

January 12, 2016

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 12<sup>th</sup> day of January, 2016; at 7:00 p.m., there were present:

Pattie Cooper-Jones

Calvin L. Gray

Robert M. Jones

Odessa H. Pride

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Sharon Lee Carney, Director of Economic Development; and Jim Ennis, County Attorney.

Mr. Wade Bartlett, County Administrator, called the meeting to order. Supervisor Timmons offered the invocation and led the Pledge of Allegiance.

Mr. Bartlett amended the agenda to discuss a proposed amendment to the Bylaws concerning the process for the election of the Chairman and Vice-Chair.

Supervisor Timmons made a motion, seconded by Supervisor Simpson, to propose that 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 of one year, expiring on December 31<sup>st</sup> of the year elected, or until their respective successors have been 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 will be based on district number and begin with District 1, serving as Chairman, and District 2 serving as Vice-Chairman, then commence with Districts 301, 401, 501, 601, 701, and 801 in that order. In

keeping with this policy, the selected Vice-Chairman will be elevated the next year to serve as Chairman. Upon completion of serving a term as Chairman, that District 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-Chair, and two years of service prior to election as the Chairman. Should a member not meet the service requirement, they would be moved to the end of the rotation list. Should a member of the Board decline to seek the nomination as Chairman or Vice-Chairman, that District Board member would move to the end of the rotation list of seniority and the rotation would proceed to the next higher district number. Commencing with the organizational meeting to be held in January 2016, the following would be rotation based upon members in office as of January 2016.

Supervisor Wilck suggested the rotation be based on seniority instead of by District number; he said the Chairman would remain the same in either procedure.

Discussion followed on the variables that would need to be defined in each procedure.

Supervisor Cooper-Jones stated since Supervisor Simpson has been Chairman for two years, the rotation should begin with the next eligible person. She added that she is the only Certified Board Supervisors to have completed training. Further discussion followed.

Supervisor Cooper-Jones made a substitute motion, seconded by Supervisor Wilck, that if rotation would be based on district number, and begin with District 201 serving as Chairman and District 301 serving as Vice-Chairman, then commence to Districts 401, 501, 601, 701, 801, and then 101, with all other being the same; the motion failed:

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

Mr. Bartlett then took a vote on Supervisor Timmons' original motion, that the position of Chairman and Vice-Chairman of the Board be rotated annually among the Board members, with the rotation based on district number and beginning with District 1, serving as Chairman, and District 2 serving as Vice-Chairman, then commencing with Districts 301, 401, 501, 601, 701, and 801 in that order, with all else aforementioned being the same; the motion failed:

Aye: Calvin L. Gray  
Robert M. Jones  
Howard F. Simpson  
C. Robert Timmons, Jr.  
Jerry R. Townsend

Nay: Pattie Cooper-Jones  
Odessa H. Pride  
Jim R. Wilck

Mr. Ennis, County Attorney, stated in order to pass an amendment to the Bylaws, there needs to be a two-thirds vote.

Supervisor Wilck nominated Supervisor Cooper-Jones for Chairman.

Supervisor Timmons stated his concept for the Bylaws amendment was to institute a procedure that would indicate a one-year term and to eliminate the perception of disunity the Board seems to have. He added he would be amenable to a seniority-based system.

Supervisor Timmons made a motion, seconded by Supervisor Gray, to revise his previous motion that the position of Chairman and Vice-Chairman of the Board be rotated annually among the Board members, with the rotation based on seniority, with all else aforementioned being the same.

Supervisor Wilck stated that if this ends in a tie, the options include adjourning the meeting or appoint an interim which would allow the County to complete its work. Supervisor Wilck made a motion, seconded by Supervisor Cooper-Jones, to not amend the Bylaws, and nominated Supervisor Cooper-Jones for Chairman.

Supervisor Jones nominated Supervisor Simpson.

Mr. Ennis stated Supervisor Wilck's motion was not a proper motion.

Mr. Bartlett asked for a vote on the existing motion, Supervisor Timmons' motion, to amend the Bylaws to start the rotation for the position of Chairman and Vice-Chairman with the Supervisor with the most seniority, counting cumulative time served, and in case of a tie, to use the lowest District number; the motion carried:

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

Nay: Pattie Cooper-Jones  
Jim R. Wilck

Supervisor Simpson will serve as Chairman of the Prince Edward County Board of Supervisors for calendar year 2016; Supervisor Jones will serve as Vice-Chairman of the Prince Edward County Board of Supervisors for calendar year 2016.

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

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

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

In Re: Adoption of Board By-Laws

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

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

PRINCE EDWARD COUNTY  
RULES OF  
THE BOARD OF SUPERVISORS

(As amended January 2016)

I. ATTENDANCE AND ADJOURNMENT

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

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

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

II. CHAIRMAN AND VICE-CHAIRMAN

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

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

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

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

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

### III. CLERK

The County Administrator shall serve as Clerk to the Board.

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

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

### IV. ORDER OF BUSINESS

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

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

### V. PREPARATION OF AGENDA

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

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

### VI. CONSENT AGENDA

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

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

## VII. CONDUCT OF BUSINESS

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

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

## VIII. TAKING THE VOTE

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

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

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

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

## IX. RECONSIDERATION

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

## X. WITHDRAWAL OF EXHIBITS

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

## XI. MANUAL AND RULES

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

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

## XII. APPOINTMENTS

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

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

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

## XIII. PUBLIC HEARINGS

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



#### XIV. CLOSED SESSIONS

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

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

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

#### ROBERT'S RULES OF ORDER, NEWLY REVISED

##### PROCEDURE IN SMALL BOARDS

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

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

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

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

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

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

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

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

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

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

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

Supervisor Jones made a motion, seconded by Supervisor Townsend, that the Board operate as a committee of the whole, but with three standing committees, the Personnel Committee, the Finance Committee, and the Land Development Committee; the motion carried:

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	

In Re: Appointments: Personnel Committee, Finance Committee, and Land Development Committee

Supervisor Jones made a motion, seconded by Supervisor Townsend, to appoint Supervisor Timmons, Supervisor Townsend, and himself, Supervisor Simpson to act as Chair of the Personnel Committee; the motion carried:

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

Supervisor Jones made a motion, seconded by Supervisor Townsend, to appoint Supervisor Cooper-Jones (Chair), Supervisor Timmons, Supervisor Jones, and Supervisor Simpson to the Finance Committee; the motion carried:

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

Supervisor Jones made a motion, seconded by Supervisor Townsend, to appoint Supervisor Timmons (Chair), Supervisor Townsend, and Supervisor Wilck to the Land Development Committee; the motion carried:

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

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

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

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

the 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 Wilck, seconded by Supervisor Gray, and carried:

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

the 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 Gray, seconded by Supervisor Townsend, and carried

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

the 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

**Wilkie Chaffin**, Piedmont Soil and Water Conservation District, announced the Conservation Districts recognized Bobby Jones for his outstanding work on his farm for conservation practices by awarding him the Clean Water Farm Award for the Piedmont Soil and Water Conservation District. Additionally, at the annual statewide Planning & Budget meeting in December 2015, Mr. Jones also was awarded the Grand Basin Clean Water Farm Award for the entire James River Watershed.

