6(2)(iii); and

**WHEREAS**, the PHS is participating in the development of the Project with the County, and is responsible for implementing certain stipulations under this Agreement; and the FHWA has invited to PHS to be a signatory to the Agreement pursuant to 36 CFR 800.6(2)(iii);

**WHEREAS**, the Project is located on Virginia Department of Conservation and Recreation (DCR) property known as High Bridge Trail State Park and DCR is responsible for implementing certain stipulations under this Agreement; and the FHWA has invited the DCR to be a signatory to this Agreement pursuant to 36 CFR 800.6(2)(iii).

**NOW, THEREFORE**, the FHWA, the SHPO, the County, VDOT, PHS, and DCR agree that the Project shall be implemented in accordance with the following stipulations in order to take into account the effects of the Project on historic properties.

### **STIPULATIONS**

The FHWA shall ensure that the following measures are carried out:

**I. Demolition of Prospect Depot (DHR ID No. 073-0061)**

- A. The remediation for lead based paint and demolition of the historic Prospect Depot shall commence only after the County has salvaged certain intact character-defining, original features. The County shall complete the salvage of the following features within one year from the date of execution of this Agreement:
  - i. The stones from the 1853 foundation, which the County shall photograph, remove and reset on the exterior of the new building in a manner resembling as closely as possible the original foundation, relying on the photographs taken before the demolition and any historical photographs of the Depot that provide evidence of the original pattern and appropriate mortar type and color (if applicable).

Due to the instability of the remaining structure, the County will rely on a visual inspection of the structure to determine if any additional character-defining, original features are of suitable structural integrity to justify salvage and reuse. Should the County identify additional features that will be salvaged prior to remediation for lead based paint and demolition, the County shall notify the Signatories which features will be salvaged and their intended reuse.

- B. Prior to commencing demolition of the Prospect Depot, the County shall provide written notification to the SHPO and VDOT of completion of the salvage work.

**II. New Construction**

- A. The County shall construct the new building within three (3) years of the execution of this Agreement in accordance with the design plans dated June 16, 2018 (as may be amended through the Commonwealth of Virginia's design approval process by the Department of General Services, Bureau of Capital Outlay Management), which include the following design elements:
  - i. Construction within the footprint of the original building;
  - ii. Utilizes new materials for the envelope and interiors; and
  - iii. Respects the form, massing, and scale of the original building.
- B. All interpretation and marketing materials shall clearly identify the new building as a reinterpretation of the historic depot.

- C. The DCR shall develop a landscape plan within four (4) years from execution of this Agreement and forward it to the Signatories for their review and comment. The landscape plan shall be implemented by DCR and the DCR shall provide documentation to the SHPO and VDOT evidencing its completion within five (5) years from execution of this Agreement.
- D. The County shall provide documentation to the SHPO and VDOT evidencing completion of construction of the new building within three (3) years of the execution of this Agreement.

**III. Transportation Museum and Interpretation**

- A. PHS and DCR shall develop for installation in the new building a transportation museum which shall include a brief history of the Village of Prospect and the role the original depot played in its development, a history of the original depot and the events that led to its demolition and reinterpretation, a visual reference showing the original depot, and information about the design of the original depot (alterations, segregated waiting rooms, etc.). PHS and DCR shall forward the text of the components of the museum to the Signatories for review and comment before implementation. PHS and DCR shall complete installation of the transportation museum, and the County shall provide the SHPO and VDOT documentation evidencing that completion within four (4) years of the execution of this Agreement.
- B. DCR shall construct and install on the grounds of the reconstructed Prospect Depot an interpretive sign about the history of Prospect Village and the Prospect Depot during the Civil War and the role the depot played leading up to General Lee's surrender to General Grant at Appomattox Courthouse. DCR shall install the interpretative sign and provide documentation to the County evidencing that installation, and the County shall provide the SHPO and VDOT a copy of that documentation, within four (4) years of the execution of this Agreement.

**IV. Professional Qualifications**

- A. All archaeological and architectural documentation carried out pursuant to this Agreement shall be conducted by or under the direct supervision of an individual or individuals who meet, at a minimum, the Secretary of the Interior's Professional Qualifications Standards (48 FR 44738-9, September 29, 1983) in the appropriate discipline.

