

January 14, 2014

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 14th day of January, 2014; at 7:00 p.m., there were present:

Howard M. Campbell

Pattie Cooper-Jones

Robert M. Jones

Charles W. McKay

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; Jim Ennis, County Attorney; Beverly Booth, Commissioner of Revenue; Machelles Eppes, Clerk of the Court; Renee Maxey, Piedmont Court Services; and Kevin Wright, VDOT.

Mr. Wade Bartlett, County Administrator, called the meeting to order. Supervisor McKay offered the invocation.

In Re: Election of Chairman

This being the first meeting of the Board of Supervisors in the year 2014, the County Administrator opened the floor for nominations for Chairman.

Supervisor Cooper-Jones was nominated by Supervisor Wilck. Supervisor Simpson was nominated by Supervisor Jones. There being no other nominations, Supervisor Wilck moved that the nominations be closed. Mr. Bartlett declared the nominations closed.

A vote was taken on the candidates for the position of Board of Supervisors Chair:

<u>Candidate</u>	<u>Vote</u>
Pattie Cooper-Jones	Howard M. Campbell Pattie Cooper-Jones C. Robert Timmons, Jr. Jim R. Wilck

Howard F. Simpson

Robert M. Jones
Howard F. Simpson
Charles W. McKay
Jerry R. Townsend

Mr. Bartlett stated it is a tie vote; he asked for discussion from the Board.

Supervisor Wilck stated the Bylaws do not state what needs to be done with a tie. What was done in the past with a vote was to have a coin toss. To get that vote, it takes six votes in favor to suspend the Bylaws. Other than that, Roberts Rules [of Order] says that if it's a tie, and you vote twice, and then if you can't come to a decision on it, then the meeting is adjourned at that point and another meeting must be called within 30 days. Discussion followed.

Mr. Bartlett stated to amend the Bylaws, there has to be a two-thirds vote, which in this case, would be six. He added that has not been the history. Mr. Bartlett questioned Mr. Ennis, County Attorney, regarding a copy of Roberts Rules of Order.

In order to research the situation, Mr. Bartlett called a 15-minute recess.

Mr. Bartlett reconvened the Board meeting at 7:23 p.m.

Mr. James R. Ennis, County Attorney, stated Roberts Rules [of Order] dictates that there be a vote until the tie is broken. If the second vote results in a tie, voting continues. As an alternative, after there has been a determination that the tie is not going to be broken, it would be necessary for someone to make a motion to suspend Roberts Rules. At this point, the Board is not operating under the Bylaws of the Board because the Bylaws of the Board have not yet been adopted. There are no bylaws and the Board is confined to Roberts Rules at this point. A vote to suspend Roberts Rules requires a two-thirds vote. At this point, the Board should re-ballot.

Supervisor Wilck stated he obtained his information from an attorney who does Roberts Rules for Radford University. He said, "When you said it's suspended, that works two ways – it doesn't say you have a coin toss either."

Mr. Bartlett stated that it would have to be determined, once [Roberts Rules] are suspended, what the Board wants to do.

Mr. Ennis stated it would be appropriate to re-ballot any number of times unless and until there is a motion to suspend Roberts Rules [of Order], which would require a two-thirds vote in order to pass the suspension of Roberts Rules. If the two-thirds vote cannot be acquired, then it is deadlocked and the Board is not going to be able to continue.

Mr. Bartlett then re-opened the floor for nominations. Supervisor Wilck nominated Supervisor Cooper-Jones; Supervisor Jones nominated Supervisor Simpson. There being no other nominations, Supervisor Jones moved that the nominations be closed. Mr. Bartlett declared the nominations closed.

A vote was taken on the candidates for the position of Board of Supervisors Chair:

<u>Candidate</u>	<u>Vote</u>
Pattie Cooper-Jones	Howard M. Campbell Pattie Cooper-Jones C. Robert Timmons, Jr. Jim R. Wilck
Howard F. Simpson	Robert M. Jones Howard F. Simpson Charles W. McKay Jerry R. Townsend

Supervisor Wilck suggested holding a trial vote to see if there are enough votes to suspend [Roberts Rules of Order]. Discussion followed.

Supervisor Campbell suggested asking the nominees to state why they would like to be Chair and their vision for the future. Mr. Ennis stated that particular action would be out of order.

Mr. Bartlett re-opened the floor for nominations.

Supervisor Wilck made a motion for adjournment; the motion failed:

Aye: Howard M. Campbell Pattie Cooper-Jones Jim R. Wilck	Nay: Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend
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Supervisor Timmons made a motion to suspend Roberts Rules [of Order]. Discussion followed.

Supervisor Wilck stated that the section of Roberts Rules that he read, it indicated that if a decision could not be reached, the idea that within the 30 day period, people could think, consider, listen and they might change their vote. He stated there were so many comments regarding the method of coin-

toss for the School Board member. Supervisor Jones said there is a lot of business to conduct and until the Board restructures the County Board to have an odd number of members, this possibility will come up.

Mr. Bartlett asked Mrs. Sarah Puckett, Assistant County Administrator, if there was a previous time that a Board Chair was selected by a coin toss because of a tie. Mrs. Puckett stated there was in 2004.

Supervisor Townsend called for the motion to suspend Roberts Rules of Order. The motion carried:

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

Supervisor Jones made a motion to break the tie vote with a coin toss to select the Board Chair; the motion carried:

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

Mr. Bartlett then re-opened the floor for nominations. Supervisor Wilck nominated Supervisor Cooper-Jones; Supervisor Jones nominated Supervisor Simpson. There being no other nominations, Supervisor Jones made a motion that the nominations be closed; the motion carried:

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

A vote was taken on the candidates for the position of Board of Supervisors Chair:

<u>Candidate</u>	<u>Vote</u>
Pattie Cooper-Jones	Howard M. Campbell Pattie Cooper-Jones C. Robert Timmons, Jr. Jim R. Wilck
Howard F. Simpson	Robert M. Jones Howard F. Simpson Charles W. McKay Jerry R. Townsend

Mr. Bartlett stated there was a tie. In accordance with the vote taken directly prior to that, a tie vote will be broken by a coin toss.

Supervisor Simpson called on Reverend Earl Wallace to observe; Supervisor Cooper-Jones called on Mr. Cornell Walker to observe. Sheriff Reed was asked to flip the coin.

Supervisor Cooper-Jones chose "heads"; Supervisor Simpson was assigned "tails."

Mr. Bartlett instructed that the coin must hit the floor.

Sheriff Reed flipped the coin and stated the coin was called "tails."

Supervisor Simpson will serve as Chairman of the Prince Edward County Board of Supervisors for calendar years 2014-2015.

Chairman Simpson apologized for the way the determination took place.

Supervisor Timmons stated he disagreed as the Board has a right to select a Chair without being criticized publicly.

In Re: Election of Vice-Chairman

Chairman Simpson called for nominations for the office of Vice-Chairman.

Supervisor Wilck nominated Supervisor Cooper-Jones. Supervisor Townsend nominated Supervisor Jones.

Chairman Simpson declared the nominations closed.

A vote was taken on the candidates for the position of Board of Supervisors Vice-Chair:

<u>Candidate</u>	<u>Vote</u>
Pattie Cooper-Jones	Howard M. Campbell Pattie Cooper-Jones C. Robert Timmons, Jr. Jim R. Wilck
Robert M. Jones	Robert M. Jones Howard F. Simpson Charles W. McKay Jerry R. Townsend

Supervisor Wilck called for the motion to suspend Roberts Rules of Order. The motion carried:

Aye: Pattie Cooper-Jones Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: Howard M. Campbell
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Supervisor Jones made a motion to break the tie vote with a coin toss to select the Board Vice-Chair; the motion carried:

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

Chairman Simpson declared the nominations closed.

A vote was taken on the candidates for the position of Board of Supervisors Vice-Chair:

<u>Candidate</u>	<u>Vote</u>
Pattie Cooper-Jones	Howard M. Campbell Pattie Cooper-Jones C. Robert Timmons, Jr. Jim R. Wilck

Robert M. Jones

Robert M. Jones
Howard F. Simpson
Charles W. McKay
Jerry R. Townsend

Reverend Earl Wallace and Mr. Cornell Walker were again asked to observe the coin toss. Sheriff Reed was asked to flip the coin.

Supervisor Cooper-Jones chose “heads”; Supervisor Jones was assigned “tails.”

Sheriff Reed flipped the coin and stated the coin was called “heads.”

Supervisor Cooper-Jones was chosen to serve as Vice-Chair of the Prince Edward County Board of Supervisors for calendar years 2014-2015.

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

Supervisor Jones moved 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:	Howard M. Campbell	Nay:	None
	Pattie Cooper-Jones		
	Robert M. Jones		
	Charles W. McKay		
	Howard F. Simpson		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

In Re: Adoption of Board By-Laws

Supervisor Timmons stated that in Section II of the ByLaws of the Board of Supervisors, it states:

At the first meeting in January of each year, the Board of Supervisors shall elect one of its members as Chairman and one other of its members as Vice-Chairman. The term of office for the Chairman and Vice-Chairman shall be for two years, but they may be re-elected.

Supervisor Timmons stated there is a conflict and requested a change to read:

At the first meeting in January in even-numbered years, the Board of Supervisors ...

Supervisor Timmons said this is necessary to clear the conflict in the By Laws. Supervisor Timmons then made a motion to amend the Board of Supervisors By Laws to include “in even-numbered years” to remove the conflict in the By Laws; the motion carried:

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

Supervisor Jones moved that the Prince Edward County Rules of the Board of Supervisors be adopted as amended; the motion carried:

Aye:	Howard M. Campbell	Nay:	None
	Pattie Cooper-Jones		
	Robert M. Jones		
	Charles W. McKay		
	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 2014)

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 15.1-538 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

At the first meeting in January in even-numbered years, the Board of Supervisors shall elect one of its members as Chairman and one other of its members as Vice-Chairman. The term of office for the Chairman and Vice-Chairman shall be for two years, but they may be re-elected.

The Chairman shall preside at all meetings at which he is present. The Vice-Chairman shall preside at all meetings at which the Chairman is absent and may discharge any other duty of the Chairman during his absence or disability.