**Alex Werth**, Hamden District, expressed his support for fully funding the public schools and requested the Board support and assist the schools in their search for a new superintendent, and to hire a firm to conduct a national search. Mr. Werth reported the climate control is not working and the roof is leaking at the Middle School; students had to be relocated to another area of the school for testing due to these problems.

Supervisor Timmons asked if this was recent information; the school is in process of repairing and replacing the boilers, air conditioners, heating, and the roofing which has already been repaired. Mr. Werth reported several issues just since being back to school after the winter break. After some discussion, Supervisor Timmons asked if Mr. Werth presented the issues to the School Board, and stated the Board of Supervisors can appoint the School Board, but by State Code, cannot control the schools. Supervisor Timmons added there are several ad hoc committees working to pull together searches for the new superintendent.

Supervisor Wilck stated the School Board has the final word; Longwood University has offered to do a national search at no charge.

**Richard Altice**, Hampden District, expressed his opposition to the appointment of Board members to the YMCA Board and the use of tax dollars to fund the YMCA.

**Cindy Koether**, Lockett District, stated that while the County Attorney claims there is no conflict of interest with a Board of Supervisors member on the YMCA Board, she cited two cases in which a conflict of interest was suspected. She added Supervisors Gray and McKay should have recused themselves from the votes.

In Re: Board of Supervisors Comments

Supervisor Gray welcomed Supervisor Pride to the Board, and stated he is looking forward to working with all Board members this year. We are deeply concerned about the direction and progress of Prince Edward County and we will do all of our due diligence to handle issues in a fair and equitable way.

Supervisor Pride thanked all and especially the constituents of the Hampden District for affording her the opportunity to be their representative. She added she is supportive of the schools and wants to make the County prosper even more.

Supervisor Timmons thanked all for their comments and welcomed all in attendance.

Chairman Simpson congratulated Supervisor Pride, stating that he looks forward to working with her; he congratulated Supervisor Jones on his appointment to Vice-Chairman. He thanked the citizens for their attendance.

Supervisor Jones welcomed Supervisor Pride and thanked Supervisor Timmons for his work on the Bylaws.

Supervisor Townsend welcomed Supervisor Pride and the citizens in attendance, and said in this new year, he intends to do the best to make the most sound decisions for the citizens of the County. He stated the Board has done a lot over the past year and the County is moving forward; there are projects on the table which will come to fruition in the near future, due to the relationship between the members of the Board. He said the perception is that the Board members cannot agree, but their job is to fight for the constituents of their districts; he asked that all members keep a positive attitude as the County progresses.

Supervisor Wilck welcomed Supervisor Pride.

Supervisor Cooper-Jones welcomed Supervisor Pride and the citizens in attendance. She then stated she enjoys being on the Board and strives to do what is best for the citizens; she invited all to call on her any time for assistance.



In Re: Consent Agenda

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

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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the Board accepted the Treasurer's Report for November 2015; the minutes of the meetings held December 8, 2015; Accounts and Claims; Salaries; and appropriations as follows:

<b>FY 2016 Budget Amendment</b>						
<b>REV/EXP</b>	<b>FUND</b>	<b>DEPT</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
3 (Rev)	100	23000	0080	Tech Trust Fund Revenues		\$ 3,107
4 (Exp)	100	21600	5880	Tech Trust Fund	\$ 3,107	
3(Rev)	100	24040	0012	Fire Program Funds		43,220
4(Exp)	100	32200	7012	Fire Programs/ATL-Rice	10,805	
4(Exp)	100	32200	7013	Fire Programs/ATL-Prospect	10,805	
4(Exp)	100	32200	7014	Fire Programs/ATL-Darlington	10,805	
4(Exp)	100	32200	7015	Fire Programs/ATL-Hampden	10,805	
3 (Rev)	105	41050	0105	Forfeited Asset Fund Balance		12,500
4 (Exp)	105	31700	6030	Commonwealth Atty – Federal	12,500	
3 (Rev)	115	11015	0001	CDA Special Levy		110,709
4 (Exp)	115	12110	0001	Special Levy Payment to CDA	110,709	

**Prince Edward Treasurer's Report - November 2015**

<b>Name of Bank</b>	<b>Bank Balance</b>	<b>Deposit in Transit / Adj.</b>	<b>Outstanding Checks</b>	<b>Available Balance</b>
Benchmark Pooled Fund Account	9,246,282.23			9,246,282.23
Wells Fargo Social Services	163,541.70			163,541.70
Bank of America School Fund	69,863.63			69,863.63
Bank of America Food Service	4,425.06			4,225.06
Benchmark School Fund	443,304.18			443,304.18
Benchmark Food Service	326,840.31			326,840.31
<b>TOTAL</b>				<b>10,254,257.11</b>

<b>Certificates of Deposit</b>	
Benchmark	558,004.20
Citizens Bank Recreation	16,518.43
Citizens Bank Underground Storage	20,260.84
Farmers Bank	206,189.44
Wells Fargo Advantage Fund	
TOTAL	<u>800,972.91</u>
GRAND TOTAL	<u><u>11,055,230.02</u></u>

<u>MISCELLANEOUS</u>	
Mildred B. Hampton	Life insurance withdrawal 1,127.62

<u>BOARD OF SUPERVISORS</u>	
Farmville Newsmedia	Advertising 658.57
Pattie Cooper-Jones	Mileage 309.35
	Meals 41.80 351.15
James Robert Wilck	Mileage 36.57
Business Card	Water & soft drinks 37.76
	Homestead lodging 869.19
	Supervisors Forum 1,180.00 2,086.95
VML	Finance forum 220.00

<u>COUNTY ADMINISTRATOR</u>	
VACORP	Workers compensation 60.43
US Cellular	Phone 138.48
Business Card	Parking 15.00
	Lunch 7.77
	Homestead lodging 292.73
	Supervisors Forum 295.00
	Newly elected workshop 40.00
Virginia Association of Counties	Banquet registration 75.00
VML	Finance forum 55.00
Business Data of Virginia, Inc.	Office forms 517.27
Diamond Springs Water, Inc.	Equipment rental 8.95
Office Depot	Time cards 62.45
RR Donnelley	Envelopes for W2s 68.68
	W2s 205.36 274.04
Walmart Community/RFCSELLC	Halloween candy 199.14
Matthew Bender & Company, Inc.	Rules V11 11/15 Supp 21.94

