

February 4, 2016

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Thursday, the 4<sup>th</sup> day of February, 2016, at 3:30 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

Absent: Robert M. Jones, Vice-Chairman

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

Chairman Simpson called the reconvened meeting to order.

In Re: Resolution Affirming Declaration of Local Emergency

Mrs. Sarah Elam Puckett, Assistant County Administrator, said that Section 44-146.21 of the Code of Virginia requires a Declaration of Local Emergency be affirmed by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. She explained that while we did not have a catastrophic event this time, the Declaration of Local Emergency helps the County to be more flexible in responding to the emergency and the recovery but also helps support the case if there is a Presidential Declaration for reimbursement of the cost.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to authorize the County Administrator to approve the Resolution of Affirmation of Declaration of Local Emergency; the motion carried:

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

**RESCINDING DECLARATION OF LOCAL EMERGENCY  
County of Prince Edward, Virginia**

**WHEREAS**, the County Administrator/Director of Emergency Management of the County of Prince Edward, Virginia does hereby find:

The severe Winter Storm that of January 22, 2016 through January 24, 2016, that produced significant periods of sustained heavy snowfall, sleet and gusty winds, with total accumulations in the County of 8 to 10+ inches, caused dangerous public safety conditions and peril to life and property, and necessitated the Declaration of Local Emergency, effective 5:00 p.m. Thursday, January 21, 2016, in the County of Prince Edward, Virginia, has now abated;

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that an emergency no longer exists in the County of Prince Edward, Virginia, and the Declaration of Local Emergency is rescinded, effective immediately.

In Re: Memorandum of Understanding, Vehicle Fire Training Prop

Mrs. Puckett stated the Town of Farmville is pursuing the development of a regional fire training center for area Volunteer Fire Departments. At present, the Farmville Burn Building is under construction and the Town is pursuing a \$50,000 grant through the Virginia Department of Fire Programs for the purchase of a mobile Vehicle Fire Training Prop and a flat-bed trailer on which to haul it. The grant funds will cover the purchase cost of both the prop and the trailer.

One of the eligibility requirements for the grant application is the Town, as the lead locality applicant, must document the existence of a multi-jurisdictional regional training partnership.

A Memorandum of Understanding has been drafted by the Town regarding the use of the Vehicle Fire Training Prop by the volunteer fire departments in Prince Edward County. She pointed out that the Town reserves the right to request financial support from the participating localities but funding is not a prerequisite for the County's volunteer fire departments to use the burn building or the training prop.

Supervisor Gray questioned the longevity of the vehicle prop; Mrs. Puckett stated it is specially fabricated for fire training prop. Mr. Bartlett added it should last at least ten years; it is a shell with no seats or anything to pollute the air.

Supervisor Pride asked if training will be done at different times for the localities. Mrs. Puckett stated there will most likely be training at different times and explained the ways training has taken place in the past. She added the use of the prop will be handled through the Farmville Fire Department.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to authorize the County Administrator to execute the Memorandum of Understanding with the Town of Farmville; the motion carried:

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

**Memorandum of Understanding  
Multi-jurisdictional Regional Fire Training Partnership  
For Use of a Vehicle Fire Training Prop  
Between  
The Town of Farmville, Farmville Volunteer Fire Department  
And  
Prince Edward County**

**Purpose:**

The Town of Farmville and the Farmville Fire Department recognizes the value of a regional partnership in fire service related training as well as Virginia Department of Fire Programs Certification Training. The purpose of this Memorandum of Understanding (MOU) is to provide an outline for the use of a vehicle fire training prop used by multiple jurisdictions to enhance fire training in the Division 3 Area.

**Scope:**

This MOU provides that the Town of Farmville will maintain the fire training prop and provide the participating fire departments with access to the training prop as needed, unless otherwise in use. The participating fire department shall be responsible for the replacement of fuel for the training prop. Also the liability shall be assumed by the participating fire department utilizing the training prop. While the lead fire department participants (Town of Farmville, Charlotte, Cumberland and Prince Edward Counties) shall be the primary users, the prop will be made available upon request and at the discretion of the Town of Farmville. Agencies shall operate under the same guidelines as provided and a qualified operator shall be onsite to oversee the training operation.