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, the Chairman shall 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 2.1, Chapter 40.2, Section 639.30 et seq shall control with respect to a member's participation and voting. (Conflict of Interest-Section 2.1-639.30 et al, Code of Virginia, 1950, as amended.)

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.

--Motions need not be seconded.

--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 that the Board operate as a committee of the whole, but with one standing committee, the Personnel Committee. The motion carried:

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

In Re: Appointments: Personnel Committee

Chairman Simpson appointed Supervisor Timmons, Supervisor Townsend, and himself, Supervisor Simpson to act as Chair of the Personnel Committee.

Supervisor Timmons stated the By Laws state that the Chair makes nominations for that position; after the Chair has made his nominations, the Board members can make nominations and then vote on them.

Supervisor Campbell nominated Supervisor Wilck.

Discussion followed on procedure.

Chairman Simpson called for the vote on Supervisor Campbell's nomination of Supervisor Wilck to add him to the Personnel Committee; the motion failed:

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

Chairman Simpson then called for the vote on the original motion, to include Supervisor Timmons, Supervisor Townsend, and himself, Supervisor Simpson as Chair of the Personnel Committee; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	Howard M. Campbell
	Robert M. Jones		
	Charles W. McKay		
	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 and carried:

Aye:	Howard M. Campbell	Nay:	None
	Pattie Cooper-Jones		
	Robert M. Jones		
	Charles W. McKay		
	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 and carried:

Aye:	Howard M. Campbell	Nay:	None
	Pattie Cooper-Jones		
	Robert M. Jones		
	Charles W. McKay		
	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 Jones and carried:

Aye:	Howard M. Campbell	Nay:	None
	Pattie Cooper-Jones		
	Robert M. Jones		
	Charles W. McKay		
	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: Adoption of Board of Supervisors Conflict of Interest Policy

On motion of Supervisor Jones and carried:

<p>Aye: Howard M. Campbell Pattie Cooper-Jones Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck</p>	<p>Nay: None</p>
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the Prince Edward County Board of Supervisors readopted the Conflicts of Interest Policy:

Conflicts of Interest Policy

I. Introduction

Our system of government is dependent in large part on its citizens maintaining the highest trust in their public officials. *1995 Va. Op. Atty. Gen. 2*. The conduct and character of public officials is of particular concern to state and local governments, because it is chiefly through that conduct and character that the government’s reputation is derived. *1995 Va. Op. Atty. Gen. 2*.

The purpose of the Conflict of Interests Act (*Virginia Code § 2.2-3100 et seq.*) is to assure the citizens of the Commonwealth that the judgment of public officers and employees will not be compromised or affected by inappropriate conflicts. *Virginia Code § 2.2-3100*. To this end, the Act defines certain standards or types of conduct that clearly are improper.

The Act does not address all appearances of conflict and, in those cases; the public official must determine whether participation in a matter presents an unacceptable appearance of impropriety that will affect the confidence of the public in the official’s ability to perform his or her duties impartially.

A knowing violation of the Act has serious consequences. A knowing violation is a misdemeanor (*Virginia Code § 2.2-3120*) and constitutes malfeasance in office (*Virginia Code § 2.2-3122*). In addition to criminal fines and penalties, a knowing violation may result in forfeiture of the office or employment (*Virginia Code § 2.2-3122*), the forfeiture of the value derived from the violation, and civil penalties in the amount of the value derived from the violation (*Virginia Code § 2.2-3124*).

Although the Conflict of Interests Act also covers conflicts arising in the contracting process, this policy pertains only to conflicts arising from a public official’s personal

interest in matters coming before a public body and other generally prohibited conduct. This policy also covers conflicts of interest not specifically covered by the Act.

Except as expressly stated otherwise, the term *public official* includes members of the County's public bodies, advisory agencies, committees and employees (collectively referred to as a *public body*).

II. Procedure if a conflict of interest in a transaction may exist

A public official should review pending matters and agenda materials for possible conflicts of interest and then do the following:

A. Notify the County Attorney's Office

If the public official believes that a conflict of interest may exist, the official should contact the County Attorney's Office immediately so that it is aware of the possible conflict, provide advice and, if necessary, assist the public official with the preparation of the required disclosure statement before the matter is considered.

After a full disclosure of the facts, the County Attorney's Office will advise the public official to seek an advisory opinion from the Commonwealth's Attorney.

B. Request an advisory opinion from the Commonwealth's Attorney

The Commonwealth's Attorney is charged to render advisory opinions as to whether the facts in a particular case would constitute a violation of the provisions of the Conflict of Interests Act to the County's public officials. *Virginia Code § 2.2-3126(B)*. If the public official believes that a conflict of interest may exist, he or she should make a full disclosure of the facts to the Commonwealth's Attorney and request a written opinion from that office. If the official relies in good faith on the opinion of the Commonwealth's Attorney, the official is immunized from prosecution for a knowing violation of the Act. *Virginia Code § 2.2-3121(B)*.

In order for this immunity to be effective, it is critical that the public official is certain that all of the facts are disclosed to the Commonwealth's Attorney. It is also important that the opinion request be made in sufficient advance of the public body's consideration of the matter so that the Commonwealth's Attorney has adequate time to prepare the written opinion. Finally, if the public official will participate in the matter based on the Commonwealth's Attorney's opinion, the official should have the written opinion prior to his or her participation.

C. Request Attorney General to review Commonwealth's Attorney opinion, and judicial review

If the opinion given by the Commonwealth's Attorney indicates that the facts would constitute a violation of the Conflict of Interests Act, the public official affected by the opinion may request that the Attorney General review the opinion. *Virginia Code § 2.2-3126(B)*. A conflicting opinion by the Attorney General acts to revoke the opinion of the Commonwealth's Attorney. *Virginia Code § 2.2-3126(B)*.

Regardless of whether an opinion of the Commonwealth's Attorney or the Attorney General has been requested and rendered, any person has the right to seek a declaratory judgment or other judicial relief as provided by law. *Virginia Code § 2.2-3126(B)*.

III. Determining whether a personal interest in a transaction exists

A conflict of interest exists if the public official has a *personal interest in the transaction*. The italicized words are defined by statute.

A. Personal interest.

A *personal interest* is a financial benefit or liability accruing to a public official or to a member of his or her immediate family. *Virginia Code § 2.2-3101*. A member of the *immediate family* is either a spouse or any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee, or of whom the officer or employee is a dependent. *Virginia Code § 2.2-3101*.

A *dependent* is a son, daughter, father, mother, brother, sister or other person, whether or not related by blood or marriage, if the person receives from the officer or employee, or provides to the officer or employee, more than one-half of his financial support. *Virginia Code § 2.2-3101*.

A personal interest exists in any of the following situations:

1. *Ownership in a business*: Ownership in a business if the ownership interest exceeds three percent of the total equity of the business.
2. *Income from property or business*: Annual income that exceeds, or may reasonably be anticipated to exceed, \$10,000 from ownership in real or personal property or a business.
3. *Salary, compensation, benefits paid or provided by business*: Salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business that exceeds, or may reasonably be anticipated to exceed, \$10,000 annually.
4. *Ownership of property*: Ownership of real or personal property if the interest exceeds \$10,000 in value and excluding ownership in a business, income, salary, other compensation, fringe benefits or benefits from the use of property.
5. *Personal liability on behalf of business*: Personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business. A *business* is a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit. *Virginia Code § 2.2-3101*.

B. Transaction

A *transaction* is any matter considered by the board or commission, whether in a committee, subcommittee, or other entity or department of the County, on which official action is taken or contemplated. *Virginia Code § 2.2-3101*.

C. Personal interest in a transaction

A *personal interest in a transaction* is a personal interest of an officer or employee in any matter considered by his agency. *Virginia Code § 2.2-3101*. A personal interest exists when an officer or employee or a member of his immediate family has a personal interest

in property or a business, or represents any individual or business and the property, business or represented individual or business: (1) is the subject of the transaction; or (2) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction. *Virginia Code § 2.2-3101*.

Notwithstanding the above, a personal interest in a transaction is not deemed to exist where a member of the Board of Supervisors serves without remuneration as a member of the board of trustees of a not-for-profit entity and the Board member or member of his immediate family has no personal interest related to the not-for-profit entity. *Virginia Code § 2.2-3101*.

IV. What to do if a public official has a personal interest in a transaction

If a public official has a personal interest in a transaction, he/she must respond in one of the following ways:

A. When disclosure and disqualification required

A public official must disqualify himself or herself from participating if the transaction applies *solely* to the property or business in which he or she has a personal interest. *Virginia Code § 2.2-3112(A)(1)*. However, a public official is not disqualified merely because the official is a party in a legal proceeding of a civil nature concerning the transaction. *Virginia Code § 2.2-3112(D)*.

Once the public official is disqualified, he or she may not vote or in any other manner act on the matter. *Virginia Code § 2.2-3112(A)(1)*. However, an employee (not a board member or commissioner) who is disqualified may represent himself or a member of his immediate family in the transaction provided he does not receive compensation for the representation and makes a proper disclosure of the conflict. *Virginia Code § 2.2-3112(B)*.

A public official who is disqualified, or otherwise elects to disqualify himself, must promptly disclose the existence of his interest. *Virginia Code § 2.2-3115(E)*. The disclosure is typically announced by members of a public body during the meeting when the particular matter is called, and is set forth in writing in a form prepared by the County Attorney's Office and signed by the public official. The disclosure is reflected in the public records for five years in the office of the administrative head of the public body. *Virginia Code § 2.2-3115(E)*.

B. When disclosure required, participation allowed

A public official may participate in a transaction if he or she is a member of a business, profession, occupation, or group, the members of which are affected by the transaction. *Virginia Code § 2.2-3112(A)(2)*. This means that if the transaction affects not only the property or business in which he or she has a personal interest, but also other properties or businesses, the public official may participate in the transaction. For example, the Attorney General has determined that a member of an airport commission was not required to disqualify himself from participating in a commission's vote on an application for funding to acquire the member's property if the transaction included property owned by others as well. *1995 VA. Op. Atty. Gen. 2*. In that case, the commissioner was merely a member of the group of landowners whose property the commission was considering acquiring.