<u>LEGAL SERVICES</u>	
VACORP	Workers compensation 7.03

<u>INDEPENDENT AUDITOR</u>	
Stanley Hunt Dupree & Rhine	OPEB report 7,190.00

COMMISSIONER OF REVENUE

VACORP	Workers compensation		31.97
Farmville Printing	Postage	490.00	
	Envelopes	73.70	563.70
M&W Printers, Inc.	Postage - property forms		426.81
Treasurer of Virginia	Online service		76.86
NADA Used Car Guide	Used car guide		105.00

ASSESSOR

Business Card	Meals		127.83
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TREASURER

VACORP	Workers compensation		33.50
ComputerPlus Sales/Service	Printer maintenance contract		602.55
Farmville Newsmedia	Advertising		117.88
Benchmark Community Bank	Payflow/Paypal		5.60
Treasurer of Virginia	Online service		76.86
Mail Finance	Equipment lease		1,592.55
Business Data of Virginia, Inc.	Norton Anti-virus		89.85
Key Office Supply	Laser cartridge	182.98	
	Counterfeit detectors	15.56	198.54

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Contract agreement	3,700.00	
	Travel expenses	1,625.00	5,325.00
Sitevision, Inc.	Webhosting - 1st quarter		179.85
BAI Municipal Software	Technical support		9,297.00
ComputerPlus Sales / Service	Printer service contract		79.00

ELECTORAL BOARD AND OFFICIALS

Yolanda Gladden	Temp office worker		40.00
Lucie Zehner	Temp office worker		20.00
Gwendolyn Akers-Booker	Postage		11.27

REGISTRAR

VACORP	Workers compensation		10.48
Lynette Wright	Mileage		34.50
Key Office Supply	Folders	27.98	
	Binders / indexes	38.35	
	Indexes	10.45	
	Duct tape / case / folders	47.38	
	Copy paper	59.90	184.06

CIRCUIT COURT

VACORP	Workers compensation		5.36
Key Office Supply	Letter pads / calendar	11.38	
	Ink cartridges	278.29	289.67
VA Lawyers Weekly, Inc.	Online subscription		299.00

GENERAL DISTRICT COURT

Southern Copier Sales & Service	Copier service contract	595.96	
	Copier maintenance contract	480.00	1,075.96
US Cellular	Phone		24.21
Mail Finance	Equipment lease		376.17
STEPS, Inc.	Shredding service		35.00
U. S. Postal Service	Box rent		60.00

CLERK OF THE CIRCUIT COURT

VACORP	Workers compensation		56.51
Treasurer of Virginia	Audit		2,102.18
Key Office Supply	Copier maintenance contract	1,487.00	
	Coffee maker / supplies	111.29	
	Returned merchandise	-8.97	
	ADJ table	149.00	
	Trays / folders/ cork boards	361.99	
	Thermal rolls	3.60	
	Frames	41.97	
	Laser cartridges	279.98	
	Trays / paper	98.88	
	Bic corrections	89.70	2,614.44
Mail Finance	Equipment lease		407.13
CenturyLink	Phone		48.48
Stephanie Bappert	Juror		30.00
Shirby Brown	Juror		30.00
Caroline Bryant	Juror		30.00
Melvin Eanes, Sr.	Juror		30.00
Jennifer Hamlin	Juror		30.00
Mildred B. Hampton	Juror		30.00
Edward Kromer	Juror		30.00
Patricia Montague	Juror		30.00
Ron Sandlin	Juror		30.00
William E. Watson	Juror		30.00
Joyce Yeatts	Juror		30.00
M&W Printers, Inc.	Binding 2014 land book		659.93
Matthew Bender & Company, Inc.	Wills & Adm Rel #9		308.31
T&N Printing	Plats		21.00

LAW LIBRARY

AT&T	Phone		42.33
CenturyLink	Phone		40.78
LexisNexis	Monthly subscription		268.00
Matthew Bender & Company, Inc.	Rules V11 11/15 Supp		21.94

COMMONWEALTH'S ATTORNEY

VACORP	Workers compensation		73.19
Pitney Bowes	Equipment lease		153.00
Treasurer of Virginia	IPAD service		131.22
James R. Ennis	Mileage	105.80	
	Parking	8.00	

	Meals	20.84	134.64
Capitol Process Services	Process subpoenas		65.00
Farmville Herald	Advertising		39.00
STEPS, Inc.	Shredding service		518.00

VICTIM WITNESS ASSISTANCE PROGRAM

VACORP	Workers compensation		7.98
Cindy Sams	Mileage	138.58	
	Meal	12.75	151.33
VVAN	Membership dues		50.00
Farmville Printing	Envelopes		50.00
Key Office Supply	Appointment book / pen		40.39

SHERIFF

VACORP	Workers compensation		2,993.59
East End Motor Company, Inc.	Inspection	16.00	
	Pads / rotors / calipers	1,421.99	
	Sway bar / struts	711.97	
	Inspection / brake bulb	29.50	
	Sway bar / rotors / oil	1,316.08	
	Oil change / rotation	153.41	3,648.95
Kenbridge Tire & Auto	Calibration		25.00
Third Street Wrecker Service	Towing service		125.00
Farmville Newsmedia	Advertising		486.90
Business Card	Cell phone chargers	42.09	
	Meals & lodging	1,041.77	
	CPR training	60.00	
	Christmas cards	152.98	
	Gas	34.81	
	Mouth guards	34.95	1,366.60
Treasurer of Virginia	VCIN		52.74
Kinex Networking Solutions	Remote data backup		19.95
CenturyLink	Phone		18.33
US Cellular	Phone		1,074.20
Business Data of Virginia, Inc.	Norton Anti-virus	29.95	
	Monitors (6)	732.20	762.15
Diamond Springs Water, Inc.	Water & equipment rental		79.90
Key Office Supply	Cork board	15.79	
	Canon cartridges	399.56	
	Mouse & pad	17.24	
	Folders	91.96	524.55
Walmart Community/RFCSLLC	Halloween candy	104.98	
	Rifle case	20.00	124.98
Southside Electric Cooperative	Virso community site		9.22
DMV	Vehicle registration		25.00
Fire & Safety Equipment Company	Inspection / recharge extinguisher		142.85
Moore Medical, LLC	Gloves		570.09
Southern Police Equipment Company	Maglites / holster / batteries	455.50	
	Ties & insignia	76.25	531.75
Taser International	Taser		1,058.67

