

January 9, 2018

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9th day of January, 2018; at 7:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

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

Chairman Jones called the January organizational meeting to order. Supervisor Pride led in a moment of silence and the Pledge of Allegiance.

Chairman Jones issued the following statement:

Ladies and Gentlemen, I wish to recognize that Supervisor Jerry Townsend is with us this evening via remote telephone access, as required by the Board of Supervisors Electronic Meeting Policy, in §2.2-3708.1 of the Code of Virginia. Supervisor Townsend provided notification several weeks ago that he would have to be physically absent from tonight's Board meeting because his job with the Department of Corrections required him to be in Staunton. He requested remote participation in tonight's meeting and his request is in conformance with the Board's Electronic Meeting Policy as required by the Code of Virginia. Any objection from another member of the Board of Supervisors on Supervisor Townsend's participation from this remote location in Staunton, Virginia, shall be approved and shall be recorded in the minutes.

There was no objection by the Board of Supervisors members.

In Re: Conflict of Interest Disclosure

(None)

In Re: Selection of Chair and Vice-Chair

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

Supervisor Timmons made a motion, seconded by Supervisor Jones, to select the Chairman by rotation as set up during the 2016 organizational meeting, and approving the selection of Pattie Cooper-Jones as Chairman for 2018; the motion carried:

Aye:	J. David Emert Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None	Abstain: Pattie Cooper-Jones
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The position of Chairman for 2018 is held by Pattie Cooper-Jones.

Chairman Cooper-Jones made a motion, seconded by Supervisor Simpson, to select the Vice-Chair by rotation as set up during the 2016 organizational meeting, and approving the selection of Jim R. Wilck as Vice-Chair for 2018; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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The position of Vice-Chairman for 2018 is held by Jim R. Wilck.

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

Supervisor Jones moved, seconded by Supervisor Timmons, that the regular monthly meetings of the Prince Edward County Board of Supervisors be held on the second Tuesday of each month, at 7:00 p.m.,

in the Board of Supervisors' Room of the Court House Building, 111 South Street, Farmville, Virginia. The motion carried:

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

In Re: Adoption of Board By-Laws

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

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

PRINCE EDWARD COUNTY
RULES OF
THE BOARD OF SUPERVISORS

(As amended January 2016)

I. ATTENDANCE AND ADJOURNMENT

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

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

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

II. CHAIRMAN AND VICE-CHAIRMAN

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

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

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

<u>Chairman District Number</u>	<u>Vice Chairman District Number</u>	<u>Year</u>
801	701	2018
701	301	2019
301	501	2020
501	601	2021
601	401	2022
401	101	2023
101	201	2024
201	801	2025

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

III. CLERK

The County Administrator shall serve as Clerk to the Board.

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

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

IV. ORDER OF BUSINESS

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

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

V. PREPARATION OF AGENDA

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

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

VI. CONSENT AGENDA

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

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

VII. CONDUCT OF BUSINESS

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

A motion or proposition shall be reduced to writing, if desired by the Chairman or any member. Any motion or proposition may be withdrawn by the mover at any time

before a decision, amendment, or other action of the Board upon it, except a motion to reconsider, which shall not be withdrawn without leave of the Board. Otherwise, meetings shall be conducted in accordance to Robert's Rules of Order, Newly Revised (Procedures for Small Boards).

VIII. TAKING THE VOTE

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

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

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

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

IX. RECONSIDERATION

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

X. WITHDRAWAL OF EXHIBITS

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

XI. MANUAL AND RULES

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

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

XII. APPOINTMENTS

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

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

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

XIII. PUBLIC HEARINGS

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

XIV. CLOSED SESSIONS

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

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

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

ROBERT'S RULES OF ORDER, NEWLY REVISED

PROCEDURE IN SMALL BOARDS

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

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

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

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

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

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

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

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

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

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

The Rules of the Board state that "at the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name,

composition, and function of each of the several committees.” If the Board would vote not to have standing committees, it may act as a “committee of the whole.”

Mr. Bartlett recommended the Board operate as a committee of the whole, with the following standing committees: the Finance Committee, the Legislative Committee, the Personnel Committee, the Property & Community Development Committee, the Strategic Planning Committee and the Library Committee. He added the Bus Committee is an ad hoc committee.

Supervisor Wilck made a motion, seconded by Supervisor Emert, to operate as a system of standing committees; the motion carried:

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

Chairman Cooper-Jones presented the following for consideration by the Board:

- Finance Committee: Supervisor Cooper-Jones (Chair), Supervisor Jones, Supervisor Timmons
- Legislative Committee: Supervisor Jones (Chair), Supervisor Emert, Supervisor Townsend
- Properties Committee: Supervisor Timmons (Chair), Supervisor Townsend, Supervisor Cooper-Jones
- Strategic Plan Committee: Supervisor Pride (Chair), Supervisor Emert, Supervisor Wilck
- Personnel Committee: Supervisor Wilck (Chair), Supervisor Pride, Supervisor Timmons, Supervisor Townsend
- Library Committee: Supervisor Wilck (Chair), Supervisor Simpson
- Bus Committee (Ad Hoc): Supervisor Simpson, Supervisor Cooper-Jones

The Board concurred with the committee appointments.

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

On motion of Supervisor Wilck, seconded by Supervisor Pride, and carried:

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

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

BOARD OF SUPERVISORS PUBLIC HEARINGS
RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.

- a. Staff report.
- b. Applicant's presentation.
- c. Comments, statements or presentations from members of the public.

The order of speakers will be:

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

d. Additional rules:

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

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

3. Repetitive testimony is discouraged.

4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.

5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:

- Approval (with conditions, as applicable);

- Denial; or
 - Table for further review.
6. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.

In Re: Adoption of Board Protocol for Public Participation

On motion of Supervisor Jones, seconded by Supervisor Wilck, and carried:

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

Protocol for Public Participation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Re: Adoption of Protocol for Board of Supervisors Comments

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

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

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

Protocol for Board of Supervisors Comments

- The Board of Supervisors sets aside ten (10) minutes near the beginning of each regular board meeting for each member of the Board of Supervisors to respond to comments made by citizens during "Public Participation," if he/she so desires.
- This is an opportunity for each individual member of the Board to express his/her own personal opinion in response to a citizen's concerns on matters of public interest.
- "*Board of Supervisors Comments*" is not designed to allow debate between Board members and citizens.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Each Board member shall be allotted an opportunity to speak for a maximum of one (1) minute; unless additional time is yielded by another member of the Board.