**V. Preparation and Review of Documents**

- A. All technical materials prepared pursuant to this Agreement shall be consistent with the federal standards entitled Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines (48 FR 44716-44742, September 29, 1983) and with the SHPO's Guidelines for Conduction Historic Resources Survey in Virginia (rev. 2017), or subsequent revisions or replacements to these documents.
- B. The Signatories agree to provide comments to the County, the PHS, or the DCR, as appropriate, on all plans, technical materials, and other documentation arising from this Agreement within thirty (30) calendar days of receipt. If no comments are received from a Signatory within this review period, the County, the PHS, and the DCR may assume that the non-responding party has no comment. The County, the PHS, and the DCR shall ensure that all comments received within the thirty (30) calendar-day review period are addressed in the final plans, technical materials, and other documentation.

**VI. Post-Review Discoveries**

- A. In the event that a previously unidentified archaeological resource is discovered during ground-disturbing activities associated with the construction of the Project, the County shall require the construction contractor to halt all construction work involving subsurface disturbance in the area of the resource and in surrounding areas where additional subsurface remains can reasonably be expected to occur. Work in all other areas of the Project may continue.
- B. The County shall notify the other Signatories within two (2) working days of the discovery. In the case of prehistoric or historic Native American sites, the FHWA shall also notify any federally recognized Indian tribes with an interest in the area and the County shall notify

appropriate Indian tribes recognized by the Commonwealth (hereinafter “Virginia Indian tribes”) within two (2) working days of the discovery.

- C. The County shall ensure that an archaeologist meeting the Secretary of the Interior’s Professional Qualifications Standards (48 FR 44739) shall investigate the work site and the resource, and then the County shall forward to the other Signatories, the federally recognized Indian tribes, and the appropriate Virginia Indian tribes an assessment of the NRHP eligibility of the resource (36 CFR 60.4) and proposed treatment actions to resolve any adverse effects on historic properties. The other Signatories, the federally recognized Indian tribes, and the appropriate Virginia Indian tribes shall respond within five (5) working days of receipt of the County’s assessment of HRHP eligibility of the resource and proposed action plan. The County, in consultation with the FHWA, shall take into account the recommendations of the other Signatories, the federally recognized Indian tribes, and the appropriate Virginia Indian tribes regarding NRHP eligibility of the resource and the proposed action plan, and then carry out appropriate actions.
- D. The County shall ensure that construction work within the affected area does not proceed until (1) appropriate actions are implemented and the County has submitted to the SHPO and the VDOT documentation evidencing that implementation or (2) the SHPO determines that the located resource is not eligible for inclusion on the NRHP and the County has provided VDOT documentation of that determination.

## **VII. Treatment of Human Remains**

- A. The County shall treat all human remains and gravesites in a manner consistent with the ACHP “Policy Statement Regarding Treatment of Burial Sites, Human Remains and Funerary Objects” (February 23, 2007; <http://www.achp.gov/docs/hrpolicy0207.pdf>).
- B. Human remains and associated funerary objects encountered during the course of actions taken as a result of this Agreement shall be treated in a manner consistent with the provisions of the Virginia Antiquities Act, Section 10.1-2305 of the Code of Virginia and its implementing regulations, 17 VAC5-20, adopted by the Virginia Board of Historic Resources and published in the Virginia Register on July 15, 1991, and the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001) and its implementing regulations, 36 CFR Part 10. In accordance with the regulations stated above, the County may obtain a permit from the SHPO for the archaeological removal of human remains should removal be necessary.
- C. In the event that the human remains encountered are likely to be of Native American origin, whether prehistoric or historic, the FHWA shall immediately notify any federally recognized Indian tribes with an interest in the area, and the County shall immediately notify appropriate tribal leaders of Virginia Indian tribes. The FHWA and the County shall determine the treatment of Native American human remains and associated funerary objects in consultation with the federal Indian tribes and appropriate tribal leaders of Virginia Indian tribes.
- D. The County shall make all reasonable efforts to ensure that the general public is excluded from viewing any Native American gravesites and associated funerary objects. The Signatories to this Agreement shall release no photographs of any Native American gravesites or associated funerary objects to the press or to the general public.