A public official who has a conflict of interest because of his membership in a business, profession, occupation or group is required to declare his interest. *Virginia Code § 2.2-3115(G)*. The declaration must state: (1) the transaction involved; (2) the nature of the

official's personal interest affected by the transaction; (3) that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction; and (4) that he is able to participate in the transaction fairly, objectively, and in the public interest. *Virginia Code § 2.2-3115(G)*. The disclosure is typically announced by members of the public body during the meeting when the particular matter is called, and is set forth in writing in a form prepared by the County Attorney's Office and signed by the public official.

The disclosure is reflected in the public records for five years in the office of the administrative head of the public body. *Virginia Code § 2.2-3115(G)*. If reasonable time is not available to comply with these disclosure provisions prior to participating in the transaction, the public official must prepare and file the required declaration by the end of the next business day. *Virginia Code § 2.2-3115(G)*.

If a public official is unable to make the statements in the declaration of the interest without reservation, he or she should not participate in the matter and disqualify himself or herself from participating in the transaction.

C. When neither disclosure nor disqualification required

A public official may participate in a transaction if it affects the public generally, even though his or her personal interest, as a member of the public, may also be affected by the transaction. *Virginia Code § 2.2-3112(A)(3)*.

V. What it means to participate in a transaction

A transaction includes any matter considered by the public body on which official action is taken *or contemplated*. *Virginia Code § 2.2-3101*. Thus, the *transaction* begins when some future action is contemplated, *e.g.*, when a complete application for a special use permit is filed with the County, and continues until a final decision is made by a County public body.

Participation is not included in the Act. However, it is clear that during the decision making process, *participation* includes not only voting on the transaction, but also engaging in any discussion related to it. The practice of some public bodies is for a disqualified official not to sit with the public body while the transaction is being considered so there is no question as to whether the disqualified official participated. Some public officials may even choose to leave the hearing room so that there is no question that the official tried to influence the public body through hand gestures and body language. Such an extreme measure, of course, is not required.

Participating in a transaction extends beyond the hearing room. Because a *transaction* includes any matter on which official action is contemplated, *participation* reasonably includes any activity that may influence the matter for which official action is contemplated, including talking to the applicant, other citizens, County staff and members of the County's public bodies. This broad application is consistent with the liberal interpretation to be given to the Act to effectuate its purposes.

VI. Avoiding the appearance of impropriety even though statutory conflict of interest does not exist

The Conflict of Interests Act does not address all conflicts of interest. There may be circumstances when a public official's interest in a transaction may not be a conflict within the meaning of the Act, but which may lend itself to an appearance of impropriety. In those cases, it is incumbent upon the public official to determine whether participating in the transaction presents an appearance of impropriety. *1995 Va. Op. Atty. Gen. 2*.

In determining whether an appearance of impropriety exists, the public official should consider: (1) whether the appearance of a conflict is unacceptable; and (2) whether the appearance of a conflict will affect the confidence of the public in the public official's ability to perform his or her duties impartially. *1995 Va. Op. Atty. Gen. 2*. If either of these elements is present, the public official should seriously consider disqualifying himself or herself from participating in the matter.

VII. The effect of disqualification on a public body's ability to transact business

If a disqualification leaves less than the number of members required by law to act, the remaining member or members have authority to act for the public body by majority vote. *Virginia Code § 2.2-3112(C)*.

VIII. Generally prohibited conduct

In addition to those situations when a public official may have a personal interest in a transaction, the Conflict of Interests Act prohibits certain interests in contracts and other general conduct. Conflicts of interests arising in contracts are addressed in Virginia Code § 2.2-3105 *et seq.* This section addresses other conduct prohibited by Virginia Code § 2.2-3103, which provides that the following conduct by County officers and employees is declared to be unlawful:

1. *Solicit or accept money or other thing of value for services:* Except for special benefits authorized by law, an officer or employee may not solicit or accept money or other thing of value for services performed within the scope of his official duties, except the compensation, expenses or other remuneration paid by the County.
2. *Offer or accept money or other thing of value for employment, appointment or promotion:* An officer or employee may not offer or accept money or any other thing of value in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency.
3. *Offer or accept money or other thing of value to use position for contract purposes:* An officer or employee may not offer or accept any money or other thing of value for or in consideration of the use of his public position to obtain a contract for any person or business with any governmental or advisory agency.
4. *Use confidential information for personal or another's gain:* An officer or employee may not use for his own economic benefit, or that of another party, confidential information which he has acquired by reason of his public position and which is not available to the public.
5. *Accept money or other benefit that may influence performance:* An officer or employee may not accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties. This rule does not apply to any political contribution actually used for political campaign or constituent service purposes and reported as required by Virginia Code § 24.2-900 *et seq.*
6. *Accept opportunity that may influence performance:* An officer or employee may not accept any business or professional opportunity when he knows that there is a reasonable likelihood that the opportunity is being afforded him to influence him in the performance of his official duties.

7. *Accept honoraria:* An officer or employee may not accept any honoraria for any appearance, speech, or article in which the officer or employee provides expertise or opinions related to the performance of his official duties. The term *honoraria* does not include any payment for or reimbursement to a person for his actual travel, lodging, or subsistence expenses incurred in connection with the appearance, speech, or article or, in the alternative a payment of money or anything of value not in excess of the per diem deduction allowable under Section 162 of the Internal Revenue Code.
8. *Accept a gift where its timing and nature questions impartiality:* An officer or employee may not accept a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor.
9. *Accept gifts frequently so as to raise appearance of impropriety:* An officer or employee may not accept gifts from sources on a basis so frequent as to raise an appearance of the use of his public office for private gain.

Each of these prohibitions will be liberally construed to apply as broadly as reasonable under the circumstances.

In Re: Public Participation

Allie Hill, Project Director, Virginia Food Works, reported on the commercial production at the Prince Edward County Cannery. She reviewed the activities at the Cannery and stated there would be an Open House on January 15, 2014, from 10:00 a.m. – 1:00 p.m.

Kenneth Jackson, Lockett District, expressed his concerns regarding the Board working together on improvement in education and bringing industry and jobs to Prince Edward County.

Cornell Walker, Prospect District, stated the citizens elected the best candidates for the job of supervisors of Prince Edward County; he expressed his concerns regarding the Board not working together for the best interest of the county.

Reverend Earl Wallace, Lockett District, spoke in support of the Sheriff's "At-Will Overtime Program," adding the Sheriff is doing an excellent job.

Jasper Hendricks, New Horizons Community Action Partnership, reported the State and Federal investigation is continuing and a meeting will be held January 30 with Health and Human Services. He then reported on the activities of New Horizons for the Christmas holiday season and stated staff is available to assist with signing up for the Affordable Health Care Act, among other services.

In Re: Board of Supervisors Comments

Supervisor Campbell stated the Selective Enforcement is a good program and said he would like more information. Supervisor McKay was in agreement.

Supervisor Timmons stated he is on the Board to represent the people; he said while there was a disagreement on the selection of the Chair, the issues are now behind them and he is committed to fully support those chosen and move forward.

Supervisor Cooper-Jones thanked all for their support and said she will work for the citizens and as a team.

In Re: Highway Matters

Mr. Kevin Wright, VDOT, updated the Board regarding the asphalt-overlay repaving of Route 658 (Five Forks Road); he will update the Board again once the contractor has a better idea of when it will be paved this coming summer. Discussion followed.

Supervisor Jones stated the shoulders on the secondary roads, specifically Routes 600, 619 and 636 are wearing away and need work.

In Re: Consent Agenda

On motion of Supervisor Jones and carried:

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

the Board accepted the Treasurer's Report for November 2013; the minutes of the meetings held December 10, 2013 and December 18, 2013; Accounts and Claims; Salaries; and appropriations as follows:

FY 2014 Budget Amendment

		<u>Debit</u>	<u>Credit</u>
3-100-41050-0100	From General Fund Balance		\$ 65,600
4-100-32200-7001	Farmville Volunteer Fire Department	6,800	
4-100-32200-7002	Rice Volunteer Fire Department	6,800	
4-100-32200-7003	Prospect Volunteer Fire Department	6,800	
4-100-32200-7004	Darlington-Heights Volunteer Fire Department	6,800	
4-100-32200-7005	Hampden-Sydney Volunteer Fire Department	6,800	
4-100-32200-7006	Pamplin Volunteer Fire Department	6,800	
4-100-32200-7007	Meherrin Volunteer Fire Department	6,800	
4-100-32200-8010	Prince Edward Firefighters Association	6,000	
4-100-32300-7005	Prince Edward Rescue Squad	6,000	
4-100-32300-7006	Pamplin Rescue Squad	3,000	
4-100-32300-7008	Meherrin Rescue Squad	3,000	
3-100-24040-0019	Tobacco Commission Grant		95,000
4-100-94000-0032	J.R. Tharpe Trucking	95,000	
3-100-24040-0019	Tobacco Commission Grant		80,000
4-100-94000-0033	Helton House	80,000	

Prince Edward Treasurer's Report - November 2013

<u>Name of Bank</u>	<u>Bank Balance</u>	<u>Deposit in Transit / Adj.</u>	<u>Outstanding Checks</u>	<u>Available Balance</u>
Benchmark Pooled Fund Account	7,950,101.93	104,691.18	283,737.94	7,771,055.17
Wachovia Social Services	353,774.17		61,756.42	292,017.75
Bank of America School Fund	1,303,192.77	552.78	392,547.67	911,197.88
Bank of America Food Service	65,731.40	149.26	13,073.48	52,807.18
Benchmark Food Service	191,909.50			191,909.50
TOTAL				<u>9,218,987.48</u>

Certificates of Deposit

Benchmark	519,048.66
Citizens Bank Recreation	15,000.00
Citizens Bank Underground Storage	20,000.00
Planners Bank	200,000.00
Wells Fargo Advantage Fund	162,444.09
TOTAL	<u>916,492.75</u>

GRAND TOTAL	<u><u>10,135,480.23</u></u>
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<u>BOARD OF SUPERVISORS</u>		
Farmville Herald	Advertising	1,130.07
Howard F. Simpson	Mileage	303.97
Business Card	Lodging	1,816.63

<u>COUNTY ADMINISTRATOR</u>		
VACORP	Workers compensation	78.25
Business Card	Postage	42.91
	Lodging	169.16
Pitney Bowes	Postage meter lease	29.00
Sheila Martin	Mileage	75.82
HR Direct	Office supplies	105.98
Lowe's	Staples	6.12
Matthew Bender & Company, Inc.	Fees	2.39
	Code Rules V11 Supp	20.94
	Law Appdx 2013 Ed	40.44
		63.77

