



**PRINCE EDWARD COUNTY
BOARD OF SUPERVISORS**

SUPERVISORS
BOARD MEETING

January 10, 2012
7:00 P.M.

AGENDA

7:00 p.m.	1.	The County Administrator will call the <u>January</u> organizational meeting to order.	1
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	3.	Election of Chair	3
	4.	Election of Vice Chair	3
	5.	Set Day, Time and Place of Regular Meetings	3
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	7.	Selection of Operating System: Committees or Committee-of-the-Whole	3
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(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on Tuesday, January 10, 2012.)



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 1 & 2
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Call to Order and Invocation

Summary: The County Administrator, W.W. Bartlett, will call to order the **January** meeting of the Prince Edward Board of Supervisors and ask for an invocation.

Attachments: None.

Recommendation: None.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 3 – 8
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Board Organization

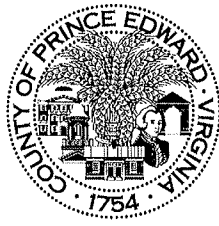
Summary: The first meeting in January of each year is the organizational meeting of the Board. The Board shall act on the following agenda items:

3. Elect a Chair (Two-year term of office)
4. Elect a Vice Chair (Two-year term of office)
5. Set Day, Time and Place of Regular Board Meetings
6. Adopt Board By-Laws – See Attachment
7. Establish an Operating System – The By-Laws 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 votes not to have standing committees, it may act as a “committee-of-the-whole”.
8. Appointments: Personnel Committee – In 2004, the Board established the creation of a “standing” Personnel Committee. The members are appointed annually by the Chairman at the Board’s organizational meeting in January of each year.

Attachments: By-Laws of the Board of Supervisors

Recommendation: Action.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



COUNTY OF PRINCE EDWARD, VIRGINIA

BYLAWS OF THE BOARD OF SUPERVISORS

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 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.

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.



**County of Prince Edward
Board of Supervisors
Agenda Summary**

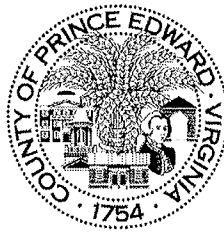
Meeting Date: January 10, 2012
Item No.: 9
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Adoption of Board Rules of Procedure for Public Hearings

Summary: The Board will wish to consider the adoption of Rules of Procedure for Public Hearings.

Attachments: Board of Supervisors Rules of Procedure for Public Hearings

Recommendation: Approval.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



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.
- Speakers must stand at the podium 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.



**County of Prince Edward
Board of Supervisors
Agenda Summary**

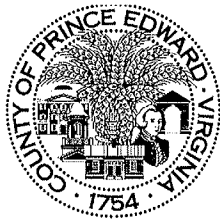
Meeting Date: January 10, 2012
Item No.: 10
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Adoption of Board Protocol for Public Participation

Summary: The Board will wish to consider the adoption of the Protocol for Public Participation.

Attachments: Board of Supervisors Protocol for Public Participation

Recommendation: Approval.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



Mission Statement of the Board of Supervisors of the County of Prince Edward

To represent all citizens, provide leadership, create vision and set policy to accomplish effective change, planned growth and provide essential service, while maintaining and enhancing the quality of life in Prince Edward County.

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.
- Should you require special accommodations in order to participate in a Board meeting, please contact the Prince Edward County Administrator's Office at 434-392-8837.

Adopted: 2006



**County of Prince Edward
Board of Supervisors
Agenda Summary**

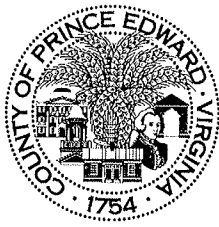
Meeting Date: January 10, 2012
Item No.: 11
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Adoption of Board Protocol for Board of Supervisors Comments

Summary: The Board will wish to consider the adoption of the Protocol for Board of Supervisors Comments.

Attachments: Protocol for Board of Supervisors Comments

Recommendation: Approval.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



Mission Statement of the Board of Supervisors of the County of Prince Edward

To represent all citizens, provide leadership, create vision and set policy to accomplish effective change, planned growth and provide essential service, while maintaining and enhancing the quality of life in Prince Edward County.

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 member(s) 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.

Adopted: May 12, 2009



**County of Prince Edward
Board of Supervisors
Agenda Summary**

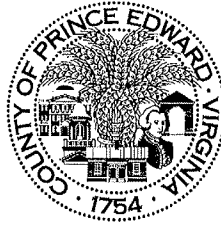
Meeting Date: January 10, 2012
Item No.: 12
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Adoption of Conflict of Interest Policy

Summary: The Board will wish to consider the adoption of the Board of Supervisors Policy for Conflict of Interest.

Attachments: Board of Supervisors Conflict of Interest Policy

Recommendation: Action.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



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, or 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 defined 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)*.

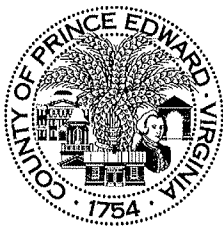
VIII. Generally prohibited conduct

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 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.



STATEMENT OF DISCLOSURE

DECLARATION OF INTEREST

1. Transaction Under Discussion/Consideration: _____

2. Nature of Public Official's Personal Interest Affected by the Transaction: _____

3. Identify Membership in Business, Profession, Occupation or Group of Members that are Affected by the Transaction: _____

4. I do hereby certify and declare that I am able to participate in the above identified transaction fairly, objectively and in the public interest: Yes _____ No _____

Signature: _____ Date: _____

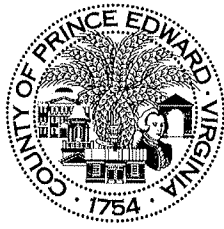
DECLARATION OF ACCURACY

I, the undersigned, certify that all statements in this statement of disclosure are true and correct to the best of my knowledge, are accurate and complete, and include all information required by the *Virginia Conflict of Interest Act*, Title 2.2, Chapter 31, of the *Code of Virginia*.

Signature: _____ Date: _____

Print Name _____

Address _____



**ACKNOWLEDGEMENT OF RECEIPT
OF COUNTY CONFLICT OF INTEREST POLICY**

I acknowledge that I have received a copy of the Prince Edward County Conflict of Interest Policy. I understand that I am responsible for reviewing the policy and complying with all of its provisions.

Signature: _____ Date: _____

Print Name: _____

Public Office(s) Held: _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 13
Department: Board of Supervisors
Staff Contact:
Issue: Public Participation

Summary:

Public Participation is a time set aside for citizens to share their thoughts, ideas and concerns. An official record is made of each person's contribution tonight and will be directed to the County Administrator for follow-up; any necessary follow-up will be noted and tracked. Follow-up may consist of an immediate response, or planned action by the County Administrator or Board, or by placement on a future Board agenda. Tonight's agenda cannot be changed, because the public needs advance knowledge of and the opportunity to review related materials regarding items addressed by the Board. To further assist public information, the Board requests our Administrator, Attorney or county staff to immediately correct any factual error that might occur.

The Board's adopted *Protocol for Public Participation* sets aside 20 minutes for citizen comments. The time allotted for each speaker will be determined by the total number of citizens who have signed up to speak, but will not exceed five minutes.

Attachments: Public Participation Tracking Form

Recommendation: None.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____

PUBLIC INPUT TRACKING LOG

ITEM NUMBER	CITIZEN REMARK	REMARK DATE	REPEAT REMARK	STATUS
1			Y N	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 14
Department: Board of Supervisors
Staff Contact:
Issue: Board of Supervisors Comments

Summary: The Board has set aside ten minutes for Board members to respond to citizen input from Public Participation.

Attachments:

Recommendation: None.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 15-a
Department: Treasurer
Staff Contact: Mable Shanaberger
Issue: Consent Agenda - Treasurer's Report

Summary: There is no Treasurer's Report this month.

Attachments:

Recommendation:

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 15-b
Department: County Administration
Staff Contact: Karin Everhart
Issue: Consent Agenda - Approval of Minutes

Summary: Meeting minutes are attached for your review and approval. Note: Minutes of the December 21, 2011 meeting will be in the Table Pack.

Attachments: December 13, 2011 Minutes

Recommendation: Approval.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	

December 13, 2011

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 13th day of December, 2011; at 7:00 p.m., there were present:

Howard M. Campbell

William G. Fore, Jr.

Don C. Gantt, Jr.

Robert M. Jones

Charles W. McKay

Howard F. Simpson

Jim R. Wilck

Mattie P. Wiley

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Sharon Carney, Economic Development Director; James Ennis, County Attorney; Brian Butler, Assistant County Attorney; and Robert Fowler, Prince Edward Development, LLC.

Chairman Fore called the December meeting to order. Supervisor McKay offered the invocation.

In Re: Public Participation

Chairman Fore read the Public Participation Policy, adopted at the September 2009 meeting:

Public Participation is a time set aside for citizens to share their thoughts, ideas and concerns. An official record is made of each person's contribution tonight and will be directed to the County Administrator for follow-up; any necessary follow-up will be noted and tracked. Follow-up may consist of an immediate response, or planned action by the County Administrator or Board, or by placement on a future Board agenda. Tonight's agenda cannot be changed because the public needs advance knowledge of and the opportunity to review related materials regarding items addressed by the Board. To further assist public information, the Board requests our Administrator, Attorney or county staff immediately correct any factual error that might occur.

Chairman Fore then stated the protocol provides 20 minutes for Public Participation, divisible by the number of speakers; he asked all to hold their comments to five minutes.