## **VIII. Dispute Resolution**

- A. Objection by Signatory
  - i. Should any Signatory to this Agreement object in writing to the FHWA regarding any plans provided for review pursuant to this Agreement, or should any Signatory to this Agreement object in writing to the FHWA regarding the manner in which measures stipulated in this Agreement are being implemented, the FHWA shall first consult with the objecting party to

resolve the objection. If the FHWA determines that the objection cannot be resolved through such consultation, the FHWA shall then consult with all Signatories to this Agreement to resolve the objection. If the FHWA then determines that the objection cannot be resolved through consultation, the FHWA shall forward all documentation relevant to the objection to the ACHP, including the FHWA's proposed response to the objection. Within thirty (30) calendar days after receipt of all pertinent documentation, the ACHP shall exercise one of the following options:

1. Advise the FHWA that the ACHP concurs in the FHWA's proposed response to the objection, whereupon the FHWA will respond to the objection accordingly; or
  2. Provide the FHWA with recommendations, which is the FHWA shall take into account in reaching a final decision regarding its response to the objection; or
  3. Notify the FHWA that the objection will be referred for comment pursuant to 36 CFR 800.7(a)(4), and proceed to refer the objection and comment. The FHWA shall take the resulting comment into account in accordance with 36 CFR 800.7(c)(4).
- ii. Should the ACHP not exercise one of the above options within thirty (30) calendar days after receipt of all pertinent documentation, the FHWA may assume the ACHP's concurrence in its proposed response to the objection.
- iii. The FHWA shall take into account any ACHP recommendation or comment provided in accordance with this stipulation with reference only to the subject of the objection; the FHWA's responsibility to carry out all actions under this Agreement that are not the subjects of the objection shall remain unchanged.

#### B. Objection from Public

At any time during implementation of the measures stipulated in this Agreement, should a member of the public object to the FHWA or the County regarding the manner in which the measures stipulated in this Agreement are being implemented, the FHWA shall notify the Signatories to this Agreement and consult with the objector to resolve the objection. The Signatories may request that the FHWA notify the other consulting parties to this Agreement about the objection as well.

### **IX. Amendments and Termination**

- A. Any Signatory to this Agreement may propose to the FHWA that the Agreement be amended, whereupon the FHWA shall consult with the other Signatories to consider such an amendment. 36 CFR 800.6(c)(7) shall govern the execution of any such amendment. Any Signatory to this Agreement may terminate it in accordance with the provisions of 36 CFR 800.6(c)(8).
- B. If the FHWA, the County, and VDOT decide they will not proceed with the Project, they may so notify the Signatories and then this Agreement shall become null and void.
- C. In the event that this Agreement is terminated or rendered null and void, the County shall submit to the SHPO a technical report on the results of any archaeological investigations conducted prior to and including the date of termination, and shall ensure that any associated collections and records recovered from VDOT right of way are curated in accordance with 36 CFR Part 79.
- D. In the event of termination, the FHWA shall either execute a memorandum of agreement with the Signatories under 36 CFR 800.6(c)(1) or request the comments of the ACHP under 36 CFR 800.7(a).

## **X. Duration**

This Agreement shall continue in full force and effect for five (5) years after the date of the last signature of a Signatory party. At any time in the six (6)-month period prior to such date, the County may request that the Signatory parties consider an extension of this Agreement. No extension or modification shall be effective unless all Signatories to the Agreement have agreed with it in writing.

## **XI. Execution**

This agreement may be executed in counterparts, with a separate page for each Signatory. The FHWA shall ensure that each Signatory is provided with a copy of the fully executed agreement.

Execution of this Agreement by the FHWA and the SHPO and its submission to the ACHP in accordance with 36 CFR 800.6(b)(1)(iv), shall, pursuant to 36 CFR 800.6(c), be considered to be an Agreement with the ACHP for the purposes of Section 110(1) of the NHPA. Execution and submission of this Agreement, and implementation of its terms, evidence that the FHWA has afforded the ACHP an opportunity to comment on the proposed undertaking and its effect on historic properties, and that the FHWA has taken into account the effect of the undertaking on historic properties.

### In Re: County Administrator's Report – State Enterprise Zone

Mr. Bartlett stated the County has been informed Prince Edward County's State Enterprise Zone, whose expiration date is December 31, 2019, will not be renewed. This will be a major blow to our economic development efforts.

This program has been the single-most effective state program the County has incentivizing both local companies and new companies to locate in Prince Edward County. Many local companies have benefited from this designation which has helped defray the cost of investment in new or renovated buildings, and the training to expand their workforce. Over the last 19 years, Prince Edward County businesses have received approximately \$4 million in incentives and created hundreds of jobs.