In the event a Board member or members shall be absent, unallocated time shall not be allocated to Board members in attendance.

- Following each Board member's comment period, the remaining two (2) minutes shall be set aside for appropriate response, and shall be divided equally between those members of the Board wishing to respond, and as directed by the Chairman.

In Re: Public Participation

(None)

In Re: Board of Supervisors Comments

Supervisor Emert thanked everyone for their attendance at the meeting and asked his constituents to be in touch if there is anything he can do to help.

Supervisor Pride welcomed Supervisor Emert to the Board and congratulated Chairman Cooper-Jones and Supervisor Wilck on their appointments to Chairman and Vice-Chairman.

Supervisor Timmons thanked all for attending the meeting.

Chairman Cooper-Jones welcomed all in attendance and expressed her thanks to her family and friends in the audience.

Supervisor Wilck stated he will work hard and is looking forward to the coming year.

Supervisor Jones stated it will be a good year.

Supervisor Simpson welcomed all in attendance and said he is looking forward to a good year.

Supervisor Townsend welcomed Supervisor Emert and congratulated Chairman Cooper-Jones and Supervisor Wilck. He then thanked Supervisor Jones for doing an outstanding job as Chairman in 2017. Supervisor Townsend then apologized for not attending in person, but is attending via electronic means.

Chairman Cooper-Jones introduced Da'Mya Harris, a Junior at Prince Edward County High School and congratulated her on being the first Junior to have ever scored 1,000 points in basketball as a Junior.

In Re: Consent Agenda

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

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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the Board accepted the Treasurer’s Report for November 2017; the minutes of the meeting held December 12, 2017; Accounts and Claims and Board Mileage Sheets; and Salaries.

Prince Edward Treasurer's Report - November 2018

Name of Bank	Bank Balance	Available Balance
Benchmark Pooled Fund Account	11,806,002.59	11,806,002.59
Wells Fargo Social Services	215,939.11	215,939.11
Benchmark School Fund	887,176.27	887,176.27
Benchmark Food Service	175,156.71	175,156.71
TOTAL		13,084,274.68

Certificates of Deposit		
Benchmark		361,158.10
Citizens Bank Recreation		16,518.43
Farmers Bank		437,383.74
TOTAL		815,060.27

GRAND TOTAL	13,899,334.95
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BOARD OF SUPERVISORS

Farmville Newsmedia	Advertising	453.57
Business Card	Lodging	645.48
Verizon Wireless	Ipad monthly service	465.54

COUNTY ADMINISTRATOR

VACORP	Workers compensation	76.00
Business Card	Certified mail	12.75
	Lodging	290.22
Ronald Van Eps	Certified mail	6.59
HR Direct	Attendance cards	62.69
Pairet's, Inc.	Plaque & engraving	85.00

LEGAL SERVICES

VACORP	Workers compensation		15.25
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COMMISSIONER OF REVENUE

VACORP	Workers compensation		40.00
Farmville Newsmedia	Advertising		307.50
Treasurer of Virginia	Online service		81.59
NADA Used Car Guide	Used car guide		33.50
BMS Direct	Balance - RE & PPY books		35.21

TREASURER

VACORP	Workers compensation		42.25
ComputerPlus Sales/Service	Printer maintenance		602.55
Mail Finance	Postage meter lease		1,527.00
Benchmark Community Bank	Payflow / Paypal		3.80
Treasurer of Virginia	Online service		81.59
Business Data of Virginia, Inc.	Update Norton		69.90
Barbara Lee	Microwave		104.25
Chocklett Press			

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Monthly contract	3,900.00	
	Travel expense	1,500.00	5,400.00
Sitevision, Inc.	Web hosting service		179.85
BAI Municipal Software	Technical support		10,916.00
ComputerPlus Sales/Service	Printer service contract		79.00

ELECTORAL BOARD AND OFFICIALS

Peggy Emert	Training		50.00
Tola Morgan	Training		50.00
Key Office Supply	Sheet magnifier	6.77	
	Labels	20.89	
	Office supplies	16.79	
	Folders	10.00	
	Copy paper	59.90	
	Post-it notes	13.89	128.24

REGISTRAR

VACORP	Workers compensation		13.75
Farmville Printing	Voter letter envelopes	523.00	
	Absentee ballot envelopes	353.00	876.00
Lynette Wright	Clip on lights / towels		24.15

CIRCUIT COURT

VACORP	Workers compensation		6.75
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GENERAL DISTRICT COURT

STEPS, Inc.	Shredding service		35.00
Mail Finance	Postage meter lease		376.17
U. S. Postal Service	Box rent		62.00

Matthew Bender & Company, Inc.	Rules V11 11/17 Supp	22.94	
	VA Forms Rel #2017-2	652.61	675.55
Thomson Reuters-West	Probate handbook		370.00

COMMONWEALTH'S ATTORNEY

VACORP	Workers compensation		87.00
Pitney Bowes Global Finance	Postage meter lease		153.00
STEPS, Inc.	Shredding service		35.00
Wendy Hannah	Supplies for trial		10.87
Key Office Supply	Planners	40.68	
	Folders	59.90	
	Samsung cartridge	42.99	143.57

VICTIM WITNESS ASSISTANCE PROGRAM

VACORP	Workers compensation		10.25
VVAN	Dues		50.00
Key Office Supply	Laser cartridge		78.59

SHERIFF

VACORP	Workers compensation		5,774.75
Medtox Laboratories, Inc.	Drug testing		50.00
B&G Auto, Inc.	Inspection	16.00	
	Oil change	87.73	103.73
East End Motor Company, Inc.	Radiator / tow charge	727.98	
	Key fob batteries	15.24	743.22
Express Care	Oil changes		391.38
Kenbridge Tire	Calibrations		75.00
Business Card	Postage	50.60	
	Phone insurance	175.00	
	Meals & lodging	457.93	
	Meeting registrations	371.50	
	Gas	211.04	
	Title fee	5.00	
	Life savr transmitter	344.94	1,616.01
CenturyLink	Phone	10.36	
	VCIN	7.97	18.33
Walmart Community / SYNCB	Meeting refreshments	91.26	
	Office supplies	63.36	
	Dish heater / cards	45.91	
	Halloween candy	115.62	
	Water repellent spray	27.76	343.91
VLEPSC Treasurer	Application fee		250.00
Diamond Springs Water, Inc.	Water & equipment rental		66.95
Farmville Printing	Comment pads		40.00
Foremost Promotions	Color books / crayons		736.23
Southside Electric Cooperative	Electric service		13.91
DMV Special Plates	Registration		25.00
Fisher Auto Parts, Inc.	Bulbs		7.15
Haley Auto Mall	Replaced bulb		31.83
Galls, LLC	Mace holders	58.00	