**Term:**

The period of the MOU shall be based on the fiscal year, beginning on July 1<sup>st</sup> of the current year and end on June 30<sup>th</sup> of the following year. The MOU shall be evaluated each year and any changes shall be incorporated into the next year’s MOU. The agreement shall exist for the serviceable life of the prop.

**Monetary Terms:**

This MOU further outlines that each use of the training prop shall be documented and the amount of propane used shall be replenished after each use to ensure a state of readiness. The Town of Farmville reserves the right to request, but shall not require, funding from the participating localities should operating and maintenance expenditures become excessive.

In Re: Closed Session

Supervisor Cooper-Jones made a motion, seconded by Supervisor Gray, that the Board convene in Closed Session for consultation with legal counsel pertaining to pending litigation concerning a personnel matter, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*; and for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel concerning The Manor and the Poplar Hill Community Development Authority, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*; the motion carried:

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

The Board returned to regular session by motion of Supervisor Cooper-Jones, seconded by Supervisor Wilck, and adopted as follows:

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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On motion of Supervisor Timmons and seconded by Supervisor Townsend, and carried by the following roll call vote:

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

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: FY17 County Budget

Mr. Bartlett presented and reviewed a budget schedule; he stated it closely follows last year's schedule.

Mrs. Puckett stated the proposed budget schedule assumes the General Assembly adopts the budget.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Gray, to approve the budget schedule as presented; the motion carried:

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

Nay: None

DATE	ACTIVITY	TIME/LOCATION
February 1, 2016	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
February 1, 2016	Donation Request forms distributed	
February 5-Mar 10, 2016	Budget work sessions between Departments and County Administrator	
February 4, 2016	Board of Supervisors Budget Planning meeting	3:30 p.m. 3 <sup>rd</sup> Floor Conference Room
February 4, 2016	Joint meeting of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
February 26, 2016	Budget worksheets submitted to County Administrator	
March 15, 2016	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 17, 2016	School Superintendent submits local funding request to County Administrator	
March 22, 2016	Revenue estimates completed by County Administrator	
March 22, 2016	Presentation of County Administrator's proposed budget to Board of Supervisors	5:30 p.m. Board of Supervisors Room
March 29, 2016	Board of Supervisors budget work session – presentations by Outside Agencies	2:00 p.m. Board of Supervisors Room
April 5, 2016	Board of Supervisors authorizes Public Hearing for April 19 (Ad dates-April 8 & 15)	5:30 p.m. Board of Supervisors Room
April 5, 2016	Board of Supervisors budget work session-presentation of School Budget	5:30 p.m. Board of Supervisors Room
April 12, 2016	Board of Supervisors Budget Work Session	5:30 p.m. 3 <sup>rd</sup> Floor Conference Room
April 19, 2016	Board of Supervisors Budget Work Session	5:30 p.m. 3 <sup>rd</sup> Floor Conference Room
April 19, 2016	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 26, 2016	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 14, 2016	Approval of Appropriations	7:00 p.m. Board of Supervisors Room

Mr. Bartlett then stated the Finance Committee discussed the direction for the County Administrator to follow regarding outside agencies and a few state agencies. The Finance Committee directed Mr. Bartlett to develop a spreadsheet containing all of the outside agencies that the County has funded in the past. Mr. Bartlett provided a spreadsheet showing the 10-year funding history of such organizations. He added if funding is mandated, those organizations were was not added in this worksheet. The Finance Committee directed these agencies to be set at \$0. The only exemptions are the Fire and EMS agencies.

Supervisor Timmons stated that the Finance Committee did not recommend these agencies be funded at \$0. This process would force discussion and agreement on each agency. He reminded the Board that currently, Prince Edward County is at \$1.2 million over budget this year, plus another \$200,000 for the roof.