<u>LEGAL SERVICES</u>		
VACORP	Workers compensation	9.75

<u>COMMISSIONER OF REVENUE</u>		
VACORP	Workers compensation	41.00
Treasurer of Virginia	Online service	76.61
NADA Used Car Guide	Used car guide subscription	105.00

<u>ASSESSOR</u>		
Wampler-Eanes Appraisal	Reassessment	22,387.50

<u>TREASURER</u>		
VACORP	Workers compensation	44.00
ComputerPlus Sales/Service	Quarterly maintenance contract	1,075.35
Treasurer of Virginia	Online service	76.61
Mail Finance	Postage equipment lease	1,592.55
Benchmark Community Bank	Payflow / Paypal	1.80
Key Office Supply	Green bar paper	239.96
	Laser cartridge	79.59
	Ribbons	8.97
		328.52
M & W Printers, Inc.	Window envelopes	197.11

<u>INFORMATION TECHNOLOGY</u>		
Business Data of Virginia, Inc.	Contract agreement	3,700.00
	Travel expense	1,625.00
		5,325.00
ComputerPlus Sales & Service	Printer maintenance contract	79.00

<u>ELECTORAL BOARD AND OFFICIALS</u>		
Sheila Eames	Election official	51.13
Edward Lee Helton, Jr.	Election official	56.78
Brian N. Hulsizer	Election official	26.13
Claudia Somers	Election official	138.30
Phillip Somers	Election official	36.30

Lucie Zehner	Election official		128.70
Key Office Supply	Ink cartridges		222.00
	<u>REGISTRAR</u>		
VACORP	Workers compensation		15.75
	<u>CIRCUIT COURT</u>		
Halifax County	Temporary salary		1,000.00
VACORP	Workers compensation		6.75
	<u>SPECIAL MAGISTRATES</u>		
Key Office Supply	Ink cartridges	98.99	
	Shredder oil	26.99	
	Heavy duty paper	22.89	148.87
	<u>CLERK OF THE CIRCUIT COURT</u>		
VACORP	Workers compensation		68.25
Key Office Supply	Copier maintenance contracts	1,424.00	
	Ink cartridges	319.96	
	Hole punch / desk organizer	119.96	
	Stamp	44.98	1,908.90
AT&T	Phone		48.82
CenturyLink	Phone		87.39
Benjamin Amos	Juror		30.00
Alejia Carrington	Juror		30.00
Lorraine Carter	Juror		30.00
Carl U. Eggleston	Juror		30.00
Angela Foster	Juror		30.00
Dana G. Franklin	Juror		30.00
James Huskey	Juror		30.00
Ryan Johns	Juror		30.00
Carlton Lafoon, Jr.	Juror		30.00
Christy Murphy	Juror		30.00
Nancy Phaup	Juror		30.00
Laverne Walker	Juror		30.00
Bernard Watkins	Juror		30.00
Kinex Networking Solutions	DSL		74.95
M & W Printers, Inc.	Landbook		609.73
Matthew Bender & Company, Inc.	VA Advance Code Serv		75.45
Thomson Reuters-West	Probate handbooks		673.50
	<u>LAW LIBRARY</u>		
AT&T	Phone		42.27
LexisNexis	Online service		247.00
	<u>COMMONWEALTH'S ATTORNEY</u>		
VACORP	Workers compensation		113.00
Purchase Power	Postage		419.99
Treasurer of Virginia	IPad service		134.64
James R. Ennis	Mileage	114.13	

	Lodging	233.80	
	Meals	31.00	378.93
Cecelia Charlton	Notary reimbursement		45.00
DMV	Special ID-Bauer		10.00
STEPS, Inc.	Shredding service		35.00
Key Office Supply	Laser cartridge / clip		154.67
Software Unlimited Corporation	Crim Case Management System		16,114.80

VICTIM WITNESS ASSISTANCE PROGRAM

VACORP	Workers compensation		10.25
Cindy Sams	Mileage	152.90	
	Meals	85.32	238.22
VNVWC	Dues		50.00
Farmville Printing	Business cards		49.00
Key Office Supply	Planner / ink cartridge		123.93

SHERIFF

VACORP	Workers compensation		3,931.50
Medtox Diagnostics, Inc.	Drug testing kits		486.94
Business Card	Radio license	110.00	
	Shipping & postage	189.21	
	Meals	23.82	
	Lockbox / heater / invitations	303.62	
	Shadowbox / business cards	67.91	
	Gas	113.00	
	Vehicle registration	10.00	
	AED batteries	658.00	1,475.56
East End Motor Company, Inc.	Inspection / repairs	164.43	
	Inspection / rotors / cylinder	309.76	
	Inspection	16.00	
	Tires	540.28	1,030.47
Express Care	Oil changes		194.83
Farmville Auto Parts	Oil change / tire rotation	83.19	
	Wiper blades	48.78	
	Fan motor assembly / thermostat	683.84	815.81
Kinex Networking Solutions	Computer repair	184.47	
	Remote data backup	19.95	204.42
Farmville Herald	Advertising		358.75
UPS	Shipping		6.86
Treasurer of Virginia	VCIN		52.57
CenturyLink	Phone	10.52	
	VCIN	8.09	18.61
Robert Womack	Meals		36.98
Michael Jackson	Meal		5.47
Central Virginia Criminal Justice Academy	CPR class		75.20
Galls / Quartermaster	Tri-fold restraints	284.88	
	Holster	87.20	
	Boots	120.00	
	Security partitions	1,379.98	1,872.06

Key Office Supply	White cardstock	11.99	
	Cartridge / hole punch	49.17	
	Indexes / tabs	9.47	
	Flash drive	9.99	
	Tabs	2.97	
	Cartridge / folders / bk	211.44	
	Toner	137.98	
	File folders	5.99	
	Frame	29.89	
	Cartridges / legal pad	59.96	
	Krazy Glue / velcro	6.37	
	Sheet protectors	6.97	
	Folders	29.79	
	Canon cartridge	89.99	661.97
Dekeace Morton	Catering service		272.50
Business Data of Virginia, Inc.	Norton update		29.95
Farmville Printing	Forms & copies		335.70
Pairet's, Inc.	Engraved brass plate		4.90
Staples Advantage	Batteries / tape		277.97
Southside Electric Cooperative	Electric service		10.27
DMV	Vehicle registration		25.00
NAPA of Farmville	Batteries		214.38
Fire & Safety Equipment Company	Fire extinguisher bracket / recharge		62.90
Sirchie Finger Print Labs	Magnetic print kit	160.67	
	Photographic rulers	53.15	
Town Police Supply-Richmond	Guns / magazines		968.93
Best Uniforms, Inc.	Boots		81.95
CEEL	Public employment law		124.95
Kustom Signals, Inc.	Windshield mount camera		5,043.00
	<u>SHERIFF - COURTS</u>		
VACORP	Workers compensation		1,224.75
	<u>FARMVILLE VOLUNTEER FIRE DEPARTMENT</u>		
Elecom, Inc.	Batteries		758.15
McNeil & Company, Inc.	Package insurance	2,354.00	
	Inland Marine insurance	1,130.00	
	Umbrella policy	1,006.00	4,490.00
Taylor-Forbes Equipment Company	Saw chains		72.20
	<u>RICE VOLUNTEER FIRE DEPARTMENT</u>		
Industrial Repair, Inc.	Truck repair		416.35
Dominion Virginia Power	Electric service		309.85
	<u>PROSPECT VOLUNTEER FIRE DEPARTMENT</u>		
Benchmark Community Bank	Truck payment		3,500.00
Farmville Auto Parts	Credit	-38.17	
	Bulbs	11.33	
	Batteries	410.97	384.13
Foster Fuels, Inc.	Propane		427.40

Pamplin Exxon	Fuel		203.78
Prince Edward County Public Schools	Diesel		229.28
Dominion Virginia Power	Electric service		228.82

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

BB&T	Truck suspension repair		656.66
C W Williams	Turnout gear	1,180.88	
	Boots	329.52	1,510.40
Cyrus Pest Control Company	Exterminating service		90.00
Darlington Heights Fire Department	Extrication equipment		7,000.00
Ellington Energy Service	Propane	1,397.61	
	Diesel	768.48	
	Gas	433.60	2,599.69
Farmville Wholesale Electric	Bulb		4.94
Mid-Atlantic Irrigation	Wire / sheet aluminum		284.31
Southside Electric Cooperative	Electric service		301.63
Verizon Wireless	Phone		60.28
Verizon	Phone		146.87

PAMPLIN VOLUNTEER FIRE DEPARTMENT

AT&T	Phone		110.28
Emergency Apparatus	Truck repair		105.30
Foster Fuels, Inc.	Propane		303.93
Pamplin Volunteer Fire Department	Building repair		1,650.00
Pamplin Exxon	Fuel		517.43
Verizon	Phone		120.08
Dominion Virginia Power	Electric service		351.09

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Bank of Charlotte County	Truck loan		15,000.00
Motorola Solutions, Inc.	Radio maintenance		252.76
Parker Oil Company, Inc.	Propane	495.46	
	Gas	814.87	
	Diesel	1,596.47	
	Oil for trucks	883.35	3,790.15
Verizon	Phone		171.15
Dominion Virginia Power	Electric service		294.16

FIRST RESPONDERS

Hampden-Sydney Volunteer Fire Dept.	13-14 Support		2,500.00
Prince Edward Area Firefighters Association	13-14 Support		3,000.00

AMBULANCE AND RESCUE SERVICES

Prince Edward Volunteer Rescue Squad	13-14 Support		15,000.00
Pamplin Volunteer Fire Department EMS	13-14 Support		2,000.00
Meherrin Fire & Rescue Squad	13-14 Support		2,500.00

EMERGENCY SERVICES

Timmons Group	E 911 Addressing		180.00
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Korman Signs	Sign & hardware	157.99	
	Road signs / hardware	65.29	223.28

REGIONAL JAIL & DETENTION

Piedmont Regional			
Juvenile Detention Center	Juvenile detention		75.00
Piedmont Regional Jail	3rd Quarter billing		500,721.30