Chris Mason stated he submitted a Citizen Volunteer Application and hopes to remain on the Planning Commission. He has been serving on the Planning Commission since 2007 and as Vice-Chairman since 2009; in 2008, he received his certification from the Virginia Certified Planning Commissioners Training Program. He added he would appreciate the opportunity to continue serving the County in this capacity.

Sharon Dotson, Lockett District, expressed her concern regarding the actions of Board members stating they are under a microscope; she asked the Board to use sound judgment when making County decisions.

Henry Shelton, Prospect District, questioned the status of the Treasurer and how long elected officers can remain out of their office. Mr. Bartlett stated he would have to defer to the County Attorney, but the Constitutional Officers are elected and earn neither vacation time nor sick time. The Treasurer intends to return to work; the office is being run by her staff under her direction.

Cornell Walker, Prospect District, questioned progress made by the Board or County staff regarding the abandoned house at 289 Dry Bridge Road, and stated it has been broken into. Mr. Bartlett stated the mortgage company has been identified and attempts to contact them have been made; no return calls from the mortgage company have yet been received.

Kenneth Jackson, Lockett District, thanked Supervisor Wiley for her four years of service, and stated the Board has grown and commended the Board for being respectful, honest, and disciplined. He added the Treasurer's office is running well in Mrs. Shanaberger's absence. Mr. Jackson then strongly requested the Board consider moving forward with the intake at the Sandy River Reservoir, to help bring jobs to Prince Edward County.

Bemeché Hicks, Lockett District, stated the Sandy River Reservoir project began in 1960 to be a water source for the county and petitioned the Board to move forward with the intake to provide a foothold for securing the water for Prince Edward County and to build infrastructure for the future.

In Re: Board of Supervisors Comments

The Board members had no comments.

In Re: Consent Agenda

On motion of Supervisor Wilck and carried:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt, Jr. Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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the Board accepted the minutes of the meeting held November 17, 2011; Accounts and Claims; and Salaries; and appropriations as follows:

		<u>Debit</u>	<u>Credit</u>
3-100-24040-0070	Tobacco Commission Grant		\$ 106,829
4-100-94000-0024	Capital Project / Cannery	\$ 106,829	

BOARD OF SUPERVISORS

Walmart	Photos		38.22
Clerk of Circuit Court	Recording fees		64.50
Farmville Herald	Advertising		563.75
Mattie P. Wiley	Mileage / Parking / Tips	291.43	
	Meal	11.52	302.95
Business Card	VACo registration	1,575.00	
	Credit	-280.69	1,294.31

COUNTY ADMINISTRATOR

Pitney Bowes Financial Services	Postage meter lease		29.00
US Cellular	Phone		117.69
Sarah E. Puckett	Mileage		520.59
Shejla Martin	Mileage		24.42
Business Card	VACo registration		450.00
Diamond Springs	Equipment rental / water		15.70
Key Office Supply	Copy paper		269.94
Walmart	Halloween candy		145.68
Matthew Bender & Company, Inc.	Code Rules V11 Supp		15.72

COMMISSIONER OF REVENUE

M&W Printers, Inc.	Postage - Property forms		2,728.00
NADA Used Car Guide	Used car guide		12.00

TREASURER

James W. Elliott, Attorney	Court cost / advertising		201.00
Pitney Bowes Financial Services	Quarterly lease charge		1,662.00

BB&T	Safe deposit box rent		59.00
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INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Travel expenses	825.00	
	Monthly contract	3,700.00	4,525.00
ComputerPlus Sales & Service	Maintenance contract		270.00

ELECTORAL BOARD AND OFFICIALS

Ruby F. Amos	Official	100.00	
	Training	25.00	125.00
Barbara Barnes	Official	100.00	
	Training	25.00	125.00
Robert L. Barnes	Official	90.00	
	Training	25.00	115.00
Mary L. Baylis	Official		90.00
Patricia A. Brandt	Official		90.00
William E. Brandt, Sr.	Official		90.00
Wendell Brown	Official		90.00
Joseph E. Bush	Official		90.00
Peggy S. Cave	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	5.00	175.00
Edwina Covington	Official		90.00
James H. Davis	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	5.00	175.00
Rachael E. Dove	Official		90.00
Sheila Eames	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	5.00	175.00
Lynn H. East	Official	100.00	
	Training	25.00	125.00
Vincent Eanes	Official		90.00
Nancy D. Fawcett	Official	100.00	
	Training	25.00	125.00
Emmett L. Ferguson	Official		90.00
Linda Finch	Official	90.00	
	Mileage	50.00	140.00
Moses Ford	Official		90.00
Jean G. Fowlkes	Official		90.00
Yolanda Gladden	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Mileage	5.00	155.00

Edward Lee Helton, Jr.	Official	100.00	
	Training	25.00	125.00
Michael L. Helton	Official		90.00
Esther W. Hollingsworth	Official		90.00
Brian N. Hulsizer	Official		90.00
Frances D. Jasper	Official	100.00	
	Training	25.00	125.00
John Jennings	Official		90.00
Donald B. Kellum, Jr.	Official		90.00
James Junior Lee	Official		90.00
Jean W. Lee	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	15.00	185.00
Lora P. McElhenie	Official		90.00
Patricia Montague	Official		90.00
Tola Morgan	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	10.00	180.00
Grace E. Moton	Official		90.00
Deanna Lee Nash	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	15.00	185.00
Lee J. Owens	Official		90.00
Nancy Phaup	Official	100.00	
	Training	25.00	125.00
Rebecca L. Randolph	Official	100.00	
	Training	25.00	125.00
Mary G. Reed	Official		90.00
Rosalie B. Robertson	Official	100.00	
	Training	25.00	125.00
Harold (Brock) Robinson, Jr.	Official		90.00
Robert Saunders	Set up polls		75.00
Bertha E. Shepperson	Official		90.00
Claudia Somers	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	10.00	180.00
J. Scott Sims	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	15.00	185.00
Phillip Somers	Official	115.00	

	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	15.00	185.00
Margaret Stockton	Official	100.00	
	Training	25.00	125.00
James B. Towler	Official		90.00
Kasie R. Wright	Official	100.00	
	Training	25.00	125.00
Lucie Zehner	Official	115.00	
	Training	25.00	
	Phone	10.00	
	Ballot pickup	20.00	
	Mileage	15.00	185.00
Darlington Heights Fire Department	Rent		100.00
Elks Lodge #269	Rent		200.00
Farmville Volunteer Fire Department	Rent		100.00
Hampden Sydney Fire Department	Rent		100.00
Mt Zion Second Baptist Church	Rent		200.00
Prospect Volunteer Fire Department	Rent		100.00
Rice Volunteer Fire Department	Rent		100.00
Mt Pleasant Church	Rent		200.00
Dale L. Bolt	Tape		31.50
Key Office Supply	Office supplies	95.44	
	Seals / certificates	17.94	113.38
	<u>REGISTRAR</u>		
Farmville Herald	Advertising		102.50
Dale L. Bolt	Mileage		32.19
VRAV	2012 Dues		170.00
Key Office Supply	Office supplies	85.46	
	Chairs	299.98	
	Printer ink	115.97	
	Calendars	13.99	
	Desk calendar	13.98	529.38
	<u>GENERAL DISTRICT COURT</u>		
US Cellular	Phone		26.47
	<u>CLERK OF THE CIRCUIT COURT</u>		
ILS / Manatron, Inc.	Anti-virus		200.00
Treasurer of Virginia	Jury questionnaires		1,650.50
AT&T	Phone		42.65
CenturyLink	Phone		79.13
Amelia Lawson	Mileage		9.18
Kinex Networking Solutions	DSL		74.95
Caskie Graphics, Inc.	Casebinders		1,833.52
M&W Printers, Inc.	Binding landbook		584.11
	<u>LAW LIBRARY</u>		

CenturyLink	Phone		37.24
LexisNexis	Online charges		228.00
Matthew Bender & Company, Inc.	VA Code Rules V11		15.72

COMMONWEALTH'S ATTORNEY

Cecelia Charlton	Postage		15.00
Matthew Bender & Company, Inc.	2011 Supp / Index / Vol 3	343.69	
	Replacement Vol 5	118.52	462.21

VICTIM WITNESS ASSISTANCE PROGRAM

Cindy Sams	Mileage	94.55	
	Meals	25.77	120.32
Key Office Supply	Batteries	11.86	
	Planner / folders / ink	200.19	212.05

SHERIFF

Walmart	Dog food	59.64	
	Office supplies	116.00	175.64
Elecom, Inc.	Light bar repair		42.00
Express Care	Oil change / maintenance	86.95	
	Oil change / filter / plug	70.46	157.41
Fire & Safety Equipment Company	Inspect extinguishers		36.00
Fourth Street Motor Company	Auto repairs	4,705.40	
	Inspection / bulb	20.94	4,726.34
Kenbridge Tire & Auto	Calibrations		200.00
Third Street Wrecker Service	Tire change		100.00
Business Card	Postage	162.00	
	Lodging	822.51	
	Meals	185.82	
	Conference registration	200.00	
	Gas	270.69	
	Shadow box	27.98	
	Uniforms	413.60	2,082.60
CenturyLink	VCIN line		10.36
US Cellular	Phone		694.78
Darangi Harrison	Tolls		11.35
Philip White	Tolls		11.35
Roger Jackson	Meal		5.61
William D. Shular, Jr.	Meals		43.43
Virginia Sheriffs Association	Dues		1,503.00
Key Office Supply	Office supplies	58.52	
	Highlighters	9.80	
	Printer ink	46.98	
	Headphones	17.19	
	Keyboard	14.99	147.48
Commtronics of Virginia	Remote speaker		78.44
DMV	ID cards		10.00
Sirchie Finger Print Labs	Barrier tape		98.45
Southern Police Equipment Company	Credit	-101.98	
	Car unlock kit	135.48	