	Mace & Captain bars	34.50	92.50
Pairet's, Inc.	Plaque / engraving		37.95
American Uniform Sales	Shirts		768.38
Janneer Jefferson	Sew patches on shirts		56.00
Intoximeters, Inc.	Meter supplies		565.00
Commtronics of Virginia	Outfit new vehicle	744.72	
	Returned parts	-330.00	414.72
Sheehy Ford	2017 Ford truck	29,519.14	
	Outfit equipment	10,469.90	39,989.04

SHERIFF - COURTS

VACORP	Workers compensation		1,628.00
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FARMVILLE VOLUNTEER FIRE DEPARTMENT

Elecom, Inc.	Battery / clip / antenna		281.81
Farmville Volunteer Fire Department	Truck insurance		4,905.00
Key Office Supply	Desk organizer		5.25
NAFECO, Inc.	Dress uniforms		491.63
TSI Incorporated	Cleaned fit test mch		724.63

RICE VOLUNTEER FIRE DEPARTMENT

County Waste	Trash collection		32.34
Crossroads Services Board	Clean floors / bathrooms		500.00
CenturyLink	Phone		184.06
State Corp Commission	Registration fee		25.00
Dominion Energy Virginia	Electric service		547.38

PROSPECT VOLUNTEER FIRE DEPARTMENT

Battery Barn of Virginia, Inc.	Batteries		261.75
Fire & Safety Equipment Company	Refill extinguisher		46.40
Fisher Auto Parts, Inc.	Batteries		590.53
Foster Fuels, Inc.	Propane		114.94
Goodman Truck & Tractor	Repair fuel leak		593.88
Liberty Mutual Insurance	Workers compensation		1,290.00
Municipal Emergency Service	Foam		472.91

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Parker Oil Company, Inc.	Propane	779.82	
	Diesel	958.01	1,737.83
Verizon Wireless	Phone / internet		268.42
Verizon	Phone		286.45
Dominion Energy Virginia	Electric service		397.88
Watkins Insurance Agency	Add 2001 truck		135.00

FIRST RESPONDERS

Hampden-Sydney Volunteer Fire Dept.	17-18 Support		1,250.00
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PE FIREFIGHTERS ASSOCIATION

Prince Edward Area Firefighters Association	17-18 Support		4,000.00
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AMBULANCE AND RESCUE SERVICES

Prince Edward Volunteer Rescue Squad	17-18 Support	18,700.00
Pamplona Volunteer Fire Department EMS	17-18 Support	2,500.00
Meherrin Fire & Rescue	17-18 Support	3,250.00

EMERGENCY SERVICES

Timmons Group	911 Addressing	90.00
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REGIONAL JAIL & DETENTION

Irongate Boundary Management	Electronic monitoring	1,012.50
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BUILDING OFFICIAL

VACORP	Workers compensation	255.50
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ANIMAL CONTROL

VACORP	Workers compensation	209.25
Ridge Animal Hospital	Vet service	533.06
Rod & Staff, LLC	Repair trap bracket	25.00
East End Motor Company, Inc.	Towing & repair	121.00
CenturyLink	Phone	120.15
Business Card	Ketch-All pole cable	77.75
	Muzzles	136.20
	Handling gloves	316.79
	Euthanasia drugs	112.45
		643.19

REFUSE DISPOSAL

VACORP	Workers compensation	2,576.00
James P. Childress, Jr.	Truck maintenance	447.56
Wright's Excavating, LLC	Landfill operation	54,826.83

GENERAL PROPERTIES

VACORP	Workers compensation	1,022.25
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
Hudson-Payne Electronics	Fire alarm testing	650.00
Rohr Mechanical, LLC	Defrost BD/Filters	535.30
Southside Electric Cooperative	SRR lights	29.18
Dominion Energy Virginia	Roy Clark monument	7.49
	SCOPE building	214.31
	Courthouse	11,649.70
	Lights at Rice	111.74
	Ag building	1,643.71
		13,626.95
Town of Farmville	Water & sewer	114.86
AT&T	Phone	43.95
CenturyLink	Phone	188.69
O. O. Stiff, Inc.	Monthly service	100.00
Diamond Paper Company	Towels	65.83

	Janitorial supplies	244.86	310.69
Unifirst Corporation	Janitorial supplies		110.44
Business Card	Valves		502.44
Grainger	Key blanks	7.73	
	Batteries	89.30	
	Mold test kits	115.38	212.41
Lowe's	Johni-Rings / bolt	24.47	
	Ceiling tile	252.30	
	Tool bags	75.91	
	Bolts	3.76	
	Anchors	9.01	
	Entry lever	56.03	
	Return entry lever	-56.03	
	Entry lever	69.02	
	Straps / cargo bars	71.18	
	Boards / screws / bolts	59.08	
	Wire rope clip	1.11	
	Paint / anchors	43.18	609.02
Cintas Corporation #524	Uniform rental		249.94
Sherwin Williams Company	Paint / edger / sparkle		233.45
East End Motor Company, Inc.	Tires		389.45
Rod & Staff, LLC	Flat repair	280.00	
	Tire	240.50	520.50

CANNERY

VACORP	Workers compensation		79.25
Virginia Food Works	Contract payment		2,916.67
NAPA of Farmville	Belt		16.69
Southside Electric Cooperative	Electric service		360.55
Parker Oil Company, Inc.	Heating oil		864.00
CenturyLink	Phone		250.17
Business Card	Buffer solution		27.46

HEALTH DEPARTMENT

Prince Edward Health Department	3rd Qtr support		39,309.50
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COMPREHENSIVE SERVICES ACT

Bear Creek Academy	Professional service		3,515.00
Blue Ridge Autism & Achievement Center	Professional service		5,700.00
Blue Ridge Therapy Associates	Professional service		480.00
Center for Pediatric Therapies	Professional service		880.00
Centra Health	Professional service		29,374.00
Family & Community Support	Professional service		2,645.00
Grafton School, Inc.	Professional service		25,875.00
James River Therapy Services	Professional service		852.50
Jean Napier	Foster care		700.00
Virginia Keys School	Professional service		6,800.00
Voices Speech Therapy	Professional service		1,208.34