David Wilmoth	CPR cards		70.00
Galls, LLC	Boots		279.95
Premium Marketing & Sales	Badge		79.00
Quality Uniform Company, Inc.	Uniforms		459.00
Intoximeters, Inc.	Equipment / mouthpiece		1,625.00
Robby Franklin	Motorola speaker		58.10
Rockwell Audio	Install radios / siren	1,755.98	
	Reinstall partition	349.95	2,105.93

SHERIFF - COURTS

VACORP	Workers compensation		888.55
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FARMVILLE VOLUNTEER FIRE DEPARTMENT

Creative Monogramming	Shirts		799.00
NAFECO, Inc.	Foam	594.30	
	Buttons	199.44	793.74
S&W Hose & Nozzle Repair	Recouple hard sleeve		45.36

RICE VOLUNTEER FIRE DEPARTMENT

Watkins Insurance Agency	Accident insurance		2,390.00
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PROSPECT VOLUNTEER FIRE DEPARTMENT

Benchmark Community Bank	Truck payment		3,500.00
Key Office Supply	Ink cartridge		53.97
CenturyLink	Phone		101.26
Pamplin Exxon	Fuel		62.50
Prince Edward County Public Schools	Diesel		54.54
Prince Edward County Treasurer	Gas		251.97
Dominion Virginia Power	Electric service		29.00
Watkins Insurance Agency	Accident insurance		2,390.00

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

Cyrus Pest Control Company	Exterminating service		45.00
Southside Electric Cooperative	Electric service		334.64
Watkins Insurance Agency	Accident insurance		2,390.00

HAMPDEN-SYDNEY VOLUNTEER FIRE DEPARTMENT

Arc3 Gases	Cylinder rental		126.86
CenturyLink	Phone		73.59
Mid-Atlantic Irrigation	Gauges		345.84
RJA Fire Extinguisher	Extinguisher maintenance		36.86
Travelers - RMD	Workers comp	10,773.00	
Dominion Virginia Power	Electric service		284.39
Watkins Insurance Agency	Accident insurance		2,963.00

PAMPLIN VOLUNTEER FIRE DEPARTMENT

C. W. Williams	Nozzles		2,220.54
Farmville Wholesale Electric	Building maintenance supplies		681.14
Verizon	Phone		74.63
Dominion Virginia Power	Electric service		305.66

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Parker Oil Company, Inc.	Propane	459.13	
	Diesel	260.92	
Verizon	Phone		185.11
Dominion Virginia Power	Electric service		302.47
Watkins Insurance Agency	Accident insurance		3,706.00

FIRST RESPONDERS

Hampden-Sydney Volunteer Fire Dept.	15-16 Support		2,500.00
Prince Edward Area Firefighters Assn.	15-16 Support		4,000.00

AMBULANCE AND RESCUE SERVICES

Prince Edward Volunteer Rescue Squad	15-16 Support		16,500.00
Pamplin Volunteer Fire Dept. EMS	15-16 Support		2,500.00
Meherrin Fire & Rescue	15-16 Support		3,250.00

EMERGENCY SERVICES

Timmons Group	E-911 Addressing		315.00
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REGIONAL JAIL & DETENTION

Irongate Boundary Management	Electronic monitoring		1,518.75
Piedmont Regional Juvenile Detention Center	Juvenile detention		16,425.00

BUILDING OFFICIAL

VACORP	Workers compensation		179.37
US Cellular	Phone		24.21
Coy Leatherwood	Meals	16.10	
	Meeting registration	15.00	31.10
Treasurer of Virginia	Permit levy - 1st quarter		323.60

ANIMAL CONTROL

VACORP	Workers compensation		199.27
East End Motor Company, Inc.	Control arm / align / inspection	351.83	
	Tires	539.96	891.79
Dominion Virginia Power	Electric service		152.73
CenturyLink	Phone		98.84
US Cellular	Phone		48.42
Walmart Community/RFCSELLC	Dog food	175.80	
	Cleaning supplies	42.16	217.96

REFUSE DISPOSAL

VACORP	Workers compensation		2,355.03
Resource International	Groundwater monitoring	5,545.31	
	Misc. work tasks	8,564.15	
	Storm water compliance	2,498.75	16,608.21
Cavalier Hose & Fittings	Adapters & fittings		33.97
Farmville Wholesale Electric	Load center / cement	349.19	
	Photo cell / bulbs	33.05	

	Hole & hand saws	24.41	
	Fixture / bulbs/ box	69.81	476.46
Lowe's	Insulation / staple gun	300.72	
	Lumber	56.88	
	Hammer / nails / tape	32.26	
	Fly & roach spray	13.22	403.08
James P. Childress, Jr.	Truck maintenance		1,112.88
Southern States	Lock pins / gloves		12.37
Republic Services #974	Trash collection		407.45
Wright's Excavating, LLC	Landfill operation		48,093.75
Emanuel Tire of Virginia	Tire recycling		1,167.60
STEPS, Inc.	Recycling fee		974.44
Southside Electric Cooperative	DH site	196.69	
	Virso site	139.07	335.76
Dominion Virginia Power	Rice site	129.40	
	Cell C pump station	13.80	
	Green Bay site	182.97	
	Leachate pump	361.41	
	Worsham site	124.86	
	Prospect site	83.06	
	Scalehouse	86.42	
	Landfill site	52.94	1,034.86
AT&T	Phone		42.34
CenturyLink	Phone		349.98
US Cellular	Phone		24.71
Verizon	Phone		136.47
O. O. Stiff, Inc.	Monthly service		702.50
Prince Edward County Public Schools	Diesel		1,405.92
NAPA of Farmville	Diesel exhaust fluid		19.98
	<u>LITTER CONTROL</u>		
Lemunyan Family Trailer	Enclosed trailers		5,600.00
	<u>SANDY RIVER RESERVOIR</u>		
Treasurer of Virginia	Bush #12 permit fee		250.00
	<u>GENERAL PROPERTIES</u>		
VACORP	Workers compensation		843.56
Doli/Boiler Safety	Boiler inspections		60.00
Dodson Brothers Exterminating	Pest control - Cannery	38.00	
	Pest control - Worsham	38.00	
	Pest control - SCOPE	38.00	
	Pest control - Courthouse	85.00	
	Pest control - Visitor's Center	38.00	237.00
Rohr Mechanical, LLC	Replaced capacitor		139.33
Davis GMC Truck, Inc.	Replace fuel injectors		3,621.48
Southside Electric Cooperative	SRR lights		63.62
Dominion Virginia Power	Roy Clark monument	31.35	
	SCOPE Building	223.66	
	Courthouse	12,294.15	