	Flashlight	113.49	
	Shoes	129.00	
	Belt	22.49	298.48
Galls, An Aramark Company	Boots		237.98
Premium Marketing & Sales	Badge		64.50
Quantum Graphics / Uniforms	Pants		44.00
Law Enforcement Associates, Inc.	Body-worn DVR	725.00	
	Button camera	325.00	
	Freight	30.00	

FARMVILLE VOLUNTEER FIRE DEPARTMENT

Diversified Inspections / ITL	Truck inspection		1,150.24
Fire & Safety Equipment Company	Cylinder test		148.08

PROSPECT VOLUNTEER FIRE DEPARTMENT

Atlantic Emergency	Shield & Nomex hood	168.00	
	Shields	157.00	325.00
Farmville Wholesale Electric	Electrical supplies		22.40
Ferguson Enterprises, Inc.	Hammer / saw combo	327.85	
	Bit set	30.70	358.55
Pamplin Exxon	Mount / balance tires	61.80	
	Tires	720.00	781.80
Parker Oil Company, Inc.	Propane		241.45
Town of Farmville	Fuel		478.56
VA Maryland Rescue System	Equipment inspection		342.50

PAMPLIN VOLUNTEER FIRE DEPARTMENT

AT&T	Phone		75.77
Jeff Baldwin	Grass cutting		280.00
Battery Barn of VA, Inc.	Batteries		464.43
Foster Fuels, Inc.	Propane		597.72
J.E. Jamerson & Sons Building Supply	Toilet kit / mirror		199.97
Pamplin Exxon	Fuel		196.31
Treasurer of Virginia	Aluminum pans		30.00
Verizon	Phone		59.32
YourFirstDue, Inc.	Internet		24.95
Diversified Inspections / ITL	Ladders		530.40

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Parker Oil Company, Inc.	Diesel		972.73
US Cellular	Phone		152.08
Verizon	Phone		147.03
Dominion Virginia Power	Electric service		386.92
Watkins Insurance Agency	Package auto / umbrella insurance		3,543.00

FIRST RESPONDERS

Hampden-Sydney Volunteer Fire Department	11-12 Support		2,500.00
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PRINCE EDWARD FIREFIGHTERS ASSOCIATION

Prince Edward Area

Firefighters Association	11-12 Support		3,000.00
<u>AMBULANCE AND RESCUE SERVICES</u>			
Prince Edward Volunteer Rescue Squad	11-12 Support		15,000.00
Pamplin Volunteer Fire Department EMS	11-12 Support		2,000.00
Meherrin Fire & Rescue Squad	11-12 Support		2,500.00
<u>REGIONAL JAIL & DETENTION</u>			
Family Preservation Services	Electronic monitoring		330.00
Piedmont Regional Juvenile Detention Center	Juvenile detention		5,250.00
Piedmont Regional Jail	Inmate per diem		4,074.40
<u>BUILDING OFFICIAL</u>			
US Cellular	Phone		26.47
Coy Leatherwood	Meal	9.83	
	Meeting registration	15.00	24.83
<u>ANIMAL CONTROL</u>			
East End Motor Company, Inc.	Inspection	16.00	
	Rejection labor	16.00	
	Inspection / wheel alignment	54.95	86.95
Dominion Virginia Power	Electric service		168.13
CenturyLink	Phone		117.76
US Cellular	Phone		53.18
Business Card	Lodging		223.35
Compro Computers	Computer repairs		150.00
Prince Edward Health Department	Rabies shots		230.27
<u>BIOSOLIDS MONITORING</u>			
US Cellular	Phone		26.47
<u>REFUSE DISPOSAL</u>			
Resource International	Miscellaneous work tasks	1,112.13	
	Storm water compliance	905.63	
	Groundwater monitoring	2,764.80	4,782.56
Farmville Wholesale Electric	Light bulbs		11.88
Mid-Atlantic Irrigation	Spring	11.00	
	Diaphragm	59.16	70.16
Arena Trucking Company	Trash collection		289.00
Wright's Excavating	Landfill operation		42,187.50
Emanuel Tire of Virginia	Tire recycling		504.00
STEPS, Inc.	Recycling fee		1,433.28
Southside Electric Cooperative	Darlington Heights site		74.55
Dominion Virginia Power	Leachate pump	6.04	
	Scalehouse	100.15	
	Cell C pump station	13.02	
	Green Bay site	85.74	
	Worsham site	94.33	
	Prospect site	100.66	

	Landfill site	46.17	446.11
AT&T	Phone		303.98
CenturyLink	Phone		284.03
US Cellular	Phone		26.47
Verizon	Phone		121.40
O. O. Stiff, Inc.	Monthly service		662.50
Prince Edward County Public Schools	Diesel		1,342.04

SANDY RIVER RESERVOIR

Treasurer of Virginia	Bush 12 Permit fee		300.00
Draper Aden Associates	SSR O&M Application		190.00

GENERAL PROPERTIES

Doormation, Inc.	Handicap door repair		590.96
OK Termite & Pest Control	Exterminating service		150.00
Alecia Daves-Johnson	Flat repair		8.00
Southside Electric Cooperative	SRR lights		29.90
Dominion Virginia Power	Roy Clark monument	30.20	
	Shop	36.63	
	Sheriff Department Shed	5.66	
	Worsham Clerk's office	14.26	
	Lights at Rice	111.40	198.15
AT&T	Phone		36.25
CenturyLink	Phone		121.60
US Cellular	Phone		79.66
O. O. Stiff, Inc.	Monthly service		100.00
Aramark Uniform Services	Janitorial supplies		324.06
Diamond Paper Company	Janitorial supplies		937.56
Cintas Corporation #524	Uniform rental		438.69
Wilco, Inc.	Janitorial supplies		647.00
Diamond Springs	Equipment rental		8.95
Farmville Wholesale Electric	Light bulbs / ballasts	1,357.20	
	Credit	-216.12	
	Light bulbs	26.63	
	Connectors / wire / nuts	19.59	
	Fixture / bulbs / conduit	272.23	
	Ballasts	378.20	
	Light bulbs / connectors	94.55	
	Wire / tool pouch	192.60	2,124.88
I. H. McBride Sign Company, Inc.	NO HUNTING signs		483.00
Prince Edward County Public Schools	Diesel		229.70
Fisher Auto Parts, Inc.	Antifreeze		13.95
Walmart	Tires / wiper blades		464.11

CANNERY

Southside Electric Cooperative	Electric service		198.15
CenturyLink	Phone		116.07
Walmart	Cleaning supplies		85.15

HEALTH DEPARTMENT

Prince Edward County Health Department	11-12 Local support	41,940.25
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COMPREHENSIVE SERVICES ACT

Business Card	Foster care	271.76
Centra Health	Professional services	43,659.00
Crossroads Services Board	Professional services	1,865.00
Family Preservation Services	Professional services	5,165.00
Grafton School, Inc.	Professional services	13,965.00
Ronald & Sarah Harlan	Foster care	119.46
Letricia R. Logan	Foster care	666.00
Brent & Cindy Randolph	Foster care	62.98
Phillip & Jessica Sterling	Foster care	695.47
The Hughes Center	Professional services	9,922.00
Treasurer of Bedford	Professional services	2,320.00
Christina Velez	Foster care	835.97

OTHER WELFARE / SOCIAL SERVICES

SCOPE / Meals on Wheels	11-12 Support	2,500.00
FACES, Inc.	11-12 Support	2,137.50
HOPE	11-12 Support	4,750.00
Tri-County Life Learners	11-12 Support	1,662.50
Southside Center for Violence Prevention	11-12 Support	2,375.00
Longwood Center for Visual Arts	11-12 Support	1,247.00
Habitat for Humanity	11-12 Support	2,375.00
Commonwealth Regional Council	Grant assistance	30,000.00

CONTRIBUTIONS TO COLLEGES

Longwood Small Business Development Center	11-12 Support	3,537.00
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SUPERVISION OF PARKS & RECREATION

Heart of Virginia Festival	11-12 Support	2,850.00
Town of Farmville	2012 Heart of Virginia fireworks	2,500.00

MUSEUMS

Sherwin Williams Company	Paint	390.02
Robert Russa Moton Museum	11-12 Support	2,500.00

PUBLIC LIBRARY

Farmville - Prince Edward Community Library	11-12 Support	46,639.75
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PLANNING

Farmville Herald	Advertising	456.13
Business Card	Postage	98.29
Alecia Daves-Johnson	Postage	36.05
	Mileage	266.51
	Meals	85.64
	Office supplies	23.90
		412.10

COMMUNITY DEVELOPMENT

Farmville Chamber of Commerce	11-12 Support		2,375.00
Town of Farmville	11-12 Support - Airport		4,750.00
Piedmont Area Transit	11-12 Support		2,500.00

ECONOMIC DEVELOPMENT

US Cellular	Phone		26.47
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TOURISM

Dominion Virginia Power	Electric service		269.28
Business Card	Postage		26.06
Key Office Supply	Foam boards / paper	26.87	
	Calendar refills	13.28	40.15
Magi Van Eps	Film & prints		23.78
Walmart	Film / photo paper		23.73

SOIL & WATER CONSERVATION DISTRICT

Piedmont Soil & Water Conservation District	11-12 Support		2,960.00
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COOPERATIVE EXTENSION OFFICE