OTHER WELFARE / SOCIAL SERVICES

SCOPE / Meals on Wheels	17-18 Support		2,500.00
Piedmont Senior Resources	17-18 Support		3,064.00
STEPS, Inc.	17-18 Support	5,000.00	
	17-18 Support (CAP)	3,622.00	8,622.00
FACES, Inc.	17-18 Support		2,137.50
Tri-County Life Learners	17-18 Support		1,200.00
Southside Center for Violence Prevention	17-18 Support		2,400.00
Heart of Virginia Free Clinic	17-18 Support		3,000.00
Habitat for Humanity	17-18 Support		1,600.00

CONTRIBUTIONS TO COLLEGES

Longwood Small Business Development Ctr	17-18 Support		3,375.00
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SUPERVISION OF PARKS & RECREATION

Heart of Virginia Festival	17-18 Support		2,000.00
Robert Russa Moton Museum	17-18 Support		4,000.00

PUBLIC LIBRARY

Farmville-Prince Edward Comm. Library	17-18 Support		52,702.00
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PLANNING

Donald B. Gilliam	Commission meeting	100.00	
	Mileage	21.40	121.40
Preston Hunt	Commission meeting	100.00	
	Mileage	21.40	121.40
Timothy Mark Jenkins	Commission meeting	100.00	
	Mileage	11.77	111.77
Robert M. Jones	Commission meeting	100.00	
	Mileage	5.35	105.35
Clifford Jack Leatherwood	Commission meeting		100.00
Robert Christopher Mason	Commission meeting	100.00	
	Mileage	9.63	109.63
John W. Peery, Jr.	Commission meeting	100.00	
	Mileage	1.60	101.60
John C. Prengaman	Commission meeting	100.00	
	Mileage	5.35	105.35
John F. Townsend, III	Commission meeting	100.00	
	Mileage	8.02	108.02
Brett Von Cannon Watson	Commission meeting		100.00
Farmville Newsmedia	Advertising		205.00
Business Card	Certified mail		115.90
Rob Fowler	Mileage		149.80

COMMUNITY DEVELOPMENT

Town of Farmville	17-18 Support - Airport		3,800.00
Town of Blackstone	17-18 Support - Bus		4,000.00
Downtown Farmville	17-18 Support		4,000.00

ECONOMIC DEVELOPMENT

VACORP Workers compensation 8.75

TOURISM

VACORP Workers compensation 9.25
Town of Farmville Water & sewer 106.94
Business Card UPS 5.39
CenturyLink Phone 373.04
Business Data of Virginia, Inc. Update Norton 29.95

SOIL & WATER CONSERVATION DISTRICT

Piedmont Soil & Water 17-18 Support 2,960.00

COOPERATIVE EXTENSION OFFICE

CenturyLink Phone 109.38

CAPITAL PROJECTS

Hurt & Proffitt, Inc. Road design 7,339.94
Inspection / grant administration 468.00 7,807.94
Crabtree Rohrbaugh & Associates CH Additions / renovation 481.40

CDA SPECIAL LEVY

Poplar Hill Community Dev. Authority Special levy payment 58,594.00

WATER FUND

Town of Farmville Water 51.57

SEWER FUND

Dominion Energy Virginia Sewer pump 43.77

COLLECTIONS

Farmville Wholesale Electric Wire marker kit 5.94
Grainger Switches 237.00
Ronald Van Eps Compactor engine 500.00
Southern States Leaf rake 16.99
Republic Services #974 Trash collection 431.57
Emanuel Tire of Virginia Tire recycling 1,087.20
STEPS, Inc. Recycling fee 1,226.32
Southside Electric Cooperative DH site 95.10
Virso site 124.78 219.88
Dominion Energy Virginia Rice site 87.81
Green Bay site 109.27 197.08
CenturyLink Phone 197.04
O. O. Stiff, Inc. Monthly service 702.50
NAPA of Farmville Def 23.97

LANDFILL OPERATIONS

Business Card Operator license renewal 50.00
Resource International Groundwater monitoring 15,703.42
Misc work tasks 2,641.55

	Storm water compliance	698.50	19,043.47
CenturyLink	Phone		52.18
Goodman Truck & Tractor	2009 International truck		17,900.00
Ronald Van Eps	Truck registration		5.00
WEACO Equipment	Loader		33,000.00

RETIREMENT BENEFIT FUND

Vicki K. Johns	Retiree benefit		1,132.00
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PIEDMONT COURT SERVICES

VACORP	Workers compensation		75.50
Farmville Newsmedia	Advertising		48.60
Nottoway Publishing Company	Advertising		88.00
Southside Messenger	Advertising		160.00
CenturyLink	Phone		73.59
Taylor Herndon	Mileage	256.24	
	Newspapers	4.65	260.89
John Main	Mileage		104.86
Paige Roberts	Mileage	62.05	
	Newspapers	2.10	64.15
Rebecca Staton	Mileage		128.82
Treasurer of Virginia	Training		60.00
Business Data of Virginia, Inc.	Norton update		244.65

PCS SUPERVISION FEES EXPENDITURES

Alere Toxicology Service, Inc.	Drug testing		219.28
SRP Corporation, LLC	Rent		2,500.00
Grant's Glass	Repair door closer		24.00

In Re: Highway Matters

Mr. Scot Shippee, P.E., Resident Engineer, VDOT-Dillwyn reported maintenance continues; crews are filling potholes and brush-cutting. He added he would like to schedule a meeting for the Six Year Plan Highway Work Session for Tuesday, March 13, 2018 at 5:00 p.m. Mr. Shippee asked that in preparation for the meeting, each Board member bring to the February Board meeting a prioritized list of unpaved roads for their district to be considered for the Six-Year Plan. He and his staff will research each road related to road condition, vehicles per day, residences per mile, and other criteria, to enable the Board to make overall County prioritization decisions. Mr. Shippee said due to funding availability, the Board may be able to add two miles to the Plan; he said there are 7.5 miles that have been evaluated but are currently not on the list.

After some discussion, Chairman Cooper-Jones called a meeting for the Six-Year Plan Highway Work Session for Tuesday, March 13, 2018 at 5:00 p.m., for its work session with VDOT.

Mr. Shippee asked for concerns from the Board members. Supervisor Timmons and Supervisor Emert said they spoke to Mr. Shippee prior to the meeting; no other concerns were presented.