	Sheriff Department shed	6.59	
	Worsham Clerk office	83.35	
	Lights at Rice	111.01	
	Ag building	1,371.50	
	Shop	26.25	
Town of Farmville	Water & sewer		178.84
AT&T	Phone		42.33
CenturyLink	Phone		134.99
US Cellular	Phone		119.39
Ronald Van Eps	Cell phone case		42.11
O. O. Stiff, Inc.	Monthly service		100.00
Aramark	Janitorial supplies		598.06
Diamond Paper Company	Trash bags / paper products		1,297.59
Walmart Community / RFCSLLC	Mop & broom		38.55
Cavalier Hose & Fittings	Safety glasses		11.79
Diamond Springs Water, Inc.	Equipment rental		8.95
Farmville Wholesale Electric	Bulbs / ballasts	1,358.70	
	Knife / bit / phone wire	22.78	
	Bulbs / tie straps	75.93	1,457.41
Fisher Auto Parts, Inc.	Towels & WD-40	9.94	
	Wipers / fog light bulb	13.41	23.35
Hampden Sydney College	Bulb disposal		1,441.76
Lowe's	Staples	2.73	
	Battery / marker	13.25	
	Batteries / keys	22.68	38.66
Cintas Corporation #524	Uniform rental		357.24
Sherwin Williams Company	Paint / primer / brush		122.55
East End Chevron	Gas	95.66	
	Oil	12.00	107.66
Prince Edward County Public Schools	Diesel		48.48
NAPA of Farmville	Funnel / treatment		13.38

CANNERY

VACORP	Workers compensation		79.05
Virginia Food Works	Contract payment		2,916.67
Doli/Boiler Safety	Boiler inspections		80.00
Southside Electric Cooperative	Electric service		672.76
Ellington Energy Service	Heating fuel		760.03
CenturyLink	Phone		239.85
Farmville Printing	Receipts		242.00
Dixie Canner Company	Can opener		83.22
Patty Gulick	Drinking water hose		48.38

COMPREHENSIVE SERVICES ACT

Acewall Scholars	Professional service		100.00
Bear Creek Academy	Professional service		2,970.00
Blue Ridge Autism & Achievement Center	Professional service		8,700.00
Rescare / Braley & Thompson	Professional service		6,030.00
Center for Pediatric Therapies	Professional service		1,200.00
Centra Health	Professional service		34,450.00

Elk Hill	Professional service		3,060.00
Family & Community Support	Professional service		1,965.00
Family Preservation Services	Professional service		370.00
Grafton School, Inc.	Professional service		27,077.50
Harbor Point Behavioral	Professional service		675.00
Ifetayo Imanchinello	Foster care		2,085.00
Keystone Newport News, LLC	Professional service		20,720.00
Ashley Long	Foster care		4,222.00
Northstar Academy, Inc.	Professional service		2,866.00
United Methodist Family Services	Professional service		8,802.56

OTHER WELFARE / SOCIAL SERVICES

SCOPE / Meals on Wheels	15-16 Support		2,500.00
STEPS, Inc.	15-16 Support	6,250.00	
	15-16 Support (CAP)	3,622.00	9,872.00
FACES, Inc.	15-16 Support		2,137.50
Tri-County Life Learners	15-16 Support		1,500.00
Southside Center for Violence Prevention	15-16 Support		3,000.00
Heart of Virginia Free Clinic	15-16 Support		3,750.00
Habitat for Humanity	15-16 Support		2,000.00

CONTRIBUTIONS TO COLLEGES

Longwood Small Business Development Center	15-16 Support		3,750.00
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SUPERVISION OF PARKS & RECREATION

Heart of Virginia Festival	15-16 Support		2,500.00
Town of Farmville	2016 Heart of VA fireworks		2,000.00

MUSEUMS

Robert Russa Moton Museum	15-16 Support		2,500.00
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PUBLIC LIBRARY

Farmville-Prince Edward Community Library	15-16 Support		51,165.75
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PLANNING

VACORP	Workers compensation		18.68
Donald B. Gilliam	Commission meeting	100.00	
	Mileage	23.00	123.00
Preston Hunt	Commission meeting	100.00	
	Mileage	23.00	123.00
Timothy Mark Jenkins	Commission meeting	100.00	
	Mileage	12.65	112.65
Robert M. Jones	Commission meeting	100.00	
	Mileage	5.75	105.75
Clifford Jack Leatherwood	Commission meeting		100.00
Robert Christopher Mason	Commission meeting	100.00	

	Mileage	10.35	110.35
John W. Peery, Jr.	Commission meeting	100.00	
	Mileage	1.72	101.72
John C. Prengaman	Commission meeting	100.00	
	Mileage	5.75	105.75
John F. Townsend, III	Commission meeting	100.00	
	Mileage	8.62	108.62
Brett Von Cannon Watson	Commission meeting		100.00
Farmville Newsmedia	Advertising		184.50
US Cellular	Phone		57.72
Business Card	Dues		50.00

COMMUNITY DEVELOPMENT

Farmville Chamber of Commerce	15-16 Support		2,500.00
Town of Farmville	15-16 Support (Airport)		4,750.00
Piedmont Area Transit	15-16 Support		2,500.00
Downtown Farmville	15-16 Support		2,500.00

ECONOMIC DEVELOPMENT

VACORP	Workers compensation		10.38
Business Card	Postage	17.50	
	Meals	35.27	
	Office supplies	4.81	57.58
Key Office Supply	Copy paper		6.49

TOURISM

VACORP	Workers compensation		7.24
Farmville Printing	Ornament kits		45.00
Dominion Virginia Power	Electric service		184.42
Town of Farmville	Water & sewer		49.19
Business Card	UPS		29.01
CenturyLink	Phone		339.15
Key Office Supply	Ink cartridge		92.99

SOIL & WATER CONSERVATION DISTRICT

Piedmont Soil & Water Conservation District	15-16 Support		2,960.00
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COOPERATIVE EXTENSION OFFICE

CenturyLink	Phone		107.64
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GENERAL EXPENSE

Lumos Networks	Phone		2,611.83
Petroleum Traders Corporation	Gas		3,524.79

CAPITAL PROJECTS

Business Data of Virginia, Inc.	AS400 battery		226.86
Compro Computers	Ext. drive / power supply		484.80
Metal Roof & Building	Pre-bid meeting / consult		2,955.00
Business Card	Print plans		1578.83