Treasurer, Virginia Tech	1st Quarter support		9,780.74
CenturyLink	Phone		95.26

GENERAL EXPENSE

Southern State Cooperative, Inc.	Gas		14,927.71
Anthem BCBS	Cobra insurance		530.00

CAPITAL PROJECTS

Cas Severn	AS400		2,320.00
Business Card	PH Buffer / solution	135.20	
	Test gauge / seam meter	402.26	537.46

GRANITE FALLS EXPENDITURES

VACORP	Liability insurance		1,485.00
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RETIREMENT BENEFIT FUND

Vicki K. Johns	Retiree benefit		1,051.29
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PIEDMONT COURT SERVICES

Connie Stimpson	Printed calendars	128.95	
	Mileage	19.51	
	Batteries	9.97	158.43
Dominion Virginia Power	Electric service		223.77
AT&T	Phone		121.44
CenturyLink	Phone		203.13
W. A. Watson & Sons Insurance	Balance due - flood insurance		29.00
Sheena Franklin	Mileage	78.81	
	Meals	43.46	122.27
Sharon Gray	Mileage		158.72

Emily Guill	Mileage		192.03
Renee T. Maxey	Mileage		93.24
Cadance Tyler	Mileage	240.86	
	Meals	37.09	277.95
Dayna Stanley	Mileage	85.47	
	Meals	42.18	127.65

PCS SUPERVISION FEES EXPENDITURES

SRP Corporation, LLC	Rent		2,383.00
Page Hardy	Cleaning service		210.00

ADDENDUM BILL LIST

BOARD OF SUPERVISORS

Howard Simpson	Mileage		343.54
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COMMISSIONER OF REVENUE

Compro Computers	Computers		1,670.00
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TREASURER

ComputerPlus Sales & Service	Maintenance contract		1,075.35
Key Office Supply	Typewriter maintenance contracts	459.00	
	Post it notes	11.99	
	Ink cartridges	129.46	
	Counterfeit detector	8.99	
	Correction fluid / tape	16.72	626.16

CLERK OF THE CIRCUIT COURT

Matthew Bender & Company, Inc.	VA/WV Wills & Admin		228.60
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LAW LIBRARY

AT&T	Phone		36.25
LexisNexis	Online service		228.00
ComputerPlus Sales & Service	Maintenance contract		270.00

COMMONWEALTH'S ATTORNEY

Pitney Bowes Financial Services	Equipment lease		102.00
James R. Ennis	Mileage	111.55	
	Lodging	207.41	
	Meal	11.32	
	Registration fee	50.00	380.28

SHERIFF

East End Motor Company, Inc.	Flat tire road service	193.35	
	Mount / balance tire	14.00	
	Power steering pump	945.13	
	Inspection / repair exhaust	625.52	
	Wrecker service (2)	145.00	

	Oil / filter change	57.31	
	Replace alternator	72.56	
	Inspect / brake pads	170.07	
	Oil change / tires	619.61	
	Rotors / pads / tires	1,072.27	
	Tires	1,074.30	
	Rotate tires	32.00	5,021.12
Rockwell Audio	Install console		192.50
Compro Computers	Computer repair	150.00	
	Power strips	419.65	569.65
UPS	Shipping charges		6.05
Treasurer of Virginia	VCIN service		53.06
Kinex Networking Solutions	Web host / data backup		39.90
CenturyLink	VCIN line		7.97
Jimmy Farley	Meal		7.39
Kevin Randolph	Meal		7.39
Diamond Springs	Water & equipment rental		64.90
Farmville Printing	Envelopes		285.25
Farmville Auto Parts	Battery		122.99
NAPA of Farmville	Bulb		3.98
Sirchie Finger Print Labs	Fingerprint lifters		141.84
Best Uniforms, Inc.	Uniforms		117.62
Quantum Graphics / Uniforms	Hat		83.50

RICE VOLUNTEER FIRE DEPARTMENT

Farmville Auto Parts	Starter	156.31	
	Speedy Dri	44.94	201.25
John Deere Financial	Diesel	189.62	
	Gasoline	130.33	319.95
Dominion Virginia Power	Electric service		225.26

PROSPECT VOLUNTEER FIRE DEPARTMENT

Atlantic Emergency	Shields		106.00
Benchmark Community Bank	Chassis note payment		2,000.00
Elecom, Inc.	Radio repair		38.15
Ellington Energy Service	Propane cylinder	19.53	
	Fuel	459.59	479.12
CenturyLink	Phone		86.56
NAPA of Farmville	Bulb / connector		8.45
Parker Oil Company, Inc.	Propane		269.84
Price Supply Company, Inc.	Plumbing supplies		119.55
Town of Farmville	Fuel		201.38
Dominion Virginia Power	Electric service		217.29

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

Cyrus Pest Control Company	Exterminating service		45.00
Ellington Energy Service	Diesel	836.68	
	Unleaded gas	625.77	1,462.45
Farmville Auto Parts	Oil & filters	104.59	
	Fuel filter	12.13	

	Batteries	519.96	
	Core return	-76.00	560.68
Mid-Atlantic Irrigation	Valve / flange / tubing		1,205.69
Jack L. Slagle Fire Equipment	Adaptor		155.77
Southside Electric Cooperative	Electric service		273.27
Verizon Wireless	Phone		60.07
Verizon	Phone		132.37

HAMPDEN SYDNEY VOLUNTEER FIRE DEPARTMENT

AT&T	Phone		16.30
Arcet Equipment Company	Oxygen		109.20
C. W. Williams	Pike pole		67.70
Creative Electric Contractors	Generator repairs		650.89
Emergency Medical Products	Back board		319.35
CenturyLink	Phone		44.33
VA Maryland Rescue System	Truck repairs		1,748.15

PAMPLIN VOLUNTEER FIRE DEPARTMENT

Jana Baldwin	Janitorial service		130.00
Fire & Safety Equipment Company	Heat sensor camera		7,850.00
Jamerson Jr. Building Supply	Trash bags / Windex	33.48	
	Keys	6.40	39.88
Benjamin H. Johnson, CPA	Audit		1,600.00
Key Office Supply	Pens / clips / stapler		26.32
National Auto Parts, Inc.	Bulb assembly / switch	78.37	
	Shipping charge	9.48	87.85
Verizon	Phone		52.15
Vest's Sales & Service, Inc.	Mast oil		35.00
Dominion Virginia Power	Electric service		283.82

EMERGENCY SERVICES

Timmons Group	Address additions		180.00
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REGIONAL JAIL & DETENTION

Piedmont Regional Jail	Inmate per diem	3,703.70	
	SCAAP funds	1,549.00	5,252.70

BUILDING OFFICIAL

Fourth Street Motor Company	Auto repair		195.00
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ANIMAL CONTROL

Lowe's	Hose connectors		11.07
Farmville Auto Parts	Control arm	110.15	
	Bulb / wiper blades	10.97	
	Oil & filter	72.52	193.64
CenturyLink	Phone		117.76

REFUSE DISPOSAL

Lowe's	Concrete mix		22.26
Southside Electric Cooperative	Virso site		89.64

Dominion Virginia Power	Rice site	106.69
AT&T	Phone	68.41
CenturyLink	Phone	80.19
Prince Edward County Public Schools	Diesel	1,326.42

GENERAL PROPERTIES

Carpet House	Carpet (ag building)	4,368.00
OK Termite & Pest Control	Exterminating service	150.00
Putney Mechanical Company, Inc.	Balanced airflow	114.95
Dominion Virginia Power	Courthouse	11,513.49
	SCOPE building	246.50
	Ag building	1,553.00
Ellington Energy Services	Fuel	13,312.99
AT&T	Phone	6,560.00
CenturyLink	Phone	36.25
Grainger	Vinyl bags	50.50
	AHU belts	139.20
	Shipping charge	25.76
Lowe's	Screws	10.24
	Cable ties	4.35
	Batteries	11.32
	Orange flags / stakes	11.31
	Soil & rakes	25.20
	Bows	47.90
Rochette's Florist	Diesel	100.08
Prince Edward County Public Schools	Inspection	91.00
East End Motor Company, Inc.	Brake rotors	181.02
Farmville Auto Parts	Hose clamps	16.00
	Credit	97.88
	Bulb	1.38
		-30.60
		3.99
		72.65

CANNERY

Ellington Energy Services	Fuel	1,312.00
CenturyLink	Phone	116.07

COMPREHENSIVE SERVICES ACT

Bear Creek Academy	Professional services	8,265.00
Braley & Thompson, Inc.	Professional services	8,469.24
Centra Health	Professional services	2,053.56
Letricia R. Logan	Foster care	666.00
Phillip & Jessica Sterling	Foster care	448.00
Christina Velez	Foster care	120.89

MUSEUMS

Sherwin Williams Company	Paint	73.17
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ECONOMIC DEVELOPMENT

Compro Computers	Power strip	59.95
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TOURISM

Parker Oil Company, Inc.	Propane	664.44
CenturyLink	Phone	249.03
<u>GENERAL EXPENSE</u>		
Lumos Networks	Phone	2,821.23
Southern States Cooperative, Inc.	Gas	14,999.96
<u>CAPITAL PROJECTS</u>		
Compro Computers	Power strips	154.90
<u>SEWER FUND</u>		
Dominion Virginia Power	Sewer pump	39.09
<u>PIEDMONT COURT SERVICES</u>		
Times Virginian	Subscription	38.00
<u>PCS DRUG TESTING FEES</u>		
Alere Toxicology Services, Inc.	Drug testing	58.44

In Re: Highway Matters

There was no report from VDOT.