Prince Edward County received an Enterprise Zone designation from the Department of Housing and Community Development (DHCD) in 2000 for a 20-year period that will expire at the end of 2019. Over the last 19 years, the regulations governing the EZ program have changed. Section 59.1-542 of the State Code limits the number of Enterprise Zones (EZ) in the Commonwealth to 30; this number was greater in the past. The section also limits the time a locality can have an EZ to an initial 10-year period with up to two five-year renewal periods for a total of 20 years.

Mr. Bartlett said the County has been informed the reason our zone will not be renewed is that there are currently more than 30 such zones designated in Virginia and DHCD must reduce the number of zones to meet this requirement. In addition, we will have reached the 20-year limit.



Restricting the number and length of time a locality can have a designated EZ zone appears to be arbitrary and is not based on need. Section 59.1-545 of the State Code lists three distress factors that will count for at least 50% of the consideration for a locality's application for designation. These are (1) average unemployment rate over the last three years, (2) average median gross income over the last three years, and (3) average percentage of students receiving free or reduced-price lunches over the last three years. Prince Edward County is worse than the state average in all three categories.

Mr. Bartlett stated Delegate Edmunds and Senator Peake are willing to introduce legislation that would (1) expand the number of EZ zones allowed in the state from 30 to 50; and (2) allow any existing EZ zone to be renewed as long as the locality scores on at least two of the three distressed factors listed, which are (1) average unemployment rate over the last three years is higher than the state average; (2) the median gross income over the last three years is lower than the state average; and (3) the average percentage of students receiving free or reduced price lunches over the last three years is greater than the state average. Prince Edward County meets all of those criteria.

Supervisor Townsend made a motion, seconded by Supervisor Emert, to request Delegate Edmunds and Senator Peake introduce legislation that would (1) expand the number of EZ zones allowed in the state from 30 to 50; and (2) allow any existing EZ zone to be renewed as long as the locality scores on at least two of the three distressed factors listed; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: County Administrator's Report: Strategic Retreat

Mr. Bartlett presented an update on the report from the facilitator on the Board's Strategic Retreat and revised Vision graphic.

Mr. Bartlett said the Board was provided these documents at the November 8, 2018 meeting of the Board of Supervisors; the Board was to review the report and revised priority list and discuss any changes deemed necessary, and then adopt the revised priority list and determine the next steps to be taken.

Mr. Bartlett said the Vision graphic was changed to reflect the Board's discussion during the Retreat.

Specific changes to the Vision graphic include:

- 1) Collaboration – a new bullet point listing Youth/recreation organizations was added.
- 2) Cultural Center – was eliminated from the list of Themes but the bullet points regarding Destination, Tourism, Historical Buildings and College Offerings were added to the Economic Development theme
- 3) Economic Development – besides the additions mentioned above the bullet points concerning access to broadband and the airport were removed.
- 4) Mobility – was not changed.
- 5) Fiscal Responsibility – was not changed.
- 6) Public Education – was not changed.
- 7) Public Safety – two new bullet items concerning emergency shelter and Continuity of Operations were added
- 8) County Operations – this new theme was added.

The priorities listed on pages 7-9 of the Report were also amended from the earlier plan based on discussions at the Retreat. It appears the revised priorities are clearer and more realistic and removes some items on the earlier list the Board either felt were no longer a priority or were not a responsibility of the Board.

The last page of the Report contains a recommended list of the next steps. After the Board adopts a revised Vision, Mission and Priorities, it is recommended that (1) the County Administrator will develop a strategic plan with work tasks for each of the 19 priorities, (2) the Board will initiate the Education strategy, (3) the County Administrator will develop a report mechanism to report progress on the strategic priorities.

Supervisor Townsend made a motion, seconded by Supervisor Wilck, to adopt the revised Strategic Retreat Report, Priority List as written and approve the steps set forth; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

In Re: Personnel Committee Report

Mr. Bartlett stated the Personnel Committee, comprising Supervisor Jim Wilck, Chair; Supervisor Pride, Supervisor Timmons and Supervisor Townsend, met Wednesday, December 5, 2018 to discuss pay adjustments for employees that work for the County Administrator.