	<u>WATER FUND</u>		
Town of Farmville	Water		68.62
	<u>SEWER FUND</u>		
Dominion Virginia Power	Sewer pump		113.50
	<u>RETIREMENT BENEFIT FUND</u>		
Vicki K. Johns	Retiree benefit		1,129.00
	<u>PIEDMONT COURT SERVICES FUND</u>		
VACORP	Workers compensation		59.83
1-Step Detect Associates	Alcohol tests		121.00
Redwood Toxicology Lab	Drug tests		514.49
Nottoway Publishing Company	Advertising		56.00
Southside Messenger	Advertising		32.00
Dominion Virginia Power	Electric service		139.71
CenturyLink	Phone		65.53
Lumos Networks	Phone		288.17
Connie Stimpson	Mileage	8.51	
	Sam's Club membership	45.00	
	Batteries	7.36	60.87
Jessica Harding	Mileage	152.94	
	Newspapers	2.00	154.94
Renee T. Maxey	Mileage		113.55
Andy Mays	Mileage		36.80
Ashley Nash	Mileage		190.30
Megan Newman	Mileage		158.70
Jeanene Rice	Mileage		239.19
	<u>PCS SUPERVISION FEES EXPENDITURES</u>		
Woods Rogers Attorneys at law	Professional service		1,938.84
SRP Corporation, LLC	Rent		2,500.00
	<u>PCS DRUG TESTING FEES</u>		
Alere Toxicology Services, Inc.	Drug testing		38.96

In Re: Highway Matters

Mrs. Sarah Elam Puckett, Assistant County Administrator, advised the Board two informational letters are included in their board pack, and a VDOT representative will attend next month's meeting.

Supervisor Timmons requested a status update on the Six Year Plan.

In Re: Appointments – Board of Supervisors Members

Mr. Bartlett stated several positions require the appointment of a member of the Board of Supervisors.

Commonwealth Regional Council

Mr. Bartlett stated the County is represented on the Commonwealth Regional Council (CRC) Board by a “Representative” and an “Alternate.” Supervisor Timmons is the current Representative; his four year term of office expires December 31, 2017. Mr. McKay was the Alternate; the Board will wish to make an appointment to fill this vacancy, with a four-year term of office, expiring December 31, 2017.

Supervisor Townsend made a motion, seconded by Supervisor Jones, to appoint Supervisor Pride as Alternate to the Commonwealth Regional Council for a four year term; the motion carried:

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

Supervisor Pride will serve on the Commonwealth Regional Council as Alternate with the term of office expiring December 31, 2017.

YMCA Board

Based on an agreement with the YMCA, the County has two seats on the YMCA Board. Historically, those seats have been filled by members of the Board of Supervisors. Currently, Supervisor Gray holds one of the Board-appointed seats; his three-year term of office expires December 31, 2017. Mr. McKay held the other seat on the YMCA Board. The Board of Supervisors will wish to make an appointment to fill this vacancy, with a three-year term of office expiring December 31, 2017.

Supervisor Timmons made a motion, seconded by Supervisor Gray, to not appoint Supervisors to the YMCA Board; the motion carried:

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

Nay: None

South Central Workforce Development Area Consortium

Mr. Bartlett said each County is represented on the Consortium Board by an “elected official” Board Member and an Alternate, which may be either an elected official or appointed official. The County’s elected position is currently vacant because of the changes that have been made to this organization’s bylaws and legal structure. Historically, the elected representative has been the Chair, but this is not required. Additionally, the County Administrator has historically served as the Alternate. The Board will wish to make an appointment to fill this vacancy; if the Chair is appointed, the term could run concurrent with his/her position as Chair. If other than the Chair is appointed, the Board may wish to establish a two-year term of office for this position.

Supervisor Timmons questioned if this appointment can be changed annually. Mr. Bartlett said it can.

Supervisor Gray made a motion, seconded by Supervisor Townsend, to appoint Supervisor Simpson to the South Central Workforce Development Area Consortium; the motion carried:

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

Nay: None

Chairman Simpson will serve on the South Central Workforce Development Area Consortium for a one-year term of office expiring December 31, 2016. Mr. Wade Bartlett, County Administrator, will serve as the alternate.

Granite Falls Community Development Authority

Mr. Bartlett stated the members of the Prince Edward County Board of Supervisors comprise the membership of the Granite Falls CDA Board. The term of office for each Authority Board member runs concurrent with the term of office of each member of the Board of Supervisors. The Board will wish to reappoint Supervisors Cooper-Jones, Jones and Simpson, and appoint Supervisor Pride to the Granite Falls CDA Board.

Supervisor Townsend made a motion, seconded by Supervisor Gray, to reappoint Supervisor Cooper-Jones, Supervisor Jones and Supervisor Simpson, and to appoint Supervisor Pride to the Board of the Granite Falls CDA; the motion carried:

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

Virginia's Heartland Water & Sewer Authority

Mr. Bartlett stated the members of the Prince Edward County Board of Supervisors comprise the membership of the Virginia's Heartland Water & Sewer Authority Board. The term of office for each Authority Board member runs concurrent with the term of office of each member of the Board of Supervisors. The Board will wish to reappoint Supervisors Cooper-Jones, Jones and Simpson and appoint Supervisor Pride to the Water & Sewer Authority Board.

Mr. Bartlett stated the County's Water & Sewer systems are operated as a department of the County, but when development begins, the Board may wish to transfer the water and sewer assets to the Authority, which protects the citizens of the County from any debt of the Water and Sewer Authority as any debt of the Authority is not debt of the County.

Mr. Ennis stated the Authority also has the authority, under law, to declare service districts which make it the exclusive right to provide water and sewer in the districts by the Water and Sewer Authority.

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

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

In Re: School Board Appointments

The terms of the following School Board members expire June 30, 2016:

District 301 – Timothy W. Corbett, Sr. MD (Supervisor Jerry Townsend)  
District 501 – Russell L. Dove (Supervisor Bob Timmons)

Supervisor Townsend and Supervisor Timmons will appoint Citizen Committees to be announced at the February 9, 2016 Board meeting.

In Re: Appointment – Piedmont Community Criminal Justice Board

Chairman Simpson stated a letter was received from Renee Maxey, Director of Piedmont Court Services, regarding the appointment of Commonwealth's Attorney Megan Clark to the Piedmont Community Criminal Justice Board.