Supervisor Campbell reported a pine tree in Hudson's Bottom on Route 460 eastbound is falling onto two other trees and needs to be removed.

Supervisor Gantt asked if there is any information regarding VDOT's snow removal preparations. Mrs. Sarah Elam Puckett, Assistant County Administrator, stated an article reported VDOT is better prepared monetarily this year for the snow removal.

In Re: Appointments: Citizen Board/Commission Vacancies

One Planning Commission member's term expires December 31, 2011. Appointments to the Planning Commission have a term of office effective January 1, 2012 and expire December 31, 2015.

A vote was taken on each of the candidates, as follows:

<u>Candidate</u>	<u>Vote</u>
Brian Lokker	none
Christopher Mason	Howard M. Campbell William G. Fore, Jr. Don C. Gantt, Jr.

Robert M. Jones
Charles W. McKay
Howard F. Simpson
Jim R. Wilck
Mattie P. Wiley

Mr. Chris Mason will be re-appointed to fill the Planning Commission seat with a term of office effective January 1, 2012 and expiring December 31, 2015.

A Board of Zoning Appeals member's term expires December 31, 2011. A recommendation of appointment to the Board of Zoning Appeals will be made to the Circuit Court Judge for the position, with a term of office effective January 1, 2012 and expiring December 31, 2016.

Chairman Fore stated there were no Citizen Volunteer Applications received for this position; he stated that he spoke with Vincent Eanes who said he would be happy to continue to serve. Chairman Fore then suggested Vincent Eanes be recommended to the Circuit Court Judge for reappointment; the Board concurred.

Mr. Vincent Eanes is unanimously recommended for re-appointment to the Prince Edward County Board of Zoning Appeals with an effective term beginning January 1, 2012 and expiring December 31, 2016.

In Re: Appointments – Granite Falls Community Development Authority

Chairman Fore stated the terms of office of four members expire December 31, 2011. He recommended the re-appointment of Supervisor Howard Simpson, Supervisor Robert Jones, and Supervisor Charles McKay, and the appointment of Supervisor-elect Pattie Cooper-Jones, effective January 1, 2012 and expiring December 31, 2015. The Board concurred.

In Re: Appointments – To Be Filled by Board of Supervisors Members

Chairman Fore stated there will be vacancies on the Southside Virginia Family YMCA Board and the Crossroads Community Services Board, effective January 1, 2012 due to a change in the membership of the Board of Supervisors. Chairman Fore recommended the appointment of Supervisor Charles McKay to

the Southside Virginia Family YMCA and Supervisor Howard Simpson to the Crossroads Community Services Board. The Board concurred.

In Re: Public Hearing – Initiation of Condemnation Proceedings to Acquire Certain Property Interests Necessary for County Purposes

Chairman Fore announced that this was the date and time scheduled for a public hearing on the Initiation of Condemnation Proceedings by Prince Edward County, Virginia to Acquire Certain Property Interests Necessary for County Purposes. Notice of this hearing was advertised according to law in the Wednesday, December 7, 2011 and Friday, December 9, 2011 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett stated that at the November 17, 2011 meeting of the Board of Supervisors, the Board approved the acquisition of land owned by Glad Hill Properties, LLC, Tax Map #051-A-36, by either negotiation or condemnation. On Wednesday, November 23, 2011 via certified mail, a packet of information was sent to Glad Hill Properties; the local Registered Agent for Glad Hill Properties, LLC was also presented with the same information. On November 30, 2011, the County Administrator contacted Mr. Lacy to discuss the issue. Mr. Lacy stated he had just received the packet the preceding day and had not had time to properly evaluate the County's offer. When asked if he would like to discuss the matter, he stated he would not and would provide the packet to his attorney. It was called to his attention that the deadline for negotiations was December 2, 2011 and that after this date, the County would initiate condemnation proceedings if an agreement had not been reached. Mr. Lacy was informed the County stood ready to negotiate an agreement, and even after condemnation proceedings had commenced, negotiations could continue. The conversation then ended.

Per section 15.2-1903 of the *Code of Virginia*, "*Prior to initiating condemnation proceedings, the governing body shall, after a public hearing, adopt a resolution or ordinance approving the propose public use and directing the acquisition of property for the public use by condemnation or other means.*"

Mr. Bartlett stated an appraisal of the property has been done and a meeting is set for Wednesday, December 14, 2011 between Mr. Lacy and a Board member to discuss the matter further; during the condemnation process, negotiations may continue.

Chairman Fore opened the public hearing.

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

Supervisor McKay made a motion to adopt the Resolution Authorizing the Acquisition of Interests in Real Estate for Road Construction Purposes on Land Owned by Glad Hill Properties, LLC, Tax Map #051-A-36; the motion carried unanimously:

Aye:	Howard M. Campbell	Nay: None
	William G. Fore, Jr.	
	Don C. Gantt	
	Robert M. Jones	
	Charles W. McKay	
	Howard F. Simpson	
	Jim R. Wilck	
	Mattie P. Wiley	

**A Resolution Authorizing the Acquisition of Interests in Real Estate
For Road Construction Purposes on land Owned by
Glad Hill Properties, LLC, Tax Map #051-A-36**

WHEREAS, Prince Edward County, Virginia (the “County”), and the Commonwealth of Virginia have undertaken to construct an alternate to State Route No. 628 (to be named State Route 786) to relieve congestion through the Prince Edward County School Complex and to enhance safety in the area; and

WHEREAS, the County has determined that there is a need for a 6.878 acre right of way along with a 0.616 acre utility easement across and through a portion of certain property identified by Tax Map Number 051-A-36, located on the east side of U.S. Highway 15 at Dominion Drive; and

WHEREAS, due to the deadlines imposed in conjunction with the construction of the highway utilizing “quick take” procedures as authorized by Section 15.2-1905(C) of the *Code of Virginia, 1950*, as amended, is necessary; and

WHEREAS, the value of the right of way and the easement is \$343,850.00; and

NOW, THEREFORE, BE IT RESOLVED, by the County, that condemnation utilizing “quick take” procedures of a 6.878 acre right of way and 0.616 acre utility easement that must be relocated to accommodate construction across and through portions of the property identified as Tax Map Number 051-A-36, located east of U.S. Highway 15 at Dominion Drive is necessary for the reasons set forth in this Resolution, and staff is hereby authorized to initiate condemnation proceedings, including possession prior to the institution of the condemnation proceedings in accordance with law.

Chairman Fore announced that this was the date and time scheduled for a public hearing on the Amendment to the County Zoning Ordinance to allow Commercial Outdoor Sports and Recreation in the A-1 (Agricultural Conservation) Zoning District by Special Use Permit. Notice of this hearing was advertised according to law in the Friday, November 25, 2011 and Friday, December 2, 2011 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett stated the Prince Edward County Planning Commission conducted a Public Hearing at their November 15, 2011 meeting. No citizen comments were received on the proposed amendment and the Planning Commission unanimously recommends the proposed amendment to the County Zoning Ordinance.

The majority of the County is zoned A-1 whose purpose is to conserve agricultural land and promote agriculture and forestry as the highest priority use in this district. There are uses which may be compatible and provide recreation/business opportunities for the citizens of Prince Edward County but under the current ordinance are not allowed (corn mazes, etc). In 2009, the Zoning Ordinance was amended to allow Outdoor Commercial Entertainment uses in the A-1 District by Special Use permit.

The inclusion of a Special Use status will allow the community an opportunity to comment if a requested use is appropriate for the proposed location. The amendment includes specific Use & Design criteria to mitigate any unintended impacts of a proposed use.

Mr. Bartlett stated there were at least three separate inquiries last year alone for outdoor events.

Supervisor Jones stated a resident wishes to put an outdoor activity park in the County, which would compliment both the High Bridge Trail and the Sandy River Reservoir.

Chairman Fore opened the public hearing.

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

Supervisor Jones made a motion to approve the amendment to the Zoning Ordinance to allow Commercial Outdoor Sports and Recreation in the A-1 (Agricultural Conservation) Zoning District by Special Use Permit; the motion carried unanimously:

Aye:	Howard M. Campbell	Nay: None
	William G. Fore, Jr.	
	Don C. Gantt	
	Robert M. Jones	
	Charles W. McKay	
	Howard F. Simpson	

Amendment:

ARTICLE II DISTRICT REGULATIONS

Sec. 2-100 A1 Agricultural Conservation District

Sec. 2-100.1 Statement of Intent

The A1 Agricultural Conservation District applies to those areas designated as agricultural and forestal on the future land use map of the Prince Edward County Comprehensive Plan. Agricultural, forestry and related uses are encouraged within A1 Districts. Very low density residential and related uses are allowed in recognition that very low density residential development can be compatible with agricultural and forestry activities. The A1 District also allows certain limited commercial uses in recognition of the County's historic development patterns.

Sec. 2-100.3 Permitted Uses

(A) The following uses are permitted by right in the A1 Agricultural Conservation District, subject to all other applicable requirements contained in this ordinance. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in Article III, Use and Design Standards.



(B) The following uses are permitted by **Special Use Permit** in the A1 Agricultural Conservation District, subject to all other applicable requirements contained in this ordinance. An asterisk (*) indicates that the use is subject to additional, modified or more stringent standards as listed in Article III, Use and Design Standards.