In Re: Appointments to Outside Agency Boards

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

Granite Falls Community Development Authority (CDA)

The members of the Board of Supervisors serve on the Granite Falls CDA concurrent with their respective terms of office on the Board.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to appoint all members of the Board to the Granite Falls Community Development Authority; the motion carried:

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

Virginia's Heartland Water & Sewer Authority

The members of the Board of Supervisors serve on the Water & Sewer Authority concurrent with their respective terms of office on the Board.

Supervisor Emert made a motion, seconded by Supervisor Pride, to appoint all members of the Board to the Virginia's Heartland Water & Sewer Authority; the motion carried:

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

Commonwealth Regional Council (CRC):

The Board's representative (Supervisor Timmons) and alternate (Supervisor Pride) terms expired on December 31, 2017. These positions have four-year terms.

Chairman Cooper-Jones made a motion, seconded by Supervisor Timmons, to reappoint Supervisor Timmons as Board representative and Supervisor Pride as alternate; the motion carried:

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

South Central Workforce Development Board:

Each member of the Workforce Board is required to appoint a member and an alternate to its Board. The Board is named the Chief Local Elected Official (CLEO). The appointed member must be an elected member of the Board of Supervisors but does not have to be the Chairman, while the alternate may be either an elected official or an appointed official. Historically, the County Administrator has served as the alternate. Supervisor Simpson and Mr. Bartlett were appointed for one-year terms in January 2017 that expired on December 31, 2017.

Chairman Cooper-Jones made a motion, seconded by Supervisor Jones, to appoint Supervisor Simpson as Board representative and Mr. Bartlett as alternate; the motion carried:

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

Moton Museum Council:

The Moton Museum Board of Trustees has a standing committee, the Moton Museum Council which makes the recommendations to the Board of Trustees. Eleven of the Council members serve as categorical members representing specific institutions, community groups, and governmental agencies to

include Prince Edward County. Supervisor Simpson currently represents Prince Edward County on the Moton Council and his term expired December 31, 2017.

Chairman Cooper-Jones made a motion, seconded by Supervisor Jones, to appoint Supervisor Townsend to the Moton Museum Council; the motion carried:

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

Local Emergency Planning Committee (LEPC):

The LEPC is required by federal law. LEPCs assist in preparing for local emergencies and are tasked with developing an emergency response plan and to review that plan at least annually. Prince Edward County and the Town of Farmville operate a joint LEPC. LEPCs must include an elected official from each member jurisdiction. The term of appointment runs concurrently with the elected official's term of office. Supervisor Timmons serves as the representative from the Prince Edward County Board of Supervisors. His term expired December 31, 2017.

Chairman Cooper-Jones made a motion, seconded by Supervisor Wilck, to appoint Supervisor Timmons to the Local Emergency Planning Committee; the motion carried:

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

Crossroads Community Service Board (CCSB)

Community Service Boards serve as the single point of entry for the Virginia public mental health system to include substance abuse disorders. The CSSB serves seven counties and is tasked with reviewing and evaluating the community based mental health, substance abuse and developmental services delivery system in the seven counties served. Each County appoints two members to the CCSB with one being a

member of the Board of Supervisors and one being a citizen appointee. The term for the CCSB is three years and no member can serve more than three terms. Supervisor Simpson completed his second term on December 31, 2017.

Chairman Cooper-Jones made a motion, seconded by Supervisor Timmons, to appoint Supervisor Pride to a three-year term on the Crossroads Community Service Board; the motion carried:

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

In Re: Prince Edward County Social Service Board (PECDSS)

The PECDSS is composed of five members with one being a member of the Board of Supervisors. Board members may only serve two consecutive four-year terms. Supervisor Simpson is the representative of the Board of Supervisors. He completed his second term on December 31, 2017.

Chairman Cooper-Jones made a motion, seconded by Supervisor Pride, to appoint herself to the Prince Edward County Social Service Board for a term to run through December 31, 2021; the motion carried:

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

In Re: Public Hearing – Amendment to Zoning Ordinance

Chairman Cooper-Jones announced that this was the date and time scheduled for a public hearing on the proposed amendments to the Zoning Ordinance to permit Custom Manufacturing as a Commercial Use in the Agricultural Conservation (A1) District by Special Use Permit. Notice of this hearing was advertised according to law in the Friday, December 29, 2017, and Friday, January 5, 2018 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett said that Prince Edward County Staff received a request to amend the Zoning Ordinance to permit Custom Manufacturing as a Commercial Use in the Agricultural Conservation (A1) District by Special Use Permit. He said staff suggests using the current zoning ordinance definition listed under Section 6-200.11 of the Prince Edward County Zoning Ordinance: *“Establishments primarily engaged in the on-site production of goods by hand manufacturing within enclosed structures involving the use of hand tools, or the use of mechanical equipment commonly associated with residential or commercial uses.”*

Mr. Bartlett said staff presented an amendment to the Zoning Ordinance to add the use type to the uses allowed in the A1 zone via a special use permit. The Planning Commission held a public hearing on December 19, 2017 to obtain public comment on the proposed amendment. Two citizens spoke against the amendment stating such a use would not be consistent with agricultural uses.

Applicants would have to meet the current development standards outlined in the Ordinance and comply with any additional building codes or other state agency requirements.

Mr. Bartlett said the amendment would allow for the Planning Commission and Board of Supervisors to consider requests.

Supervisor Jones said sawmills are currently permitted along with other general practices; Special Use Permits are required which gives the County control.

Chairman Cooper-Jones opened the public hearing.

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

Supervisor Jones made a motion, seconded by Supervisor Townsend, to amend the Zoning Ordinance to include the “Custom Manufacturing” use to the A1 zone with a Special Use Permit; the motion carried:

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

Article II, Section 2-100.3 (B) 2 (County Zoning Ordinance)

B) The following uses are permitted by special use permit in the A1 Agricultural Conservation District, subject to all other applicable requirements contained in this ordinance. An asterisk (*) indicates that

the use is subject to additional, modified or more stringent standards as listed in Article III, Use and Design Standard.