Supervisor Gray made a motion, seconded by Supervisor Wilck, to appoint Megan Clark to the Piedmont Community Criminal Justice Board; the motion carried:

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



In Re: Agreement with Constitutional Officers

Mr. Bartlett said that since 2006, the Board of Supervisors has executed an agreement with each Constitutional Officer (Sheriff, Treasurer, Commissioner of Revenue, Clerk of Circuit Court, and Commonwealth's Attorney) regarding the applicability of the County's Personnel Policy on the employees of the Constitutional Officers. As our Commonwealth's Attorney is newly elected, the Board will wish to authorize the Chairman to execute an agreement with the Commonwealth's Attorney.

Mr. Bartlett added Ms. Clark is in agreement.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to authorize the Chairman to execute the Cooperative Agreement Between the Board of Supervisors and the Commonwealth's Attorney of the County of Prince Edward, Virginia; the motion carried:

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

**COOPERATIVE AGREEMENT BETWEEN THE BOARD OF SUPERVISORS  
AND THE COMMONWEALTH'S ATTORNEY  
OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**

THIS COOPERATIVE AGREEMENT, effective as of January 1, 2016, between the Commonwealth's Attorney and the Board of Supervisors of the County of Prince Edward, Virginia.

**ARTICLE I – SCOPE OF AGREEMENT**

This agreement extends the coverage of the County's personnel policies and procedures to all employees and deputies of the Commonwealth's Attorney. This Agreement recognizes that employees and deputies of the Commonwealth's Attorney and other County employees all serve the residents of Prince Edward County.

Therefore, this Agreement seeks to establish a uniform personnel system so that the Commonwealth's Attorney's employees and deputies will have the same rights and benefits and will be subject to the same policies, procedures and regulations as other County employees, except as provided herein. The inclusion of such employees in the County Pay and Classification Plan shall not change the status of such employees as appointees of a constitutional officer who serve at the will and pleasure of the Commonwealth's Attorney and concurrent with the term of office of the Commonwealth's Attorney; nor shall it deprive the

Commonwealth's Attorney of control over the actions of his appointees, but shall serve as the basis for supplementation of salaries as permitted by law.

Employees and deputies will be subject to the County's personnel policies and procedures, except the grievance procedure and Sections 11.6.D and 11.6.E of the Personnel Policies Manual. All employees and deputies of the Commonwealth's Attorney, whether funded by the Compensation Board or by the County, shall be placed on the County's pay plan, shall be eligible for the same benefits, and shall receive salary adjustments consistent with those received by other County Employees. This is an endeavor to maintain parity among County and Compensation Board funded positions as it pertains to general employee compensation.

The Commonwealth's Attorney understands that future increases offered by the State through the Compensation Board will not be passed automatically to the staff due to the fact that they would be covered under the county system. Regardless of what the county pay and classification plan states it is understood that the salaries for the Commonwealth's Attorney's staff will be no less than the salaries approved by the Compensation Board, as is required by state law. In the event that the salary established by the Compensation Board for a given position is higher than that determined by the County's pay plan, the salary set by the Compensation Board shall be applicable to the position.

Nothing in the Agreement shall be interpreted to infringe upon the authority of the Commonwealth's Attorney to retain control over the operations of his office, including, without limitation, the authority to:

- Direct the work of employees and deputies;
- Hire, promote, transfer or appoint employees and deputies; and
- Discipline, suspend, demote, dismiss or terminate the appointment of any employee or deputy.

Such authority shall be exercised by the Commonwealth's Attorney; however, the procedures shall be in accordance with the County's personnel policies and procedures. In addition, the Commonwealth's Attorney's authority pursuant to Virginia Code Section 15.2-1626 to terminate the appointment of an assistant is not intended to be infringed by this Agreement.

The Commonwealth's Attorney does not agree to include employees and deputies under the County Grievance Policy or Procedure, as the employees serve as an extension of the Commonwealth's Attorney and derive all powers from the status of the Commonwealth's Attorney as an elected Constitutional Officer.

The Commonwealth's Attorney does agree to abide by all applicable State and Federal laws regarding FLSA, FMLA, EEO/AA and other such applicable statutes as applied to appointees of elected officials.

## **ARTICLE II – TIME OF PERFORMANCE**

This Agreement shall commence as of January 1, 2016 and is effective until the below named Constitutional Officer leaves office.

## **ARTICLE III – LAWS, PERMITS AND RESTRICTIONS**

This Agreement shall be governed in all respects, whether as to validity, construction, capacity or performance by the laws of the Commonwealth of Virginia.

#### **ARTICLE IV – POLICIES**

The Commonwealth's Attorney agrees to comply with the policies included in the County's Personnel Policy Manual, adopted by the Board of Supervisors on December 20, 2005, and which may be amended from time to time.

The Commonwealth's Attorney and County agree that employees and deputies in the office of the Commonwealth's Attorney shall be incorporated into the County Uniform Pay Plan, as approved by the Board of Supervisors on December 20, 2005, as amended.

#### **ARTICLE V – AMENDMENT TO POLICIES**

The County agrees to provide the Commonwealth's Attorney with written notice of any change to all policies and procedures, and any new policies within thirty (30) days after adoption by the Board. The Commonwealth's Attorney agrees to respond in writing to the County within thirty (30) days of receipt of such notice as to his agreement or disagreement with such amended/new policy. No amendments or new policies may be incorporated within this agreement without the written consent of the Commonwealth's Attorney and the County.

This Agreement constitutes the sole Agreement existing between the parties with respect to this subject matter and there are not other written or oral understandings or agreements with respect thereto. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless agreed to in writing and signed by the County, and the Constitutional Officer.

#### **ARTICLE VI – TERMINATION**

- (1) This Agreement may be canceled by either party by giving thirty (30) days written notice to the other, or
- (2) This Agreement shall be suspended in the event the Board of Supervisors fails to appropriate or allocate funds for the purpose of continuation of this Agreement, or
- (3) In the event of breach by either party to this Agreement, the other party may give written notice to the party deemed to be in breach specifying the manner in which the Agreement has been breached. If such notice of breach is given, the party sending the notice may suspend performance of any or all of its corresponding obligations under this Agreement, and if the party receiving the notice has not substantially corrected the breach within thirty (30) days of receipt of the written notice, the party sending the notice shall have the right to terminate this Agreement.

#### **ARTICLE VII – PERSONNEL RECORDS AND REPORTS**

The County Administrator or designee shall maintain the official time records of all employees of the Commonwealth's Attorney. The Commonwealth's Attorney agrees to keep and maintain current records of all of his employees regarding accumulated sick leave, annual leave, etc. and to report each pay period any usage. The Commonwealth's Attorney agrees to provide the County Administrator or designee all relevant information needed to administer the Personnel Plan, upon request. Records and forms will be maintained and submitted in accordance with established procedures. Additionally, the Commonwealth's Attorney agrees to provide to the County Administrator an annual accounting as of December 31, of all accrued leave balances.