BUILDING OFFICIAL

VACORP	Workers compensation		217.50
East End Chevron	Oil change		33.40
Buckingham County Treasurer	Mileage		242.03
Coy Leatherwood	Meal	7.96	
	Meeting registrations (2)	30.00	37.96

ANIMAL CONTROL

VACORP	Workers compensation		264.25
CenturyLink	Phone		134.54

BIOSOLIDS MONITORING

VACORP	Workers compensation		228.75
Manuel H. Toombs, Jr.	Internet (1 year)		179.40

REFUSE DISPOSAL

VACORP	Workers compensation		3,528.50
Business Card	Landfill Operator test		225.00
Resource International	Misc work tasks	2,879.40	
	Storm water compliance	189.00	
	Groundwater monitoring	7,206.49	10,274.89
Grainger	Capacitors		92.28
Pairet's, Inc.	Sign		70.00
C&L Machine & Welding	Hydraulic line	134.95	
	Rail truck repairs	2,907.00	3,041.95
Container First Services	Trash collection		368.00
Wright's Excavating, LLC	Landfill operation		48,093.75
STEPS, Inc.	Recycling fee		1,029.28
Synergy Recycling, LLC	Electronic recycling		1,330.79
Southside Electric Cooperative	Virso site		126.93
Dominion Virginia Power	Rice site	110.09	
	Green Bay site	91.19	201.28
AT&T	Phone		216.22
CenturyLink	Phone		231.11
O. O. Stiff, Inc.	Monthly service		662.50
Prince Edward County Public Schools	Diesel		1,041.07

GENERAL PROPERTIES

VACORP	Workers compensation		1,222.25
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 Center	38.00	237.00
Dominion Virginia Power	Roy Clark monument	5.66	
	Courthouse	10,503.96	
	SCOPE building	440.94	
	Lights at Rice	110.14	
	Ag building	2,263.62	13,324.32
Town of Farmville	Water & sewer		128.42
AT&T	Phone		42.26
Commworld	Phones		464.26
CenturyLink	Phone		132.94
O. O. Stiff, Inc.	Monthly service		100.00
Aramark Uniform Services	Janitorial supplies		304.84
Diamond Paper Company	Toilet tissue / towels	1,120.30	
	Floor maintainer	112.30	1,232.60
Grainger	Buffer pads		560.70
Lowe's	Cleaning supplies	39.78	
	Brooms	22.78	
	Soldering kit	20.89	
	Padlock	10.42	
	Pressure washer	189.05	
	Post caps / silicone	12.49	295.41
Wilco, Inc.	Janitorial supplies		490.75
Carpet House	Floor tile / adhesive		6,220.62
East End Chevron	Ice		6.00
Farmville Wholesale Electric	Ballasts / bulbs		112.32
Cintas Corporation #524	Uniform rental		318.47
Taylor-Forbes Equipment Company	Oil		10.68
Prince Edward County Public Schools	Diesel		67.17

CANNERY

VACORP	Workers compensation		202.50
Virginia Food Works	Contract payment		2,916.67
Farmville Wholesale Electric	Electrical cord / plug		26.61
Lowe's	Valves & fittings		25.01
Putney Mechanical Company, Inc.	Valves / couplings		48.05
CenturyLink	Phone		202.42

COMPREHENSIVE SERVICES ACT

Bear Creek Academy	Professional service		8,370.00
Centra Health	Professional service		19,902.00
Elk Hill	Professional service		2,850.00
Family Preservation Services	Professional service		1,216.25
Grafton School, Inc.	Professional service		15,742.50
Hallmark Youthcare - Richmond	Professional service		480.00
Ashley Long	Foster care		2,680.57
North Spring Behavioral	Professional service		4,085.00
The Hughes Center	Professional service		4,598.00
Sandra Tindall	Foster care		508.05
Christina Velez	Foster care		1,098.79

Andrea Vershaeve	Foster care	384.19
Virginia Family Services	Professional service	660.00
VA Home for Boys & Girls	Professional service	2,797.95

OTHER WELFARE / SOCIAL SERVICES

SCOPE / Meals on Wheels	13-14 Support	2,500.00
FACES, Inc.	13-14 Support	2,137.50
Tri-County Life Learners	13-14 Support	1,662.50
Southside Center for Violence Prevention	13-14 Support	3,750.00
Longwood Center for Visual Arts	13-14 Support	1,247.00
Habitat for Humanity	13-14 Support	2,375.00

CONTRIBUTIONS TO COLLEGES

Longwood Small Business Development Center	13-14 Support	3,750.00
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SUPERVISION OF PARKS & RECREATION

Heart of Virginia Festival	13-14 Support	2,850.00
Town of Farmville	2014 Heart of Virginia fireworks	2,500.00

PUBLIC LIBRARY

Farmville - Prince Edward Community Library	13-14 Support	51,165.75
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PLANNING

VACORP	Workers compensation		567.00
Donald B. Gilliam	Commission meeting	100.00	
	Mileage	22.60	122.60
Preston Hunt	Commission meeting	100.00	
	Mileage	22.60	122.60
Robert M. Jones	Commission meeting	100.00	
	Mileage	5.65	105.65
Clifford Jack Leatherwood	Commission meeting		100.00
Robert Christopher Mason	Commission meeting	100.00	
	Mileage	10.17	110.17
John F. Townsend, III	Commission meeting	100.00	
	Mileage	8.48	108.48
Brett Von Cannon Watson	Commission meeting		100.00
Farmville Herald	Advertising		230.63
Business Card	Postage		118.80
Alecia Daves-Johnson	Mileage	481.49	
	Meals	61.35	542.84
Key Office Supply	File folders / pens		32.99

COMMUNITY DEVELOPMENT

Farmville Chamber of Commerce	13-14 Support	3,175.00
Town of Farmville	13-14 Support - Airport	4,750.00
Piedmont Area Transit	13-14 Support	2,500.00

Downtown Farmville	13-14 Support	2,500.00
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ECONOMIC DEVELOPMENT

VACORP	Workers compensation	312.25
Demont Design	Update EZ brochure	45.00
Farmville Herald	Advertising	87.13
Business Card	Postage	419.56
	VEDA Conference	325.00
		744.56
Farmville Printing	Copies	198.00
Key Office Supply	Ink cartridges	129.92
	Toner	141.27
		271.19
McCain Printing Company, Inc.	EZ brochures	623.10

TOURISM

VACORP	Workers compensation	9.75
Town of Farmville	Water & sewer	47.65
Business Card	UPS	37.49
CenturyLink	Phone	303.82
Magi Van Eps	Lodging	316.12

FLOOD & EROSION CONTROL

Joyce Engineering, Inc.	Stormwater grant	2,269.78
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SOIL & WATER CONSERVATION DISTRICT

Piedmont Soil & Water	13-14 Support	2960
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COOPERATIVE EXTENSION OFFICE

CenturyLink	Phone	104.72
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GENERAL EXPENSE

James River Petroleum	Gas	14,489.50
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CAPITAL PROJECTS

Business Data of Virginia, Inc.	Norton update	29.95
Compro Computers	Computers / software	2,514.80
A-Plus Home Solutions	Walk-in cooler	2,840.00
Oden Corporation	Nozzle	1,890.00
	Replacement bearings	1,235.00
		3,125.00
CJMW Architecture	VDOT & BCOM Review	12,292.64
Farmville Herald	Advertising	389.50
Treasurer of Virginia	Plan review	125.00
J. R. Tharpe Trucking Company	TROF Grant	95,000.00
Helton House, Inc.	TROF Grant	80,000.00

WATER FUND

Town of Farmville	Water analysis	40.00
Town of Farmville	Water	64.68

SEWER FUND

Dominion Virginia Power	Sewer pump	35.01
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<u>RETIREMENT BENEFIT FUND</u>		
Vicki K. Johns	Retiree benefit	1,094.00
<u>PIEDMONT COURT SERVICES</u>		
VACORP	Workers compensation	73.75
CenturyLink	Fax line	60.75
Lumos Networks	Phone	299.35
Julianna Ferrell	Mileage	136.71
	Training	29.08
	Newspaper	0.50
Sheena Franklin	Mileage	166.29
Sharon Gray	Mileage	120.34
Connie Stimpson	Mileage	143.49
Ashley Nash	Mileage	18.14
	Training	30.51
		168.22
Business Data of Virginia, Inc.	Server / computers	198.73
		3,079.07
<u>PCS SUPERVISION FEES EXPENDITURES</u>		
SRP Corporation, LLC	Rent	2,500.00
Page Hardy	Cleaning service	105.00
Business Data of Virginia, Inc.	Server / computers	4,960.74
Compro Computers	Server / computers	12,189.44

In Re: Public Hearing: Amendment to Zoning Ordinance (Emergency Communications – Cell Towers)

Chairman Simpson announced that this was the date and time scheduled for a continued public hearing on a proposed amendment to Section 3-100.13 “Towers” of the County’s Zoning Ordinance. The proposed amendment will include language regarding the County having access to antennae space on communication towers for the location of county emergency services equipment. Notice of this hearing was advertised according to law in the Friday, November 1, 2013 and the Friday, November 8, 2013 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett stated that at its December 2013 meeting, the Board of Supervisors held a public hearing on proposed amendments to the County Zoning Ordinance requiring space be provided to the County on new cell towers for the location of equipment used for county departments and emergency services communication purposes. The Board was not satisfied with the proposed amendment and appointed a committee that was charged with reviewing the original proposed amendment, proposing

revised language and authorizing advertising for a continued public hearing to be scheduled for the January 2014 meeting.

Mr. Bartlett reported that the Committee, comprising Supervisor Howard Campbell (Chair), Supervisor Robert Jones, County Attorney James R. Ennis and County Administrator Wade Bartlett, met December 18, 2013. The Committee reviewed alternate language that has successfully been used by Halifax and Mecklenburg Counties. The Committee unanimously approved recommending to the Board that the County Zoning Ordinance be amended using the language in the Halifax County Zoning Ordinance.

Supervisor Campbell said these amendments would be a great help to the Fire & Rescue and Sheriff's Office.

Chairman Simpson opened the public hearing.

There being no one wishing to speak, Chairman Simpson closed the public hearing.