1. Agricultural Use Types

(None)

2. Residential Use Types

Family Day Care Home *

3. Civic Use Types

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

4. Office Use Types

Financial Institutions
General Offices

5. Commercial Use Types

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

6. Industrial Use Types

Meat Packing and Related Industries
Resource Extraction

7. Miscellaneous Use Types

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

Use & Design Standards:

Amendment to Section 3-100.9:

Addition of U&DS for Commercial Outdoor Sports & Recreation

Commercial Outdoor Sports & Recreation

General standards:

1. *The application for a special use permit shall include information indicating the individuals/ business sponsoring the facility, the location and layout of the facility, identification of all adjoining property owners, the nature of events at the facility including proposed hours of operation, the type of audience that would seek the use of the facility, estimated number of tickets to be sold or maximum number of people expected at the facility at any one time, and the plan for traffic management related to the facility.*
2. *A detailed site plan shall be submitted of all facilities to be provided in accordance with the following guidelines:*
 - a. *Application to VDOT to determine whether a Commercial Entrance is needed. Provide for adequate off-site circulation and traffic controls to provide safe ingress and egress to the gathering without burdening the existing road network or substantially disrupting the normal flow of traffic.*
 - b. *Adequate provisions for sanitation facilities, garbage and trash collection and disposal, and facilities for providing food and water.*
 - c. *The sponsors shall provide for adequate medical facilities, fire protection and*

- security of the site.*
- d. Adequate on-site parking shall be provided for all employees and patrons of the use. The parking layout shall be determined in advance, and adequately marked on the site in such a manner as to provide safe and convenient access to all patrons and employees, and to accommodate emergency service vehicles. In Agricultural Conservation areas, the parking design shall take steps to minimize impervious surface treatments.*
 - e. Any lighting installed for the use shall be directed away from adjoining properties. Lighting shall be turned off within one hour of the conclusion of the facility business hours and following departure of patrons.*
3. *Signs for the Commercial Outdoor Sports or Recreation Facility shall adhere to the following standards:*
- a. There may be one sign constructed as a ground sign or wall sign visible from the public road. Secondary signs may be used at the facility when not visible from public roads. All proposed signs shall be indicated on the site plan.*
 - b. Ground signs may not exceed four (4) feet in height. Ground signs which are integrated into an attractive brick, stone, or wood architectural feature or an earthen berm, all of which shall be permanently landscaped, may exceed four feet in height to a maximum of seven (7) feet.*
 - c. Signs may be illuminated by indirect means or with luminous background. Indirect lighting shall not exceed fifty (50) foot candles, and a luminous background shall not exceed ninety (90) foot lamberts in brightness. In no event shall the light from any sign exceed one (1) foot candle at the lot line.*
 - d. All signs must be outside the public right-of-way and shall be set back a minimum of ten (10) feet from the public right-of-way, unless specially permitted.*

In Re: Public Hearing – Ordinance for the Creation of Tourism Zones

Chairman Fore announced that this was the date and time scheduled for a public hearing on the Ordinance for the Creation of Tourism Zones. Notice of this hearing was advertised according to law in the Friday, December 2, 2011 and Friday, December 9, 2011 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett said a requirement is to hold a public hearing for the creation of the Zone, and in this case, the zone would contain the two parcels known as the Luck Stone property.

Mr. Bartlett stated the Virginia General Assembly established the Virginia Tourism Development Financing Program for qualified Virginia tourism development projects. The purpose of the program is to provide a gap financing mechanism for projects in partnership with developers, localities, financial institutions and the state. The program provides a method of financing to compensate for a shortfall in

project funding not to exceed 20% of a qualified project's total cost. For those tourism projects that qualify, one percent of the state sales tax generated by the project, matched by an equal dollar amount of local tax revenue, matched by an equal dollar amount from the developer ("developer access fee") can be used to pay the debt service on the project.

Localities that are interested in pursuing the Tourism Development Financing must have a defined tourism zone(s) within which the proposed project is contained. Section 58.1-3851 of the *Code of Virginia* enables localities to establish, by ordinance, one or more tourism zones, and enables localities to establish local incentives programs for qualified business located within the zone, similar to the Enterprise Zone program.

Mr. Bartlett stated that there will not be a cost to the County and could provide revenue of \$100,000 a year, based on current projections.

Chairman Fore opened the public hearing.

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

Supervisor Wilck asked if it would include the golf course; Mr. Bartlett said that it would not. Mrs. Puckett stated each project would need to be submitted to Virginia Tourism Development Financing Program and through a public hearing on an ordinance for a project.

After some discussion, Supervisor Gantt made a motion to adopt the Ordinance for the Creation of Tourism Zones; the motion carried unanimously:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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PART II - CODE OF ORDINANCES
Chapter 22 - BUSINESSES
ARTICLE IV. - TOURISM ZONES

BE IT ORDAINED By the Board of Supervisors of the County of Prince Edward, Virginia that Chapter 22 Business is hereby amended and re-ordained by adding a new Article IV, Tourism Zones, Division I, Establishment of a Tourism Zone, as follows:

DIVISION I. Establishment of a Tourism Zone

[Sec. 22-410. - Definitions.](#)

[Sec. 22-411. – Establishment of a Tourism Zone.](#)

[Sec. 22-412 - Boundaries](#)

[Sec. 22-413. - Eligibility.](#)

[Sec. 22-414. - Administration.](#)

[Sec. 22-415. - Certification Procedure.](#)

[Sec. 22-416. - Special Service or Community Development Districts Not Affected.](#)

[Sec. 22-417. - Zoning Ordinance Not Affected.](#)

[Sec. 22-418. - Non-waiver.](#)

[Sec. 22-419. - Confidentiality.](#)

[Sec. 22-420. - Restrictions.](#)

[Sec. 22-421. - Education and Promotion.](#)

[Sec. 22-422 – Incentive Period](#)

[Sec. 22-423 - Incentives](#)

Sec. 22-410. – Definitions

For purposes of this Article, the following words and phrases shall have the meanings subscribed below, unless clearly indicated to the contrary:

Administrator means the County’s Administrator.

Base Year defined as the calendar year preceding the Calendar year in which applicant submits the Tourism Zone Program Qualification Application to the Administrator.

Business means any corporation, partnership, electing small business (subchapter S) corporation, limited liability company or sole proprietorship authorized to conduct business in the Commonwealth of Virginia.

The term “Business” does not include organizations that are exempt from state income tax on all income except unrelated business taxable income as defined in the Internal Revenue Code, Section 512; nor does it include homeowner associations as defined in the Internal Revenue Code, Section 528.

Capital Investment means money used by a Tourism Business to purchase fixed assets and not moneys used for day-to-day operating expenses. Fixed Assets owned by the Tourism Business that are moved into the Tourism Zone from another location within the County shall not be included in the calculation of Capital Investments.

County Code means the Code of the County of Prince Edward, Virginia, as amended.

DED means the County’s Department of Economic Development.

Existing Tourism Business means a Tourism Business that was actively engaged in the conduct of trade or business in the County prior to an area being designated as a Tourism Zone pursuant to this Article.

Fixed Asset means long-lived tangible property owned by a Tourism Business that is used by the Tourism Business in the production of its income including real estate, plant, machinery and equipment.

Incentive Period means a period of up to twenty (20) years during which a Qualified Tourism Business receives the benefits of Tourism Zone incentives.

Internal Revenue Code means the Internal Revenue Code of 1986, as amended, Title 26 of the United States Code.

New Tourism Business means a Tourism Business not already existing within the County prior to an area being designated as a Tourism Zone pursuant to this Article.

Qualified Tourism Business means a Tourism Business that has met the qualifications set forth in Section 22-413 and continues to meet such qualifications as required by this Article.

Tourism Business means a Business whose purpose is to establish a desirable destination to attract tourists or customers from outside the County, make a substantial capital investment, create new jobs, and create an environment for those visitors or customers that will deliver a memorable experience or promote educational opportunities while increasing travel-related revenue. Examples of Tourism Businesses include retail trade establishments, grocery stores, eating establishments, lodging facilities, cultural art centers, health clubs/fitness centers, conference/event centers, and commercial recreation centers.

Tourism Zone means a specific geographic area or areas created pursuant to Chapter 38, Title 58.1 of the Code of Virginia of 1950, as amended, to foster the development and expansion of Tourism Businesses in the County.

Tourism Zone Program Annual Review Application means an application to be completed annually, available from the Administrator to renew and submit data in order to continue receiving Tourism Zone incentives.

Tourism Zone Program Qualification Application means an application available from the Administrator to qualify to receive Tourism Zone incentives established by this Article.

Year 1 means the calendar year in which the Tourism Business submits a Tourism Zone Program Annual Review Application to the Commissioner of Revenue on or before March 1st of that year and is qualified as a Qualified Tourism Business in such year pursuant to the certification Procedure described in this Article.

Sec. 22-411. – Establishment of Tourism Zone.

A Tourism Zone is hereby established in the County in accordance with Chapter 38, Title 58.1 of the Code of Virginia, 1950, as amended.

Sec. 22-412. – Boundaries

The Boundaries of the Tourism Zone shall be within the areas described in Appendix A of this Chapter.

Sec. 22-413. – Eligibility.

A Business seeking the benefit of the Tourism Zone incentives must be a Tourism Business located within the Tourism Zone.

- (a) Economic incentives and regulatory flexibility may be made available to any new, expanded, or existing business which seeks to attract customers from the Prince Edward County region and beyond. The businesses must advance the County's strategic goals identified in the County's Comprehensive Plan. The business must commit to a performance agreement based upon investment, jobs, sales revenues, or other significant criteria. Examples of eligible business include retail trade establishments, grocery stores, eating establishments, hotels and motels, cultural art centers, health clubs/fitness centers, conference/event centers, and commercial recreation centers.
- (b) An existing business must make a capital investment of at least \$250,000.00 within the Tourism Zone, or create and sustain at least ten new full time jobs in order to be eligible for economic incentives or regulatory flexibility. A new business must make a capital investment of at least \$500,000.00 within the Tourism Zone, or create and sustain at least twenty-five new full time jobs in order to be eligible for economic incentives or regulatory flexibility.
- (c) Economic incentives may be provided for up to twenty years from the effective date

established in the performance agreement. In the case of multi-year incentives, the business shall establish its qualification for the incentives on an annual basis.