1. Agricultural Use Types

(None)

2. Residential Use Types

Family Day Care Home *

3. Civic Use Types

Educational Facilities, College/University
Educational Facilities, Primary/Secondary

4. Office Use Types

Financial Institutions
General Offices

5. Commercial Use Types

Auto Repair Services – Minor
Campgrounds
Commercial Indoor/Outdoor Sports and Recreation
Construction Sales and Services
Convenience Stores
Day Care Center *
Gasoline Stations
Golf Course
Hotel/Motel/Motor Lodge
Kennel, Commercial Restaurant
Sawmill and Woodyard
Retail Sales
Custom Manufacturing

6. Industrial Use Types

Meat Packing and Related Industries
Resource Extraction

7. Miscellaneous Use Types

Outdoor Gathering *
Shooting Range, Outdoor Tower *
Utility Services, Major

In Re: Public Hearing – Special Use Permit, Turning Point Energy

Chairman Cooper-Jones announced that this was the date and time scheduled for a public hearing on the request by Turning Point Energy for a Special Use Permit to operate a Major Utility and allow the

construction of a Solar Electrical Generation Facility located on Good Hope Road and Llama Road, on properties identified as Tax Map Parcels 044-A-83 and 043-A-36. This is an A1, Agricultural Conservation District. Notice of this hearing was advertised according to law in the Friday, December 29, 2017, and Friday, January 5, 2018 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett said the County received a special use permit application from Turning Point Energy to permit the operation of a Solar Electrical Generation Facility, located on Good Hope Road on Tax Map Parcels 044-A-83 owned by Linda Chaplain and Tax Map Parcel 043-A-36 owned by Frances Mary Reeve. This property is zoned A1, Agricultural Conservation, and this zoning classification permits a Major Utility by Special Use Permit.

Mr. Bartlett said the properties total approximately 236.98 acres; the proposed facility will utilize approximately 137.29 acres and will be buffered by a 20' undisturbed perimeter buffer and an eight-foot high security fence.

The Planning Commission conducted a public hearing on December 19, 2017 to obtain public comment. Four citizens spoke to the application concerning the process, potential land values and assessment changes to adjacent properties.

The applicant stated that the proposed facility will be a passive development that will not be seen nor heard and will not impact adjacent properties. The facility will not generate noise, light, dust, odor, fumes, or vibrations. Water quality will be addressed according to Virginia Stormwater Management Permit requirements and be accessed via a single driveway on Good Hope Road and not generate a significant amount of traffic once construction is completed.

The Planning Commission conducted a Public Hearing on December 19, 2017, and recommended forwarding the application to the Board of Supervisors for approval with the condition that restricts Llama Road for access to the site.

Chairman Cooper-Jones opened the public hearing.

Wendy Panuska, Buffalo District, expressed her concerns regarding the panels causing glare or reflection that may affect her child and her horses. She questioned the easements, and asked if the County will approve the final design. Ms. Panuska then asked if the setbacks, mature trees and vegetation can be

made to be requirements. She then said Mr. Beale stated the carbon setback would be paid off in about three to four years, and asked if that took into account the manufacturing of the panels, harvesting the trees on that 145 acres, and if all of the carbon impacts been addressed.

Mr. Adam Beale, Vice-President of Development with Turning Point Energy, said the solar panels are a single-access tracker system, and will be placed north to south and track east, straight up, and west. He said solar panels are designed to absorb the sun's rays, and therefore there is little glare. He said they are routinely installed at airports and Air Force bases at the ends of runways because they do not have glare associated with them. Mr. Beale then said the easements are within the property, and the setbacks are set by the County's Zoning Ordinance and much of that is vegetative buffer containing almost exclusively native vegetation. He said harvesting the trees will be inside the property but not in the setback area. Mr. Beale said the carbon debt payback analysis was not done on this facility but on others with more dense trees. The analyses do include steel panels, the aluminum, the glass, the silicon, the fuel trucks use. He said the payback will be three to four years, and this project because of the less dense trees, it would be less than two to three years.

John Frazier, Engineer for Turning Point Energy, said there will be County approval after the design; the County will review the Erosion and Sediment Control construction drawings, VDOT will obtain a set of drawings for an access permit for the access off Good Hope Road, and the setbacks and easements will be in accordance with the requirements. He said the plans will show and include all County easements and setbacks. He added there will be at least a minimum of 20' undisturbed buffer.

Mr. Bartlett said the County recommended pollinators and other wildlife-friendly grasses and plants.

Supervisor Timmons asked about the fencing. Mr. Beale said there will be an eight-foot high fence with barbed wire around the entire property.

Supervisor Timmons then questioned the length of the lease period. Mr. Beale said leases are typically 20-25 years with three five-year extensions. This is a 20-year lease.

Supervisor Timmons asked what is the projected time of the construction. Mr. Beale said it will take approximately four months. He said after that time, the operations are limited to three to four times a year. He said the construction work will be done five to six days a week. He added the hours typically are set by the jurisdiction, but work typically runs from 7:00 a.m. to 7:00 p.m.

Supervisor Wilck asked if they have any others in the Central Virginia area. Mr. Beale said there is one near Danville, and one is planned in Dinwiddie County, with a investment in the realm of a \$25 million facility.

Supervisor Timmons said maintenance of the roads is a concern and asked what happens if the roads are damaged. Mr. Frazier said the entrance will be permitted through VDOT and be to their specifications. He said if there is damage to the road, they would work with VDOT to address any issues.

Supervisor Timmons asked what procedure is followed at the end of the project's life. Mr. Beale said a condition of the lease is to return the property to its natural state. He said equipment and pads are removed in the reverse of their installation.

Mr. Bartlett asked the type of construction that will be done. Mr. Beale said the panels, racking and transformers will be brought in on big trucks. There will be approximately 110-120 employees; the employees are brought in, in groups. He said they will make every effort to hire local staff.

Mr. Bartlett asked the pay range. Mr. Beale said he is unsure because the contractor does the hiring.

Mr. Beale stated the company spends a tremendous of time and effort finding a property that is adjacent to transmission systems, with flat land, in a squared parcel; it must also have few environmental restrictions.

Supervisor Timmons asked if the company can provide motor-grading when the road gets to be a mess. Mr. Bartlett said they must work with VDOT to maintain the road.

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

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to approve the Special Use Permit Application from Turning Point Energy to construct and operate a Solar Electrical Generation Facility on Good Hope Road, with the following conditions:

- Hours of construction to be limited to 7:00 a.m. – 7:00 p.m., Monday through Saturday; no Sunday construction
- Any damage to Good Hope Road will be repaired and coordinated with VDOT as necessary
- Setbacks of 35 feet with 20 feet of undisturbed natural buffer
- Plantings of pollinators and native grasses
- Good Hope Road is the only access
- Fencing will be 8-feet in height, surrounding entire project
- Automated electric system gate
- At the end of the useful life of the project, property is restored to the same condition prior to the project

The motion carried:

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

In Re: CRC Request for Committee Appointments

Mr. Bartlett stated the CRC is in the process of researching and deciding if they will once again become a designated Economic Development District (EDD) by the Economic Development Administration (EDA). When the planning district was constituted as the Piedmont Planning District Commission (PPDC), it was a designated EDD. When the PPDC was dissolved and the CRC was formed, our EDD designation was rescinded by the EDA because the composition of the CRC Board no longer met the criteria of the EDD program guidelines.