Supervisor McKay made a motion to approve the amendments to the Zoning Ordinance; the motion carried:

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

AMENDMENTS TO COUNTY ZONING ORDINANCE
Section 3-100.13

Sec. 3-100.13 Miscellaneous Uses

Towers

- (A) Intent. These minimum standards are intended to govern the location of all towers and the installation of antennas and accessory equipment structures.
- (B) Towers, with related unmanned equipment buildings, shall be permitted only by special use permit in zoning districts as specified in Article II District Regulations. **APPLICANTS ARE ENCOURAGED TO CONSIDER PROPERTIES OWNED BY THE COUNTY OF PRINCE EDWARD WHEN LOCATING TOWERS.**

(C) General Standards:

1. No tower or related facilities shall be located within 500 feet of any residential district.
2. No new tower shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the Board of Supervisors that no existing tower or structure can accommodate the proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of any of the following:
 - a. No existing towers or structures are located within the geographic area required to meet the applicant's engineering requirements.
 - b. Existing towers or structures are not of sufficient height to meet the applicant's engineering requirements.
 - c. Existing towers or structures are not of sufficient structural strength to support the applicant's proposed antenna or related equipment.
 - d. The applicant's proposed antenna would cause electromagnetic interference with existing antenna, or the antenna on the existing towers, or structures would cause interference with the applicants proposed antenna.
 - e. The applicant demonstrates that there are other limiting factors that render existing towers or structures unsuitable.
3. No tower shall exceed 199 feet in height, including antennas.
4. Towers shall either maintain a galvanized steel finish or, subject to any applicable standards of the FCC or FAA, be painted a neutral color.
5. At any tower site, the design of the buildings and related structures shall use materials, colors, textures, screening, and landscaping that will blend the facilities to the natural setting and the built environment. The related unmanned equipment structure shall not contain more than 750 square feet of gross floor area or be more than 12 feet in height, and shall be located in accordance with the requirements of the zoning district in which located.
6. Towers shall not be artificially lighted, unless required by the FCC or FAA. If lighting is required, the Board of Supervisors may review the available lighting alternatives and approve the design that would cause the least disturbances to surrounding views.
7. All towers must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the federal government with the authority to regulate towers. If such standards and regulations are changed, then the owners of the tower governed by this section shall bring such structures into compliance with such revised standards **AS REQUIRED BY ABOVE NAMED AGENCIES.** Failure to bring a tower into compliance with such revised standards and regulations **AS REQUIRED BY ABOVE NAMED AGENCIES** shall constitute grounds for the revocation of the special use permit, and removal of the tower at the owner's expense.
8. The owner of any tower shall ensure that it is constructed and maintained in compliance with standards contained in applicable federal, state, and local building codes and regulations.
9. Each applicant requesting a special use permit for a new tower shall submit 2 copies of a scaled site plan and a scaled elevation view and other supporting drawing, calculations, and other documentation, signed and sealed by appropriate licensed professionals, showing the location and dimensions of all improvements, including information concerning topography, radio

frequency coverage, height requirements, setbacks, drives, parking, fencing, landscaping, easements, adjacent uses, and any other information deemed necessary by the County to assess compliance with the regulations of this ordinance.

Additionally the applicant shall provide actual photographs of the site from designated relevant views that include a simulated photographic image of the proposed monopole or tower. The photograph with the simulated image shall include the foreground, the mid-ground, and the background of the site.

10. An engineering report, certifying that the proposed tower and site are compatible for co-location with a minimum of three similar users including the primary user, must accompany the application. The applicant shall provide copies of their co-location policy.
11. **LOCAL GOVERNMENT ACCESS. OWNERS OF TOWERS SHALL PROVIDE THE COUNTY CO-LOCATION OPPORTUNITIES WITHOUT COMPENSATION AS A COMMUNITY BENEFIT TO IMPROVE RADIO COMMUNICATIONS FOR COUNTY DEPARTMENTS AND EMERGENCY SERVICES, PROVIDED IT DOES NOT CONFLICT WITH THE CO-LOCATION REQUIREMENTS OF THIS SECTION.**
12. In addition to any reasonable application fees established by Board of Supervisors, the applicant shall be financially responsible for the cost of any professional engineering and or related services that may be procured by the County to independently verify the application information submitted by the applicant.
13. Towers, guys, and accessory facilities must satisfy the minimum zoning district setback requirements for primary structures.
14. Towers shall be enclosed by security fencing not less than six feet high and shall be equipped with an appropriate anti-climbing device.
15. Tower facilities shall be landscaped with a buffer of plant materials that effectively screens the view of the support buildings from adjacent property. The standard buffer shall consist of a landscaping strip of at least four feet wide outside the perimeter of the compound. Existing mature tree growth and natural land form on the site shall be preserved to the maximum extent possible.
16. Any tower that is not operational for a continuous period of 90 days shall be considered abandoned, and the owner of such tower shall remove same within 90 days of receipt of notice from the building official or County Administrator notifying the owner of such removal requirement. Removal includes the removal of the tower, all subterranean tower and fence footers, underground cables and support buildings. The buildings may remain with the approval of the landowner. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower. If the tower is not removed per this section, the County may require the landowner to have it removed. In all cases, the site shall be returned as closely as possible to its original conditions.
17. Every applicant for a special use permit for a tower shall, as a condition for the issuance of the special use permit, file with the building official a continuing bond in the penal sum of not less than \$10,000.00 and conditioned for the faithful observance of the provisions of this ordinance and all amendments thereto, and of all the laws and ordinances relating to towers, and which shall indemnify and save harmless the County from any and all damages, judgments, costs, or expenses which the County may incur by reason of the removal or the causing to be removed any tower as provided for in this section.

In Re: Public Hearing: Special Use Permit – Convenience Store & Retail Sales

Chairman Simpson announced that this was the date and time scheduled for a continued public hearing on a Special Use Permit application from Patricia Marie Cheatham in accordance with the A-2 Zoning District requirements to operate a convenience store and retail sales on a parcel identified as Tax Map Parcel 50-A-101 and located at 18 County Shop Road in Farmville. Notice of this hearing was advertised according to law in the Friday, December 27, 2013 and the Friday, January 3, 2014 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett stated that after receiving a complaint of the operation of a flea market on Tax Map Parcel 50-A-101, located at 18 County Shop Road in Farmville and owned by Louis Shelton Wright, County staff conducted site inspections on September 24 and 28, 2013. The inspections confirmed the operation of a flea market on the site. This property is located in the Agricultural Residential District (A-2). A Flea Market use is permitted in the A-2 district by Special Use Permit; no such permit had been issued. The County mailed a letter on October 11, 2013 notifying the owner of the zoning violation and asking the owner to complete a Special Use Permit to bring the site into compliance. A Special Use Permit compliance application was received on October 28, 2013 from Mrs. Patricia Cheatham, dba “The Country Gourmet” requesting approval of the operation of a Flea Market and a new use as a restaurant. The restaurant use consisted of the preparation of smoked meats in an enclosed apparatus, the retail sales of such meats for carry-out use only and the sale of other foods prepared in the region such as jams, jellies, sauces and other such locally produced items.

The Planning Commission reviewed this application on November 19, 2013 and held a public hearing at which public comment was received raising various concerns regarding the lack of visual appeal of a flea market and that the restaurant use is not permitted by Special Use Permit in the A-2 Zone. The Planning Commission reviewed the proposed uses concerning the restaurant and concluded the uses were not those of a restaurant but instead matched the Retail Sales and Convenience Store definitions, both of which are allowed by Special Use Permit in the A-2 zone. The Planning Commission requested the applicant prepare a more detailed Site Plan and return to the Planning Commission’s December meeting. The applicant and owner provided an amended Special Use Permit abandoning the request to operate a flea

market and instead restricted the use as a Convenience Store and Retail Sales with a Farmers Market / Farm Stand. The operation of a Farm Stand is allowed by right in the A-2 Zone.

The proposed hours of operation will be from 10 a.m. – 6 p.m. and open no more than six days per week. All existing structures except the existing permanent structure, the new 40' x 12' building and one storage building which is an accessory use will be removed from the property. The remaining buildings will be at least 250' from the southern property line.

The public hearing was continued at the Planning Commission's December 17, 2013 meeting. The adjoining property owner stated the lot has been cleaned up and is pleased the flea market will not be in operation but still had concerns about the existing buffer.

The Planning Commission approved a motion to recommend to the Board of Supervisors the approval of a Special Use Permit for Mrs. Cheatham to operate a retail sales / convenience store on Tax Map Parcel 50-A-101, located at 18 County Shop Road, Farmville as described in Mrs. Cheatham's proposal and as diagrammed, with the following conditions: 1) adequate gravel driveway and parking areas are maintained, 2) where a foliage barrier to the neighboring property is missing, an evergreen buffer be planted and maintained and that none shall be removed, and 3) any security lighting be shielded so it may only be visible from the property.

Mr. Bartlett stated that since that time, the applicant proposed a revision of the plot plan; the customer parking will not be placed parallel to the property line. The 12' x 40' building has been removed from the plan. She has also agreed to only operate the Farmers Market from April 1 through November 1 to allow the foliage of the existing wooded buffer to blossom out. Mr. Bartlett stated he recommended the Board limit the activity to the front 280' of the property.

Chairman Simpson opened the public hearing.

Lisa Meadows, Farmville District, stated she appreciates the compromise from Mrs. Cheatham and requested conditions be more specific, citing sections from the Zoning Ordinance regarding the transition barrier between different uses.

Patricia Cheatham, Farmville District, stated she received an estimate on the cost to install evergreens along the length of the property line, and reviewed the products and plans for the proposed retail store.

There being no one further wishing to speak, Chairman Simpson closed the public hearing.

After some discussion, Supervisor Jones made a motion to approve the amendments to the Zoning Ordinance with the conditions as set forth by the Planning Commission: 1) adequate gravel driveway and parking areas be maintained, 2) where foliage barrier to the neighboring property is missing, an evergreen buffer be planted and maintained and that none will be removed, and 3) any security lighting be shielded so it may only be visible from the property.

Supervisor Timmons questioned if the property would be vacant at any time during the year; Mr. Bartlett stated only the Farmers Market would be limited in operation, from April 1 through November 1. Discussion followed.