Sec. 22-414. – Administration.

The County Administrator is authorized to administer the Tourism Zone through the director of economic development and tourism. The director of economic development and tourism shall develop criteria and guidelines for the level of investment required for any particular range of tax incentive or regulatory flexibility. The County Administrator is authorized to negotiate performance agreements with potential new or expanded businesses. The Board of Supervisors shall have the sole authority to designate incentives for the implementation of economic development projects and the final approval authority for performance agreements.

Sec. 22-415. – Certification Procedure.

The following certification procedure applies to Tourism Businesses seeking to obtain benefits of the Tourism Zone: A Tourism Business must submit a Tourism Zone Program Qualification Application to the Administrator for certification as a Qualified Tourism Business.

- a. The Administrator will review and verify that each applicant is in compliance with Tourism Zone qualifications and follow administrative procedures outlined in Section 22-413 above.
- b. After a Tourism Business has been certified as a Qualified Tourism Business, it must annually submit a Tourism Zone Program Annual Review Application to the Commissioner of Revenue on or before March 1st of each year of the Incentive Period, indicating the number of Full Time Employees employed by the Qualified Tourism Business, the amount of business license, real estate, business personal property, transient occupancy, food & beverage, state sales and/or machinery and tools taxes paid by the Qualified Tourism Business during the Incentive Period, and any other information as requested by the Commissioner of Revenue or the Administrator for purposes of administering the Tourism Zone. Applications must be signed by an official representative of the Qualified Tourism Business authorized to sign on its behalf. Applications received after March 1st will not be eligible to receive Tourism Zone incentives for that year.
- c. An Existing Tourism Business shall not qualify for Tourism Zone incentives by reorganizing or changing its form in a manner that does not alter the basis of the Tourism Business assets or result in a taxable event.
- d. If a Qualified Tourism Business fails to pay in full the taxes imposed by the County by the due date, the County reserves the right to require the forfeiture of the Tourism Zone incentives for that year.
- e. If a Qualified Tourism Business files for bankruptcy during any Incentive Period, this will result in disqualification and the business will be ineligible to receive Tourism Zone incentives for the remainder of the Incentive Period.

Sec. 22-416. – Special Service or Community Development Districts Not Affected.

The establishment of the Tourism Zone shall not be construed to affect any provision or requirement of the County Code or state statute creating Special Service Districts or Community Development Districts, including but not limited to the collection of any special taxes or assessments.

Sec. 22-417. – Zoning Ordinance Not Affected.

This Article is an economic incentive and is not a zoning change. Nothing herein shall be construed to affect any provision or requirement of any County zoning ordinance.

Sec. 22-418. – Non-waiver

Nothing in this Article shall be construed to waive the requirement of any ordinance, regulation or policy of the County including, but not limited to, those ordinances, regulations and policies that require permits and approvals for land use and construction. Additionally, unless stated otherwise herein, nothing in this Article shall be construed as waiving the right of the County to enforce its ordinances, regulations or policies to

collect any taxes, fees, assessments, fines, penalties or interest imposed by law on a Qualified Tourism Business or upon real or personal property owned or leased by a Qualified Tourism Business. The Board reserves the right to remove Qualified Tourism Business status from any Business that is not compliant with any Article, regulation, policy or other legal requirement.

Sec. 22-419. – Confidentiality

To the extent permitted under the Virginia Freedom of Information Act, confidential business records will be safeguarded from disclosure.

Sec. 22-420. – Restrictions.

No Qualified Tourism Business may apply for or receive an incentive under this Article on the basis of a building permit issued or construction commenced prior to the establishment of the Tourism Zone in which the property lies.

Sec. 22-421. – Education and Promotion.

The DED shall develop programs to educate the public and potential businesses of the benefits of the Tourism Zone.

Sec. 22-422. – Incentive Period

Qualified Tourism Businesses shall receive the benefits of the Tourism Zone incentives for the Incentive Period as defined herein.

Sec. 22-423 – Incentives

Qualified Tourism Businesses shall be entitled to the incentives authorized by Section 58.1-3851.1 of the Code of Virginia, 1950, as amended, and such other incentives as have been adopted by appropriate Ordinance by this County, upon completion of the following requirements:

- a) the adoption of an Ordinance establishing a tourism plan as determined by guidelines set forth by the Virginia Tourism Authority;
- b) adoption of an Ordinance authorizing a tourism project to meet a deficiency identified in the adopted tourism plan approved by the Virginia Tourism Authority;
- c) the tourism project has been certified by the State Comptroller as qualifying for the entitlement to tax revenues authorized by Section 58.1-3851.1 of the Code of Virginia, 1950, as amended.

APPENDIX A

Tourism Zone Boundaries

Route 15 South Tourism Zone

PARCEL 1: ALL THAT CERTAIN tract or parcel of land, lying and being about 2 miles South of Farmville, in Farmville Magisterial District, Prince Edward County, Virginia containing 65 acres and being described on a plat of survey by John R. Nunnally, Jr., C.L.S. dated August 25-26, 1961 and recorded in the Clerk's Office of the Circuit Court of Prince Edward County, Virginia in Deed Book 148, at page 005.

PARCEL 2: ALL OF THAT CERTAIN tract or parcel of land containing fifty-eight (58) acres, lying and being in Farmville Magisterial District, Prince Edward County, Virginia, located wholly on the west side of Prince Edward County Highway No. 628 and about two miles South of the Town of Farmville, Virginia, and being described on plat of John R. Nunnally, Jr., C.L.S. dated July 29, 1963, and recorded in the Clerk's Office of the Circuit Court of Prince Edward County, Virginia in Deed Book 153, at page 340.

In Re: Public Hearing – Ordinance for Adoption of a Tourism Plan

Chairman Fore announced that this was the date and time scheduled for a public hearing on the Ordinance for the Adoption of a Tourism Plan. Notice of this hearing was advertised according to law in the Friday, December 2, 2011 and Friday, December 9, 2011 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mrs. Puckett stated this ordinance is required by the *Code of Virginia* states that the governing body of the locality adopt a Tourism Development Plan approved by the Virginia Tourism Corporation (VTC), to include a clear understanding and proof of how a proposed tourism project will meet an identified deficiency.

Chairman Fore opened the public hearing.

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

Supervisor Campbell asked about the \$500 application and processing fee to be paid to the Virginia Tourism Corporation upon submission of the plan for approval. Supervisor Jones stated Prince Edward Development LLC has agreed to pay the application and processing fee.

Supervisor Jones made a motion to adopt the Ordinance for the Adoption of a Tourism Plan; the motion carried unanimously:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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PART II - CODE OF ORDINANCES
Chapter 22 - BUSINESSES
ARTICLE IV. - TOURISM ZONES

BE IT ORDAINED By the Board of Supervisors of the County of Prince Edward, Virginia that Chapter 22 Business is hereby amended and re-ordained by adding a new Article IV, Tourism Zones, Division II, Adoption of Tourism Plan, as follows:

DIVISION II. Adoption of Tourism Plan

[Sec. 22-501. - Purpose.](#)
[Sec. 22-502. – Adoption of Tourism Plan](#)

Sec. 22-501. – Purpose

To foster the Development of Tourism Business as defined in Sec. 22-410 of this Article and to permit the County of Prince Edward, Virginia to participate in the Virginia Tourism Development Financing Program as authorized in accordance with Chapter 38, Title 58.1 of the Code of Virginia, 1950, as amended

Sec. 22-502. – Adoption of Tourism Plan.

The Prince Edward County Tourism Development Plan, described by Appendix A, is hereby adopted in the County pursuant to Section 58.1-3851.1 of the Code of Virginia, 1950, as amended.

In Re: Public Hearing – Ordinance for Adoption of a Tourism Project

Chairman Fore announced that this was the date and time scheduled for a public hearing on the Ordinance for the Adoption of a Tourism Project. Notice of this hearing was advertised according to law in the Friday, December 2, 2011 and Friday, December 9, 2011 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett stated this ordinance required by the *Code of Virginia* requires that the governing body of the locality authorize a Tourism Project, which meets a deficiency that is identified in the Tourism Development Plan.

Chairman Fore opened the public hearing.

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

Supervisor Wiley made a motion to adopt the Ordinance for the Adoption of a Tourism Project; the motion carried unanimously:

Aye: Howard M. Campbell
William G. Fore, Jr.
Don C. Gantt
Robert M. Jones
Charles W. McKay
Howard F. Simpson
Jim R. Wilck
Mattie P. Wiley

Nay: None

PART II - CODE OF ORDINANCES
Chapter 22 - BUSINESSES
ARTICLE IV. - TOURISM ZONES

BE IT ORDAINED By the Board of Supervisors of the County of Prince Edward, Virginia that Chapter 22 Business is hereby amended and re-ordained by adding a new Article IV, Tourism Zones, Division III, Adoption of Tourism Project, as follows:

DIVISION III. Adoption of Tourism Project

[Sec. 22-601. - Purpose.](#)

[Sec. 22-602. – Adoption of Tourism Project](#)

Sec. 22-601. – Purpose

To foster the Development of Tourism Business as defined in Sec. 22-410 of this Article, to permit the County of Prince Edward, Virginia to participate in the Virginia Tourism Development Financing Program as authorized in accordance with Chapter 38, Title 58.1 of the Code of Virginia, 1950, as amended, and to meet a deficiency identified in the Tourism Plan adopted by this County in Section 22-501, *et seq.*, of this Chapter.