Mr. Bartlett reviewed the budget update:

*Overall, I estimate revenues will exceed the budget by almost \$169,000 which is about seven-tenths of one percent. The greatest positive variance involves General Property Taxes which I forecast will exceed the budget by about \$174,500. The greatest negative variance belongs to Court Fines and Forfeitures with an expected shortfall of approximately \$65,300. This shortfall was created by staffing turnover in the Sheriff's office, a situation that is now resolved. The sheriff expects the revenue collections from this source will increase, but I assumed the collections would continue at the current rate. If collections return to FY15 levels an additional \$30-\$40k will be collected.*

*Another significant shortfall can be found in the vehicle licenses revenue line. It is expected that revenue source will be \$40,540 under the budget. This is being caused by a delay in the payment to the Town of \$68,903 for the FY15 amounts collected from Town residents. This amount would normally have been charged to FY15 and reduced the revenues in FY15; instead it was charged to the current FY. Because of the timing issue revenues in FY15 were \$541,664 versus a budget of \$460,000 or a positive variance of \$81,664. Over the two year period this revenue source exceeded the budgeted amounts by \$41,124.*

*On the Expenditure side of the equation I am estimating we will under expend the budget by \$201,637. The majority of the under expenditure will occur in Jail Costs (\$83,500), Building Official (\$41,600) and Planning Department (\$55,000). The savings in the last two departments is because of a position being vacant in each department. I expect this amount is conservative and would not be surprised to see even greater savings once I am further along in the budget process.*

*When adding the positive variances of the revenues and expenditures we should expect the draw on the fund balance to decrease by \$371,000. But this estimate is based on collection as of December 31, 2015. Thus the increase in the budget for the roofing contract of \$205,500 is not included in these calculations.*

*As you will recall the FY16 budget was approved with a transfer from the fund balance of slightly over \$1 million. Our challenge this FY will be to close that shortfall by either (1) decreasing spending; (2) increasing revenues; or (3) a combination of both.*

*We have received some good news. The County's VRS rate will fall by 28% from a rate of 11.4% to 8.91%. Based on current salaries that decrease will save the County approximately \$90,000 in FY17. On the other hand the County's Group Life Insurance rate will increase from 1.19% to 1.31%. This will increase our costs by about \$4,400. Overall the County should expect a net decrease in those two items of about \$85,000.*

*In the current year we have \$100,000 in a capital line item. Hopefully, this line item can be reduced if not eliminated, thereby saving those funds. We have been advised the Victim Witness grant will increase approximately \$7,000. There will be no need to increase expenditures in that program, thus allowing those funds to fall to the bottom line. The Sheriff will request to purchase two cars in FY17. The FY16 budget contained \$108,000 which allowed him to buy three cars. Thus, we should see a decrease of about \$38,000 of which he will ask for \$30,000 to buy a new repeater and place it on the Tower on Leigh Mountain. This will result in a net savings of \$8,000. At this time we know of two retirements which have the potential to reduce expenses several thousand dollars; the final amount to be determined after the positions are filled but I would estimate the savings will be at least \$15,000.*

*Adding these various anticipated savings results in an amount of \$130,000. If we include the \$85,000 in savings from the reduced VRS rate brings the total to \$215,000. Based on the FY16 review of real estate and personal property collection and adding normal growth in those two areas I anticipate revenue estimates will increase. But because the Commissioner of Revenue has just begun the assessment process for the year I have no empirical data to make an estimate with any level of confidence at this time.*

Mr. Bartlett then asked the Board for direction in the development of the budget. He suggested the Board think about the presentation and give recommendations at the monthly meeting. The Board concurred.

On motion of Supervisor Wilck, seconded by Supervisor Cooper-Jones, 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 5:17 p.m. until Thursday, February 4, 2016 at 5:30 p.m. in the Prince Edward County Public School Career Technical Center, 1419 Zion Hill Road, Farmville, Virginia..