Mr. Bartlett said that during the budget process, he mentioned salaries for some employees were no longer competitive making recruitment and retention very difficult. In response, the Board budgeted \$50,000 in the pay raise reserve line to assist in correcting this problem, which has only gotten worse over time.

Mr. Bartlett said that in the 11 years he has been with the County, the only pay adjustments these employees have received have been the few COLA adjustments that all other employees have received, which has primarily been the same as the state has provided. Over those same years, employees in the Constitutional and Social Service offices have seen additional pay adjustment (and rightly so) for various reasons. Employees in the Sheriff's office were addressed last fiscal year because of compression and we increased the starting salary for new deputies and courtroom security to better attract good employees. In October, the Board approved adjustments for every employee in the Clerk of Circuit Courts Office to include a new hire. These increases were the result of movement of some employees due to the retirement of the Clerk. The salaries of the staff in the Commonwealth Attorney's office were reviewed just after the last election with adjustments made to include the support staff. That only leaves the Treasurer and Commissioner of Revenue; the employees in both of those offices received increases August 1, 2017 as the result of retirements and the reshuffling of positions and duties. The amounts were not large but it was an increase. Finally, in Social Services, that salary scale was amended in June of this year and pay adjusted for those employees recommended for increases by the Director. These are only the most recent changes. There have been other adjustments prior to the ones mentioned above over the last 11 years.

Mr. Bartlett said he researched a web site that provides salary data for many different positions to include municipal employees and provides information by region. He said he also received information from most of the surrounding Counties (some did not reply). The Personnel Committee reviewed the data presented which was complex and, as can be imagined since it came from many different sources, was often not consistent. He said he encountered difficulty in finding comparables for the Visitor Center Manager and the Part-time employees working at the Visitor Center. He also needed to speak with the Director of Public Works before making recommendations concerning the remainder of the Public Works employees and the Part-time dump site operators. The Committee did a good job of shifting through the information and made the following findings and recommendations:

- 1) The Animal Control positions were significantly undervalued, seeing as they enforce laws, carry a weapon and have significant interaction with the public to include times with people of dubious intentions.
- 2) The Payroll/HR/CSA/Tax/Insurance/Landfill Billing is significantly undervalued.
- 3) New hire for A/P will be paid significantly less than incumbent
- 4) The Administrative Associates for building inspection and assistant clerk of Board of Supervisors are moderately undervalued.
- 5) One housekeeper is moderately undervalued and the other is slightly undervalued.
- 6) Review the remainder of the County employees in January.

The final recommendation was not directly tied to a review of salary. The Committee Chair, Supervisor Wilck, stated in his research he found that for most Counties, they have a County Administrator and a finance officer/director, and that it appears Mr. Bartlett's skill set was somewhat unique and if the Board did not develop a succession plan, then when it is time to find a new County Administrator, the Board would either be forced to restrict their search to those with a substantial financial background or hire both a County Administrator and a financial officer. After discussion, the Committee decided it would be best if the County could develop existing talent and asked if such a person was currently employed. The County Administrator stated the Payroll/HR employee would soon receive her B.S. in business administration and plans on attaining a Masters, and that she has some of the background classes needed and the ability to grow into the position. The Committee recommends this position be groomed to attain the necessary skill sets and the incumbent be compensated appropriately as she progresses.

The total impact of all the adjustments recommended, including benefits, will increase annual cost by \$5,320. This leaves \$44,680 from the \$50,000 budgeted for the remainder of the employees. From initial data I have seen this amount appears to be sufficient. Specific recommendations by position are:

1. Recommends salary of \$38,000 for the new A/P clerk. Annual total savings including benefits of \$23,478.
2. Recommends increasing Chief Animal Control Officer to \$41,000. Annual total increase including benefits of \$7,539.
3. Recommends increasing Animal Control Officer to \$39,000. Annual total increase including benefits of \$7,893. The new hire is already a certified Animal Control Officer.
4. Recommends increasing Payroll/HR position to \$38,000. Annual total increase of \$5,529 including benefits.
5. Recommends increasing one housekeeper to \$27,245. Annual total increase of \$2,377 including benefits.
6. Recommends increasing second housekeeper to \$30,000. Annual total increase of \$774 including benefits.
7. Recommends increasing Administrative Associate for the Building office to \$32,081. Annual increase of \$2,343 including benefits.