Supervisor Jones amended his motion to approve the amendments to the Zoning Ordinance with the following stipulations: 1) adequate gravel driveway and parking areas be maintained, 2) where foliage barrier to the neighboring property is missing, an evergreen buffer be planted and maintained and that none will be removed, 3) any security lighting be shielded so it may only be visible from the property, 4) all operations are restricted to the front 280' of the property from fence line, and 5) operation of the Farmers Market are limited to April 1 through November 1.

After further discussion, the motion carried:

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

In Re: Public Hearing: Special Use Permit, Cell Tower

Chairman Simpson announced that this was the date and time scheduled for a continued public hearing on a proposed amendment to Section 3-100.13 "Towers" of the County's Zoning Ordinance. The proposed amendment will include language regarding the County having access to antennae space on communication towers for the location of county emergency services equipment. Notice of this hearing was advertised according to law in the Friday, December 27, 2013 and the Friday, January 3, 2014 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett stated the Planning Commission conducted a Public Hearing at the December 17, 2013 Planning Commission meeting to consider a request from National Communication Tower to construct a Wireless Communication Monopole (Cellular Tower) on Tax Parcel 120-A-43, located near 551 West Patrick Henry Highway, Keysville, Virginia 23947, and is owned by Mildred B. Hampton. This 144.78 acre parcel is located in the Agricultural Conservation District (A-1); the placement of a Tower in this District requires a Special Use Permit. The Tower will not be lit and the company has proffered to reserve the 140' radiation center on the tower and a 10' x 20' space in the fenced compound, rent free, for the County's Emergency Services Equipment. No one spoke at the public hearing.

The Tower will support six carriers and is being constructed to allow wireless providers to locate and fill an existing coverage hole that exists along Route 360. Verizon has expressed an interest in collocating on the tower via a letter of intent. The company has provided a statement of willingness to allow collocation.

Mr. Bartlett said National Communications Towers, LLC is requesting Special Use Permits to allow a self-support Monopole Tower, measuring approximately 195 feet in height with a 4-foot lightning rod, to be located on a leased area on the tax parcel measuring 125' x 125' with a fenced compound of approximately 80' x 90' surrounded with a 7' high chain link fence. The fenced compound will house the Tower and a mix of shelters and sizes. Mr. Bartlett reported that the Planning Commission unanimously approved a recommendation that the Board of Supervisors favorably approve the Special Use Permit request with the proffer.

Chairman Simpson opened the public hearing.

There being no one wishing to speak, Chairman Simpson closed the public hearing.

Supervisor Jones made a motion to approve the Special Use Permit to allow a self-support monopole Tower, measuring approximately 195 feet in height with a 4-foot lightning rod to be located on leased area on the tax parcel 120-A-43, measuring 125' x 125' with a fenced compound of approximately 80' x 90' surrounded with a 7' high chain link fence; the motion carried:

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

Nay: None

In Re: Public Hearing: Special Use Permit, Cell Tower

Chairman Simpson announced that this was the date and time scheduled for a continued public hearing on a proposed amendment to Section 3-100.13 “Towers” of the County’s Zoning Ordinance. The proposed amendment will include language regarding the County having access to antennae space on communication towers for the location of county emergency services equipment. Notice of this hearing was advertised according to law in the Friday, December 27, 2013 and the Friday, January 3, 2014 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett said the Planning Commission conducted a Public Hearing at the December 17, 2013 Planning Commission meeting to consider a request from National Communication Tower to construct a Wireless Communication Monopole (Cellular Tower) on Tax Parcel 122-A-20, located on Route 360 near Green Bay, Virginia and is owned by David C. and Caraletta S. Orton. This 8.92 acre parcel is located in the Agricultural Conservation District (A-1); the placement of a Tower in this District requires a Special Use Permit. The Tower will not be lit and the company has proffered to reserve the 140’ radiation center on the tower and a 10’ x 20’ space in the fenced compound, rent free, for the County’s Emergency Services Equipment. No one spoke at the public hearing.

The Tower will support six carriers and is being constructed to allow wireless providers to locate and fill an existing coverage hole that exists along Route 360. Verizon has expressed an interest in collocating on the tower via a letter of intent. The company has provided a statement of willingness to allow collocation.

Mr. Bartlett reported National Communications Towers, LLC is requesting Special Use Permits to allow a self-support Lattice Tower, measuring approximately 195 feet in height with a 4 foot lightning rod, to be located on a leased area on the tax parcel measuring 125’ x 125’ with a fenced compound of approximately 80’ x 90’ surrounded with a 7’ high chain link fence. The fenced compound will house the

Tower and a mix of shelters and sizes. Mr. Bartlett stated the Planning Commission unanimously approved a recommendation that the Board of Supervisors favorably approve the Special Use Permit request with the proffer.

Chairman Simpson opened the public hearing.

There being no one wishing to speak, Chairman Simpson closed the public hearing.

Supervisor Jones made a motion to approve the Special Use Permit to allow a self-support Lattice Tower, measuring approximately 195 feet in height with a 4 foot lightning rod, to be located on a leased area on the tax parcel 122-A-20, and measuring 125' x 125' with a fenced compound of approximately 80' x 90' surrounded with a 7' high chain link fence; the motion carried:

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

In Re: School Board Appointments

Chairman Simpson stated the terms of the following School Board members expire June 30, 2014:

District 101 – Linda Leatherwood (Supervisor Howard Simpson)
District 801 – Lawrence C. Varner, M.D. (Supervisor Pattie Cooper-Jones)

Supervisor Simpson and Supervisor Cooper-Jones will appoint Citizen Committees to be announced at the February 11, 2014 Board meeting.

In Re: Citizen Volunteer Appointment – Piedmont Senior Resources

Mr. Bartlett stated two Citizen Volunteer Applications have been received for the vacancy on the Board of the Piedmont Senior Resources Area Agency on Aging. This appointment will fill the vacancy created by the resignation of Mr. Steve Kerns.

Supervisor Campbell stated Linda Campbell withdrew her application for consideration.

Supervisor Wilck made a motion to appoint LeAnne R. Emert to the Piedmont Senior Resources Area Agency on Aging to fill the unexpired term; the motion carried:

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

Nay: None

LeAnne R. Emert will be appointed to the Piedmont Senior Resources Area Agency on Aging to fill the unexpired term until June 30, 2016.

In Re: Appointment – Piedmont ASAP

Mr. Bartlett stated a letter was received from the Director of the Piedmont Alcohol Safety Action Program (ASAP) requesting that the Board of Supervisors appoint Mr. Howard Campbell to its Board.

Supervisor Cooper-Jones made a motion to appoint Supervisor Campbell to the Board of Piedmont ASAP; the motion carried:

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

Nay: None

Abstain: Howard M. Campbell

In Re: Appointments: Granite Falls Community Development Authority

Chairman Simpson stated that while inactive, the Granite Falls CDA still exists, and the Prince Edward County Board of Supervisors comprises the Granite Falls CDA Board. The terms run concurrent with the term of the Board of Supervisors. If the Board desires to continue this policy, Supervisors Campbell and Wilck need to be reappointed and Supervisors Timmons and Townsend need to be appointed.

Chairman Simpson made a motion to re-appoint Supervisors Campbell and Wilck and appoint Supervisors Timmons and Townsend; the motion carried:

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

Nay: None

Supervisor Timmons requested a meeting of the CDA; Mr. Bartlett stated one will be scheduled in the near future to take care of some CDA Board business.

In Re: School Resource Officer Grant

Mr. Bartlett stated the School Board has voted to authorize the Superintendent to apply for a grant from DCJS that will fund a portion of the cost of a School Resource Officer over four years. Localities must apply for the grant each year. If awarded the grant in the out years the amount of reimbursement decreases each year until the locality funds the entire cost of the position. The cost of the position will be approximately \$50,190. The chart below outlines the division of the cost if the County is awarded the grant each year. If the County is not awarded the grant in a year, the County would be responsible for the entire cost of the position.

Year	County Cost	Grant	Total
1	16,386	33,804	50,190
2	21,405	28,785	50,190
3	28,934	21,256	50,190
4	41,482	8,708	50,190

Mr. Bartlett said that in addition to the cost of the position, the County will have to provide a vehicle which can be one of the Sheriff's surplus vehicles and purchase approximately \$3,000 in uniforms and equipment.

The grant application must be submitted by the local Governing body. The County can request the grant and if the Board decides during the budget process it does not want to fund a new position, it can refuse to sign the final grant agreement. The County would then have no responsibility to create or fund this position.

Discussion followed regarding the School Resource Officer position.

Supervisor Jones made a motion to authorize the County Administrator and Treasurer to sign all necessary documents required to submit the grant application; the motion carried:

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

In Re: Sheriff's At-Will Overtime Program

Mr. Bartlett stated that at the June 11, 2013 meeting, the Board approved a six month trial of the "At-Will Traffic Enforcement Overtime Program." From July through December, the County has spent \$22,685 in overtime salaries on this program, an additional \$1,735 in FICA, \$372 in worker's compensation and \$270 in group life insurance for a total of \$25,602, an average cost of \$4,267 per month.

Last FY the County collected a total of \$104,181 in fines or an average of \$8,682 per month. For the six month test period, the County has collected \$82,489 or an average of \$13,748 per month, an increase of \$5,066. It often takes two months to collect on tickets written; thus, the first two months of the fiscal year will include a considerable number of tickets written before the program commenced. The collections during the last four months would provide a more accurate picture of the program; the average collections over the last four months have been \$16,222, an increase of \$7,540.

Mr. Bartlett said that on a financial basis, the program has generated more than enough funds to pay for itself.

Sheriff Reed reported on the statistics and revenue produced by the At-Will Overtime Program during the past six months. He requested approval to continue the At-Will Overtime Program.

Supervisor Campbell made a motion to allow the Sheriff to continue the "At-Will Traffic Enforcement Overtime Program" to include a review of the program every six months; the motion carried:

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

Nay: None

In Re: Resolution – Preservation of Virginia Rural Way of Life (Sunday Hunting)

Mr. Bartlett stated a draft resolution was forwarded to the County for the Board's consideration; he added many localities in southern Virginia have adopted this resolution and forwarded copies to members on the Virginia General Assembly and the Virginia Board of Game and Inland Fisheries.