Mr. Bartlett said the CRC Board is investigating the desirability of once again acquiring the EDD designation. EDDs are multi-jurisdictional entities located in regions that meet the EDA's regional distress criteria. Receiving such a designation allows the designated EDD to receive annual funding from the EDA to help support operations of the EDD and more importantly allow the organization to request grants from the EDA. Recent grants awarded by the EDA have allowed the construction of business incubators, funded infrastructure improvements, provided funds for a revolving loan program, funding to expand local healthcare facilities, and funded workforce training programs.

The CRC has received funding from the EDA to proceed in the development of a Comprehensive Economic Development Strategy (CEDS) which is the first step in obtaining the EDD designation. To develop a CEDS, a CEDS Committee must be created that meets specific EDA criteria. The Attachment from the CRC spells out some of the criteria.

Mr. Bartlett said the CRC is asking each member locality to recommend appointments to the CEDS Committee in the following sectors: 1 Elected Official, 1 Private Sector Individual, and 1 Chief Administrative Official. He said the private sector representative must be a member of senior management or executive holding a key decision-making position. The CRC will be soliciting appointments from other

categories directly (Longwood, SVCC, Chamber of Commerce, etc.). The deadline for submission of recommended appointments is February 23, 2018.

Supervisor Timmons said this allows the CRC to access a different pool of grant funding; he asked the Board members to bring recommendations to the next Board meeting in February.

In Re: County Attorney's Report

Mr. James R. Ennis, County Attorney, reported that as a follow up to the discussion at the December 2017 Board meeting regarding nuisance barking dog noise, he researched options that other counties are using to manage and enforce excessive noise caused by barking dogs. Mr. Ennis presented examples from Albemarle, Dinwiddie and Hanover counties; all have some restrictions imposed including time of day, size of the property, and the duration of the noise.

Mr. Ennis suggested the Board appoint a committee to review the ordinances and discuss the possible inclusion of certain noises, the time, property size and enforcement issues. He said this task may prove to be more complicated than stopping dogs from barking, and all agricultural animals are excluded.

Supervisor Jones said many landowners have acreage and if the kennel is on the property line and the neighbor's house is near the same property line, there are issues. Mr. Ennis said if someone has a feed-lot, it would cause dogs to bark and can contribute to the problem.

Supervisor Wilck asked if any of the counties use decibels. Mr. Ennis stated decibels are not used concerning animals.

Chairman Cooper-Jones appointed a committee to study the noise issue, comprising Supervisor Jones (Chair), Supervisor Townsend and Supervisor Wilck.

Supervisor Wilck then asked Mr. Ennis about the delinquent property tax sales; Mr. Ennis said one tax sale is complete and another is pending. Mr. Ennis said there was a possibility of a sale of that property which would have negated the need for the County to file with the Court in order to have a tax sale; this property has not yet closed, and the County could proceed with the tax action on that property. Discussion followed.

In Re: County Administrator’s Report – Proposed FY19 Budget Schedule

Mr. Bartlett presented and reviewed the proposed FY19 Budget Schedule; he said the schedule has been coordinated with Dr. Johnson, Superintendent of the Prince Edward County Public Schools System.

Mr. Bartlett said the schedule contains minor changes from last year’s schedule. Budget planning begins with a meeting on February 6; the primary purpose for this meeting is for the Board of Supervisors to provide budget guidance to the County Administrator. He said the schedule contains one joint meeting of the Finance Committees of the School Board and the Board of Supervisors (February 15) and one joint meeting of the full boards of the School Board and the Board of Supervisors (March 15). Following a change made last year, the schedule again provides for an early meeting focusing on funding provided to Outside Agencies. Last year the Board requested this work session be moved up in the budget schedule to allow the Board time to ask questions of the agencies and provide guidance to the County Administrator prior to his submission of the Budget to the Board.

Supervisor Timmons made a motion, seconded by Supervisor Pride, to approve the Budget Schedule for the FY19 Budget process; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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**County of Prince Edward, Virginia
FY 19 Budget Schedule**

DATE	ACTIVITY	TIME/LOCATION
February 1, 2018	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
February 1, 2018	Donation Request forms distributed	
February 6 - Mar 10, 2018	Budget work sessions between Departments and County Administrator	
February 6, 2018	Board of Supervisors Budget Planning meeting	5:30 p.m. 3 rd Floor Conference Room
February 15, 2018	Joint meeting of Board of Supervisors and School Board Finance Committees	5:30 p.m. School Board Conf. Room
February 26, 2018	Budget worksheets submitted to County Administrator.	
March 6, 2018	Board of Supervisors budget work session - presentation by Outside Agencies	5:30 p.m. 3 rd Floor Conference Room

March 15, 2018	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 23, 2018	School Superintendent submits local funding request to County Administrator	5:00 p.m.
March 23, 2018	Revenue estimates completed by County Administrator	
March 27, 2018	Presentation of County Administrator's proposed budget to Board of Supervisors.	5:30 p.m. Board of Supervisors Room
March 29, 2018	Board of Supervisors budget work session	2:00 p.m. Board of Supervisors Room
March 29, 2018	Superintendent submits school budget to County Administrator	5:00 p.m.
April 3, 2018	Board of Supervisors authorizes Public Hearing for April 17 (Ad dates April 6 & 13)	5:30 p.m. Board of Supervisors Room
April 3, 2018	Board of Supervisors budget work session	5:30 p.m. Board of Supervisors Room
April 10, 2018	Board of Supervisors Budget Work Session – Presentation of School Budget	5:30 p.m. 3 rd Floor Conference Room
April 17, 2018	Board of Supervisors Budget Work Session	5:30 p.m. 3 rd Floor Conference Room
April 17, 2018	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 24, 2018	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 12, 2018	Approval of Appropriations.	7:00 p.m. Board of Supervisors Room