8. Recommends increasing Administrative Associate – Assistant Clerk to the Board to \$34,456. Annual total increase of \$2,343 including benefits.

Mr. Bartlett said the Committee recommends approval of the above salary adjustments to better align to the market which will increase the ability of the County to attract and retain quality employees. The Committee did not discuss an effective date for the proposed salary adjustments. Because of the hiring of the new employee for the A/P position, Mr. Bartlett recommended an effective date of December 1, 2018. Most prior salary adjustments have been back dated and not adjusting them will cause a salary imbalance with the hiring of the new employee.

Supervisor Timmons suggested setting a time limit on when the next group comes before the Board for adjustments. After some discussion, the Board concurred to have the next adjustments presented at the January 2019 Board meeting.

Supervisor Townsend made a motion, seconded by Supervisor Wilck, to approve the salary adjustments as requested, and to set an effective date of December 1, 2018, and to have the second group of salary adjustments presented during the January 2019 Board meeting with an effective date for the second group of January 1, 2019; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Properties & Community Development Committee Report

Mr. Bartlett said the Properties Committee, consisting of Supervisor Timmons (Chair), Supervisor Cooper-Jones and Supervisor Townsend met November 29 and December 3 to review progress on the renovations to the Courthouse, STEPS CENTRE and a new building for Social Services and STEPS.

Mr. Bartlett said that at the November 29 meeting, the Committee discussed the status of the three projects. First, the STEPS interior renovation RFP was reviewed, a few minor adjustments were to be made and the RFP was then to be advertised with bids due on January 7, 2019. The attached schedule states bids were due on December 21, 2018 but it was decided that extending the due date till after the holidays would increase the chances of receiving the greatest number of bids.

Mr. Bartlett said the floor plan and site plan for the new DSS/STEPS building were reviewed and minor changes recommended by the Committee. Based on a final survey, the site plan may be modified. The site plan was forwarded to VDOT and they had concerns with the proposed new entrance crossing a turn lane on Industrial Park Road. A meeting with VDOT was held Thursday, December 6 with the architect attending by phone. After discussions, the site plan was developed and consensus reached. The RFP for this building will be released on December 14 with bids due on January 11 [2019].

Mr. Bartlett reported the architect stated the plans for the Courthouse renovations are complete but advised we should not advertise until we are closer to the time that DSS will move out of the Courthouse. It was recommended the bids for the Courthouse be released on April 1, 2019. The Board needs to amend the agreement with the Architectural Firm to take into account the additional work associated with the Interior Renovations of the STEPS CENTRE and the construction of the DSS/STEPS building. Finally, an RFP needs to be issued for the repair of the parking lot at the STEPS CENTRE.

Mr. Bartlett said the Courtroom is anticipated to be complete by mid-October, and the administrative space for the J&DR Court is to be done by early December. Courthouse renovations can then proceed further.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to approve the issuance of an RFP for the construction of the DSS/STEPS building based on the site and floor plans provided, and to approve the amendment to the contract for the Architect, and to authorize the release for an RFP for repairs to the STEPS Parking Lot; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Closed Session

Supervisor Wilck made a motion, seconded by Supervisor Townsend, that the Board convene in Closed Session for the discussion of a business prospect, where no previous public announcement has been made, pursuant to the exemption provided for in Section 2.2-3711(A)(5) of the *Code of Virginia*, and for the discussion of a public contract related to the Prince Edward County Landfill and discussion of the terms and scope of said contract, where discussion in an open session would adversely affect the bargaining position of

the public body, pursuant to the exemption provided for in Section 2.2-3711(A)(29) of the *Code of Virginia*;

the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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The Board returned to regular session by motion of Supervisor Wilck, seconded by Supervisor Emert and adopted as follows:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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On motion of Supervisor Emert, and seconded by Supervisor Wilck, and carried by the following roll call vote:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only

such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

In Re: Animal Warden's Report

Mr. Adam Mumma, Animal Control Officer, submitted a report for the month of November 2018, 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 November 2018, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Home Canning

Ms. Pattie Gulick, Cannery Manager, submitted a report for November 2018, 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 November 2018, which were reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Emert, seconded by Supervisor Wilck, and adopted by the following vote:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

the meeting was recessed at 9:10 p.m. until Wednesday, December 12, 2018 at 11:00 a.m. for a Joint Meeting with Farmville Town Council.