Supervisor McKay made a motion to adopt the Resolution to Preserve Our Virginia Rural Way of Life; the motion carried:

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

Nay: None

RESOLUTION TO PRESERVE OUR VIRGINIA RURAL WAY OF LIFE

WHEREAS, the County of Prince Edward has a tradition of hunting that is as old as the County itself; and

WHEREAS, the County of Prince Edward recognizes the North American model of wildlife management as the only successful model worldwide because the wildlife resource is held in common for all the people and not just the landowner; and

WHEREAS, the hunting tradition of the County of Prince Edward provides significant economic and cultural benefit to the County and its people; and

WHEREAS, the County of Prince Edward values its open space for use by all citizens for hiking, horseback riding, wildlife watching, outdoor recreation and simply enjoying the blessings of a benevolent Creator; and

WHEREAS, landowners of the County of Prince Edward are exceedingly generous with their support of hunting by allowing hunters to use their private property to pursue their sport and manage the wildlife populations; and further recognizes their overwhelming opposition to Sunday hunting; and

WHEREAS, the Prince Edward County Board of Supervisors recognizes that civility is an inherent part of the character of rural Virginians and further recognizes that many citizens do not feel comfortable sharing the open spaces while hunters pursue their sport;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors supports hunting in its many and varied forms as currently authorized by the *Code of Virginia* and the regulations of the Virginia Department of Game and Inland Fisheries.

FURTHER, BE IT RESOLVED that the Prince Edward County Board of Supervisors does not support hunting in any form on Sunday beyond what is currently authorized and hereby urges the members of the Virginia General Assembly and the Virginia Board of Game and Inland Fisheries to oppose any additional laws or regulations that would authorize expanded hunting on Sunday.

In Re: Request to Change County Personnel Policy and Hiring Practices

Mr. Bartlett reported that Supervisor Wilck has requested the County's hiring policy be changed to allow the Board of Supervisors to have input into the hiring of County employees that report to the County Administrator, such as Director level positions.

Mr. Bartlett stated that on March 9, 2004, when the Personnel Committee was originally formed, it set forth rules, regulations and responsibilities of the Personnel Committee. These include:

1. The Personnel Committee shall review the County's Personnel Policy and make recommendations or revisions and policy changes to the full Board;
2. The Personnel Committee shall review and make recommendation to the full Board with regard to 1) establishing new positions and abolishing existing positions; 2) employ benefit packages, 3) salary scale adjustments, and 4) classification changes.
3. The Personnel Committee may, upon request, assist the County Administrator with employee discipline, reprimand, etc.
4. The Personnel Committee shall assist the County Administrator in an advisory capacity in the selection process for department head level positions, which are the Assistant County Administrator, Director of Planning and Community Development, Director of Economic Development, and Director of Public Works. The interview and selection process for the position of County Administrator is conducted by the full Board. The Personnel Committee shall not be involved in the day to day issues of the County's Human Resource function unless the County Administrator requests assistance.

Mr. Bartlett requested the Board of Supervisors review the responsibilities of the Personnel Committee and determine if the Board still wishes to retain those responsibilities of the Committee. In researching the issue, the Committee's original intent parallels Supervisor Wilck's desires.

Supervisor Campbell left the meeting at this time.

Mrs. Puckett requested an amendment be made to clarify the number of members on the Personnel Committee.

Supervisor Wilck made a motion to reaffirm but amend the number of members from two to two, three or four members; the motion carried:

Aye:	Pattie Cooper-Jones Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay:	None	Absent:	Howard M. Campbell
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In Re: County Administrator's Report

Joint Meeting with Farmville Town Council to Discuss Boundary Adjustment – Mr. Bartlett stated that during the November 14, 2013 meeting, the Board considered a request from the Piedmont Regional Jail requesting a boundary adjustment that would move the Jail and the Piedmont Regional Juvenile Detention Center into the Farmville town limits. The Board responded by appointing a committee consisting of Supervisors Simpson (Chair), Campbell and Wilck to review the request. The Town of Farmville received the same request and also responded by appointing a committee. During their December 11, 2013 meeting, the Town Council approved a motion requesting a joint meeting of the full Town Council and Board of Supervisors to discuss the issue but have since changed the request to have just the committees meet; the Town has requested the meeting to be held January 29, 2014 at 12:00 noon in the Town Manager's Conference Room. The stated reason is to ensure both governing bodies have a clear understanding of the process and a complete picture of the financial implications. There are impacts to the Town; impacts to Prince Edward County include possible loss of revenue regarding motor vehicle license tax, sales tax, building permits, litter control grants, motor vehicle carriers' tax, mobile home titling tax, mobile home inspections permits, grantor's recordation tax, and other taxes and fees.

The Committee concurred with the proposed date and time of the meeting, January 29, 2014 at 12:00 noon in the Town Manager's Conference Room.

Supervisor Campbell returned to the meeting at this time.

Schedule a Board Budget Planning Session – Mr. Bartlett said that traditionally, the Board holds a work session at the beginning of the budget development process to allow the Board to provide the County Administrator broad guidance in developing the FY 2015 budget.

Mr. Bartlett proposed the budget planning work session be held Friday, January 31, 2014 at 9:00 a.m.; the Board concurred.

Virginia Growth Alliance Update / Schedule Work Session – Mr. Bartlett said the Board considered a request from the VGA to join the Alliance during the November 14, 2013 meeting. The Board approved joining the VGA through June 30, 2014 and requested a work session with representatives of the Alliance before making a final decision. The County has the opportunity to appoint two members to the VGA Board; the Prince Edward members may not have voting rights until a final decision is made by Prince Edward on whether to become a permanent member. VGA is reviewing their By-Laws at this time; current VGA members have appointed their County Administrator and either a Board member or their economic developer as the respective County's representative on the VGA Board. Additionally, the County can appoint a member to the VGA's marketing committee; current VGA members have appointed their economic developers or County Administrators to this committee.

Following some discussion, Supervisor Jones made a motion to appoint Supervisor Timmons and Mr. Bartlett to serve as representatives of Prince Edward County, and Mrs. Sharon Carney to the Marketing Committee; the motion carried:

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

A work session to hear from a representative of the Virginia Growth Alliance was scheduled for Tuesday, February 18, 2014 at 5:00 p.m. in the Board of Supervisors Room.

Schedule a VDOT Six Year Plan Work Session – Mr. Bartlett stated that over the last several years, the annual Six Year Work Plan had little relevance due to the lack of transportation funding. Changes adopted by the General Assembly regarding financing of transportation projects last year will infuse more funds for transportation projects. Mr. Bartlett said because of this additional funding, this annual work session will regain significance.

Mr. Bartlett made a recommendation that the work session be held prior to the February Board of Supervisors meeting, on Tuesday, February 11, 2014 at 5 p.m. The Board concurred.

Schools Request a Vehicle – Mr. Bartlett reported the Schools have requested the County transfer one vehicle from the County to the Schools for use by the School Resource Officer. The Sheriff is in the process of determining which vehicles to recommend for surplus and recommends a 2008 Ford Crown Victoria (VIN2FAHP71W57X131484) be declared surplus and be transferred to the Schools.

Supervisor Jones made a motion to declare a 2008 Ford Crown Victoria (VIN2FAHP71W57X131484) as surplus and be transferred to the Schools; the motion carried:

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

Telephone Directory – Mr. Bartlett reported the new telephone books have been distributed and the County’s phone numbers are included in the new book.

Proposed FY15 County Budget Schedule – Mr. Bartlett reviewed the proposed FY15 County Budget Schedule.

Supervisor McKay made a motion to adopt the proposed FY15 County Budget Schedule as presented; the motion carried:

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

Nay: None

DATE	ACTIVITY	TIME / LOCATION
January 22, 2014	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
January 22, 2014	Donation Request forms distributed	
January 28 – Mar. 14, 2014	Budget work sessions between Departments and County Administrator	
January 28, 2014	Joint meeting of the Board of Supervisors and School Board	5:30 p.m. Career Technical Center
January 31, 2014	Board of Supervisors Budget Planning meeting	9:00 a.m. 3 rd Floor Conference Room
February 21, 2014	Budget worksheets submitted to County Administrator.	
March 4, 2014	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. Career Technical Center
March 21, 2014	School Superintendent submits school budget to County Administrator	
March 25, 2014	Revenue estimates completed by County Administrator	
March 25, 2014	Presentation of County Administrator's proposed budget to Board of Supervisors	3:00 p.m. Board of Supervisors Room
April 1, 2014	Board of Supervisors budget work session – presentations by outside agencies	2:00 p.m. Board of Supervisors Room
April 8, 2014	Board of Supervisors budget work session – presentations of School Budget	5:00 p.m. Board of Supervisors Room
April 8, 2014	Board of Supervisors authorizes Public Hearing for April 22 (Ad dates – April 11 & 18)	
April 15, 2014	Board of Supervisors Budget Work Session	3:00 p.m. 3 rd Floor Conference Room
April 22, 2014	Board of Supervisors Budget Work Session	3:00 p.m. 3 rd Floor Conference Room
April 22, 2014	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 29, 2014	Budget Work Session, Adoption of County & School Budgets & Tax Rates	3:00 p.m. Board of Supervisors Room
June 10, 2014	Approval of Appropriations	7:00 p.m. Board of Supervisors Room

In Re: Closed Session

Supervisor McKay made a motion that the Board convene in Closed Session to discuss the disposition of publicly-held real property in the County Industrial Park, pursuant to the exemption provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*; the motion carried:

Aye:	Howard M. Campbell Pattie Cooper-Jones Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay:	None
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The Board returned to regular session by motion of Supervisor Jones and adopted as follows:

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

Aye:	Howard M. Campbell Pattie Cooper-Jones Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay:	None
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the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

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

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

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

In Re: Animal Warden's Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of December 2013, 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 2013, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery Report

Mrs. Lena Huddleston, Cannery Manager, submitted a report for the month of December 2013, which was reviewed and ordered to be filed with the Board papers.

In Re: Commercial Cannery Report

Ms. Emily Wells, Commercial Manager, submitted a Year End Report for 2013, 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 2013, 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 2013, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Jones and adopted by the following vote:

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

the meeting was recessed at 10:55 p.m. until Tuesday, January 28, 2014 at 5:30 p.m. for the Joint Meeting with the Prince Edward County School Board at the Career Technical Center.