In Re: County Administrator's Report – CRC Dues 2018

Mr. Bartlett said that on December 20, 2017 at the monthly meeting of the Commonwealth Regional Council (CRC), the Council approved the following changes to its operations and annual dues:

1. Voted to increase annual dues from \$15,700 to \$19,000 beginning with fiscal year 2018-2019 (FY19).
2. With this increase, the CRC will provide grant writing services to the member Counties at no charge. This includes all governmental entities and non-profits (501(c)(3)). This would include Towns, School Systems, Sheriff/Police Departments, Fire Departments and Rescue Squads. If the CRC writes a grant for an entity, the CRC will be entitled to administer the grant, if awarded. The CRC will retain the authority to accept or reject obligations for grant writing services.
3. The Council also agreed to return funds to member localities at the end of each fiscal year if the Council's fund balance exceeds \$500,000. Any excess over \$500,000 will be divided equally and returned to each member County. This will begin with FY19. Each year at the January meeting of

the CRC, the Council will review the fund balance and the operational costs/revenues and determine if the retained fund balance needs to be increased. This would be a Council decision not requiring member County approval.

Mr. Bartlett said while increasing the County's annual contribution by \$3,300, the potential benefit to the citizens of the County far outweigh this increase. Few, if any, of the local government entities and non-profits have the luxury of having staff members dedicated to writing and administering grants. Having the CRC step-up and provide this service has the potential to provide our agencies with a far greater amount of grant funds than in previous years. This will allow the agencies to provide better service to our citizens and could ease the financial burdens on these agencies which would alleviate the need to rely so heavily on funding from the local government.

Supervisor Wilck asked who pays for the administration of the grants, and stated more grants need to be found. Mr. Bartlett stated the CRC would administer the grants awarded; the administration of the grants is paid through the grants themselves. Mr. Bartlett said the CRC searches for grants. Discussion followed.

Ms. Melody Foster, Executive Director, CRC, stated she has been writing grants since 2000, many on the federal level for fire departments and rescue squads' Assistance Funds. There are not a lot of programs for fire departments and rescue squads, but the CRC staff searches a clearinghouse to find applicable grants on a daily basis. She added they also serve 501(c)(3) organizations.

Supervisor Townsend asked if the Virso Community Center could be served; Ms. Foster said it could because it is a 503(c)(3).

Supervisor Simpson asked how many counties are involved. Ms. Foster said there are five member counties; Cumberland County was a member in 2005 but left, and is now considering returning.

Supervisor Timmons said that currently, the fund balance held by the CRC is at approximately \$460,000 and once it would exceed \$500,000, it would generate money back to the counties. He said that fund balance is necessary to cover operating costs and sometimes a match is involved with the grants.

Supervisor Pride asked why there is an increase in the dues. Ms. Foster said she reviewed the past five years, and calculated the amount that that has been typically collected for grant writing fees.

Supervisor Timmons made a motion, seconded by Supervisor Jones, to approve the request and direct the County Administrator to include \$19,000 in the County FY19 budget for the Commonwealth Regional Council; the motion carried:

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

In Re: Property & Community Development Committee Report

Mr. Bartlett stated that the Property Committee, comprised of Supervisor Timmons and Supervisor Townsend, met with the architect on December 19, 2017 and January 2, 2018, and earlier in the day, Tuesday, January 9, 2018.

Mr. Bartlett said the Committee received input from stakeholders in the project – Judges, department directors, STEPS Executive Director. On December 19, 2017, the Committee, with the assistance of the Social Services Director and the Executive Director of STEPS, reviewed the first draft of the layout of the STEPS building and provided recommendations to the architect.

Mr. Bartlett said the architect provided a revised layout of the STEPS building, which was reviewed by the Committee on January 2, 2018 and shared with the stakeholders. Also on January 2, 2018, the architect shared a preliminary draft of part of the layout of the space on the first floor of the Courthouse.

Supervisor Timmons asked if Mr. Ennis and Mrs. Bacon discussed the lease transfer. Mr. Ennis said he has not spoken with Mrs. Bacon; he said there are issues as to when the lease will commence, and how to draft the lease agreement to reflect the commencement date since there will be construction in the space they are intended to lease, as they will be moved out of there entirely.

Supervisor Timmons said they will provide the date Social Services will move in, and that will be the same day.

Mr. Ennis said Mr. Brian Butler will be drafting the deed. Mr. Ennis said most leases like this where there will be construction, include a copy of plans that the tenant signs off as approved, and can be considered an exhibit in the lease document.

Mr. Bartlett said he will set up a meeting with the director of STEPS, Inc., to begin the transfer and a draft of the lease.

In Re: Closed Session

Supervisor Wilck made a motion, seconded by Supervisor Timmons, that the Board convene in Closed Session for consultation with legal counsel employed by the County regarding a legal matter related to an adjoining locality requiring the provision of legal advice by such counsel, pursuant to the exemption provided for in Section 2.2-3711(A)(8) of the *Code of Virginia*; the motion carried:

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

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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On motion of Chairman Cooper-Jones 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
Howard F. Simpson
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

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.

Supervisor Timmons said that back in December 2017, he received an evaluation form for the County Administrator, and asked when the Board will wish to discuss it. Mrs. Puckett said there is a budget work session on February 6 at 5:30 p.m.; Mr. Bartlett said it could be discussed following that meeting.

Mrs. Puckett asked the Board to review the upcoming events; she asked if any of the Board members are planning to attend the Prospect Volunteer Fire Department Banquet and the Meherrin Volunteer Fire & Rescue Banquet in order to submit their RSVPs to those. She added Sunday, January 28, the Fire Association is doing a department awards ceremony at the Prince Edward County High School; they are hopeful the Board of Supervisors and Town Council will continue to support the continuing education and recruitment of the volunteers and their training hours. She then announced March 10 is the Moton Community Banquet; Mr. Bartlett checked with the museum and the Board has three tables of eight [seats], each Board member is allotted three tickets.

In Re: Animal Warden's Report

Mr. Adam Mumma, Animal Control Officer, submitted a report for the month of December 2017, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of December 2017, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Home Canning

Mrs. Patty Gulick, Cannery Manager, submitted a report for December 2017, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Dr. Barbara Johnson, Superintendent, submitted a financial summary report for the month of December 2017, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of December 2017, which was reviewed and ordered to be filed with the Board papers.

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

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

the meeting was recessed at 9:09 p.m. until Tuesday, February 6, 2018 at 5:30 p.m. in the Third Floor Conference Room of the Prince Edward County Courthouse.