In Re: Sheriff's Department At-Will Program

At the July 2015 meeting the Board approved a six month extension of the "At-Will" traffic enforcement program. For the first half of FY16, this program has cost a total of \$20,179 to include FICA costs. Tickets written by patrol operating under this program was approximately \$35,740 for the same period. As has been the case for every reporting period, the program is self-funded.

Personnel turmoil in the Sheriff's department has caused a decrease in collections. The department has had several vacancies over the last six months. The shortage of personnel did not allow the Sheriff to staff the program at normal levels which contributed to the decrease in revenues but at the same time also reduced expenses. The Sheriff is actively recruiting for replacements and when that is complete there are no reasons the program should not return to prior operational levels.

This program provides benefits other than financial and traffic enforcement. It frees deputies from routine traffic duties to concentrate on other law enforcement duties – crime prevention, solving crimes and increasing visibility and availability of law enforcement personnel throughout the County. It is a no cost program that effectively increases the number of deputies on shift.

Supervisor Timmons requested a record of the types of summons or tickets issued, DUI, speeding, reckless driving, number of accidents, and the number of hours spent on the At-Will program.

Sheriff Reed stated the officers are enforcing all cases and their availability allows the Department to cover the entire county. He stated one of the At Will officers apprehended a homicide suspect.

In Re: County Administrator's Report – Retirement of Chief Animal Control Officer

Mr. Bartlett announced the County's chief Animal Control Officer will be retiring on February 29, 2016. He stated advertisement for the vacancy will begin next week.

In Re: County Administrator's Report – New Landfill Cell

Mr. Bartlett stated a topographic survey of the landfill was completed in November 2015 to determine the available airspace remaining in the County's landfill. Approximately 65,558 cubic yards of useable airspace is remaining. Based on the County's utilization rate, the landfill has approximately 18 months of airspace remaining. The County's engineering firm recommends the construction of Cell E be

bid in February 2016 with construction to begin in July 2016, which would coincide with the start of Fiscal Year 2017. Bidding services would cost \$7,500 and would include the preparation of Bid Documents and Drawings, proctoring of a pre-bid meeting and preparation of minutes of the meeting. In addition, it includes response to bidders' questions, preparation and attendance at the Bid Opening, review and evaluations of all bids, preparation of a Bid Tabulation, and making a recommendation to the County on which bidder to award the contract. The cost of these services is not contained in the existing FY16 budget. It is recommended the Board authorize preparation of Bid Documents and amend the budget in the Landfill Construction Fund, which would decrease the amount that would be placed in the fund balance of the Landfill Construction Fund and increase the amount spent for professional services.

Supervisor Timmons made a motion, seconded by Supervisor Gray, to authorize preparation of Landfill Bid Documents and amend the budget in the Landfill Construction Fund; the motion carried:

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

Nay: None

<b>FY 2016 Budget Amendment</b>						
<b>REV/EXP</b>	<b>FUND</b>	<b>DEPT</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
4 (Rev)	331	93000	0331	To Landfill Const Fund Bal		\$ 7,500
4 (Exp)	331	94000	3180	Professional Services – Eng	\$ 7,500	

In Re: County Administrator's Report – Courthouse Roof

Mr. Bartlett stated that at the September 8, 2015 meeting of the Board of Supervisors, the Board authorized the hiring of Metal Roof and Building Consultants to serve as the County's consultant in regard to bids and as the job inspector for the roof replacement/repair of the Courthouse roof. After the initial bid process, only two companies bid on the project. It was decided to rebid the project. The County reissued the bid with a December 11, 2015 bid opening date. The County received four bids. All bids were greater than the consultant's estimate of \$215,000, but the two low bids were very close. The Consultant and

representative from the County met with the two lowest bidders on December 30, 2015. The meeting allowed the County to interview each company to gain a better understanding of the strengths and weaknesses of each and to allow each company to gain a better understanding of the job requirements and ask them to revise their bids based on this information. Both companies revised their bids. Based on the responses, the recommendation is to award the contract to TeamCraft Roofing at a cost of \$205,500 and amend the General Fund Budget. This includes a metal roof over the existing shingle roof with a 30 year warranty and a silicon coating over the flat roofs with a 20 year warranty. Current collections in Real Estate and Personal Property Taxes combined with historical collection amounts from January through June indicate revenues in those two revenue lines will exceed budgeted amounts by over \$200,000. Mr. Bartlett recommended an adjustment to allow a draw from the fund balance.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to award the roof contract to TeamCraft Roofing at the cost of \$205,500 and to amend the General Fund Budget; the motion carried:

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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<b>FY 2016 Budget Amendment</b>						
REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
3 (Rev)	100	41050	0100	From General Fund Balance		205,500
4 (Exp)	100	94000	0024	Physical Plant	205,50	

In Re: County Administrator’s Report – Budget Planning Session

Mr. Bartlett stated that historically, the Board of Supervisors has met for several hours prior to the start of the County Budget process to discuss the budget outlook and give the County Administrator guidance on the preparation of the budget. The County Administrator will discuss with the Board its wishes regarding the scheduling of a preliminary budget planning session.

Following discussion, Supervisor Timmons scheduled a Finance Committee Meeting for January 22, 2016 at noon; the Board then concurred to meet on Thursday, February 4, 2016 at 3:30 p.m.

In Re: Closed Session

Supervisor Jones made a motion, seconded by Supervisor Timmons, that the Board convene in Closed Session for discussion of a prospective business, where no previous public announcement has been made, pursuant to the exemption provided for in Section 2.2-3711(A)(5) of the *Code of Virginia*; and for the discussion of public safety communications plans related to the safety and security of the Prince Edward County Sheriff's Department, pursuant to the exemption provided for in Section 2.2-3711(A)(19) of the *Code of Virginia*; the motion carried:

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

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

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

Nay: None

the 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 Jones made a motion, seconded by Supervisor Townsend, to appropriate \$2,000 for the Sheriff to do the study of the tower at Leigh's Mountain; the motion carried:

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

Nay: None

In Re: Animal Warden's Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of December 2015, 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 2015, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery Report

Ms. Patty Gulick, Cannery Manager, submitted a report for the month of December 2015, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Mr. K. David Smith, School Superintendent, submitted a financial summary report for the month of December 2015, 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 2015, which was reviewed and ordered to be filed with the Board papers.

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

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

the meeting was recessed at 10:01 p.m. until Thursday, February 4, 2016 at 3:30 p.m. in the Board of Supervisors Conference Room.