Sec. 22-602. – Adoption of Tourism Project.

In accordance with the Prince Edward County Tourism Development Plan, the Granite Falls Inn and Conference Center project, described by Appendix A, is hereby adopted by the County pursuant to Section 58.1-3851.1 of the Code of Virginia, 1950, as amended.

APPENDIX A

Granite Falls Inn and Conference Center

The Renaissance Granite Falls Hotel is a 176-room hotel, spa and conference center being developed on ~92 acres of land in Prince Edward County. The Project is a public- private partnership between the County and the Hotel. Marriott International will brand the Project as a Renaissance Hotel and Crestline Hotels and Resorts will manage the Hotel. The hotel consists of a ~90,700 sf six-story guest tower and a ~21,200 sf two-story public area. The public space includes guest registration, a bar and lounge, a 75-seat dining room, a billiards/card room, outdoor terrace overlooking the feature pool, a ~3,400 sf full service spa, an indoor pool and whirlpool spa, and a ~850 sf. Fitness and exercise room. The conference center wing is a ~55,400 sf containing ~11,000 sf of flexible meeting space, ~8,400 sf of pre-function space and ~8,400 sf of workforce training space. The workforce training center will be operated by Southside Virginia Community College and will offer courses in hospitality management, culinary arts and general education.

In Re: Granite Falls – Extension of Economic Development Grant Agreement

Mrs. Sharon Carney, Economic Development Director, stated that at the December 7, 2011 Industrial Development Authority (IDA) meeting, the Authority voted to extend the Granite Falls Economic Development Grant Agreement by one year, with all other terms and conditions remaining the same. The following dates in the agreement will change:

Art. I	extend the Land purchase date to January 16, 2013
Sec. 1.01	extend the substantial completion date to December 16, 2014
Sec. 2.04	extend the Grant termination date to December 31, 2038
Art. IV (a)	extend the substantial completion date to December 16, 2014

Art. V extend the Agreement termination date to December 31, 2038

Mrs. Carney said the IDA also extended the purchase contract by one year as there would be no hardship to the IDA or the County as there is no other party interested in developing the subject 94-acre property at this time.

Supervisor Simpson made a motion to approve a one-year extension of the Granite Falls Grant Agreement and to authorize the County Administrator to sign any and all documents associated with the one year extension of the Granite Falls Grant Agreement; the motion carried:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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In Re: Drought Disaster Resolution

Supervisor Wiley made a motion to approve the Drought Disaster Resolution; the motion carried unanimously:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**

~2011 DROUGHT DISASTER~

WHEREAS, an analysis of crop and livestock conditions in the County of Prince Edward has determined that insufficient rainfalls, coupled with the high temperatures during the months of June and July, have caused significant losses to many crops; and

WHEREAS, there are substantial economic losses to the majority of the County's corn, tobacco and soybean crops; and

WHEREAS, it is incumbent upon the Board of Supervisors of the County of Prince Edward to request that the Governor of Virginia declare the County of Prince Edward a drought disaster area;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince Edward does hereby direct the County Administrator to file with the Governor of Virginia a request that the County of Prince Edward be declared a drought disaster area.

In Re: County Administrator's Report

Mr. Bartlett stated the VDOT Transportation Enhancement Grant that the County has concerning the Prospect Train Depot began in 2003; since that time, much has changed. The High Bridge Trail State park is now operational and High Bridge itself is scheduled for completion in April 2012. Due to the completion of the Bridge and the sesquicentennial, a considerable increase in traffic is anticipated. There is a need for trail-heads; High Bridge will serve as one on the eastern portion. He said DCR and the Prospect Historical Society have reached an agreement stating that each have certain responsibilities; DCR will have an office in the proposed reconstructed train Depot. The Depot will serve as trail-head for the western portion of the Trail. There will have to be another operation agreement; DCR understands that they will be responsible for operations (utilities, insurance, etc.).

Mr. Bartlett stated the County approved moving forward; currently the County has 80% completion of construction drawings; the project needs to again move forward to obtain 100% complete drawings and to obtain bids, receive bids, and review the bids. This would require another \$54,000; the County has the grant. The match concerning that would be 20%, which would bring the whole amount authorized by contract to \$121,000 - 20% of that would equal \$24,000. VDOT has confirmed approval of about \$10,200 for the match; VDOT has also told the County they would approve the appraised value of the land, once received. The Depot sits on a little over two acres; that land appraisal is \$28,500. The County has enough match and commitments to allow full match up to the completion of the construction documents. Once the bids are received, the County can decide to move forward or not. Mr. Bartlett

recommended approval of the amendment to the existing contract with CJMW to obtain the complete construction drawings and go out to bid.

Supervisor McKay made a motion to approve the amendment to the existing contract with CJMW to obtain the complete construction drawings and go out to bid.

After some discussion, the motion carried:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt, Jr. Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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Supervisor McKay amended his motion to include authorizing the County Administrator to sign all necessary documents for the project.

Supervisor Wilck made a motion to accept the amendment to the previous motion, to approve the amendment to the existing contract with CJMW to obtain the complete construction drawings and go out to bid and to authorize the County Administrator to sign all necessary documents for the project; the motion carried:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt, Jr. Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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In Re: Fire Department Capital Equipment Financing

Supervisor Gantt reported nearly all signatures have been obtained and the document would be delivered to the County Administrator's office the next day. He then thanked Mr. Ennis, Supervisors McKay and Wilck and Mr. Bartlett for their hard work.

Chairman Fore thanked Supervisor Gantt for his work on the project.

In Re: Personnel Committee Report

Mr. Bartlett stated the Personnel Committee (comprising Supervisor Simpson, Chair, Supervisor Campbell, Supervisor Wilck, and Supervisor Wiley) met on December 12, 2011 to discuss the starting salary of the Sheriff Elect, Wesley Reed. After considerable deliberation, the Committee unanimously recommends the Sheriff Elect be placed at Grade 26, Step 12 which is an annual salary of \$85,474.22. Mr. Bartlett stated this is approximately \$5,619 less than the salary of the incumbent which, when combined with VRS, workers comp and FICA, will result in a total decrease for the County costs of \$6,847.

Supervisor Wilck made a motion to accept the recommendation of the Personnel Committee to place the salary of the Sheriff Elect at Grade 26, Step 12 which is an annual salary of \$85,474.22; the motion carried:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt, Jr. Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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In Re: Resolution of Respect

Chairman Fore read a Resolution of Respect for Mattie P. Wiley for her service to the Board of Supervisors.

Supervisor Simpson made a motion to adopt the Resolution of Respect for Mattie P. Wiley; the motion carried unanimously:

Aye:	Howard M. Campbell William G. Fore, Jr. Don C. Gantt, Jr. Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck Mattie P. Wiley	Nay: None
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**Board of Supervisors of the County of Prince Edward, Virginia
~ A Resolution of Respect ~**

**MATTIE P. WILEY
PRINCE EDWARD COUNTY BOARD OF SUPERVISORS
JANUARY 1, 2008 – DECEMBER 31, 2011**

WHEREAS, Mattie P. Wiley served as a member of the Board of Supervisors of the County of Prince Edward, Virginia, from January 1, 2008 to December 31, 2011, representing Farmville District 801; and

WHEREAS, Mattie P. Wiley has served her fellow Prince Edward County citizens with a commitment to open government; and

WHEREAS, during her career in public service, Mattie P. Wiley has established a reputation for dedication and integrity;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince Edward, Virginia hereby conveys its high regard and profound appreciation to Mattie P. Wiley; and,

BE IT RESOLVED, FURTHER, that a copy of this resolution be prepared for presentation to Mattie P. Wiley, as an expression of respect by the members of the Board of Supervisors of the County of Prince Edward, Virginia.

In Re: Animal Warden's Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of November 2011, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted reports for the month of November 2011, 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 November 2011, which was reviewed and ordered to be filed with the Board papers.

In Re: PERT Ridership Report

The Board reviewed the November 2011 ridership report from PERT and ordered them 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 November 2011, 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 November 2011, which was reviewed and ordered to be filed with the Board papers.

In Re: Piedmont Soil & Water Conservation District (Annual Update)

The Piedmont Soil & Water Conservation District provided the annual update for 2011 Activities & Support to Prince Edward County, which was reviewed and ordered to be filed with the Board papers.

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

Aye:	Howard M. Campbell	Nay: None
	William G. Fore, Jr.	
	Don C. Gantt	
	Robert M. Jones	
	Charles W. McKay	
	Howard F. Simpson	
	Jim R. Wilck	
	Mattie P. Wiley	

the meeting was adjourned at 8:07 p.m.



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 15-c
Department: County Administration
Staff Contact: Barbara Poulston
Issue: Consent Agenda - Review of Accounts & Claims

Summary: The bill list for December 2011 is attached for your review.

Attachments: December 2011 Bill List

Recommendation: None.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
Mckay _____

FROM DATE- 12/20/2011
TO DATE- 12/21/2011

ACCOUNTS PAYABLE CHECKS
PRINCE EDWARD

\$\$\$ PAY \$\$\$

\$113,796.84
\$157.40
113,954.24

FUND NO. DESCRIPTION

100 GENERAL FUND
741 PIEDMONT COURT SERVICES FUND
TOTAL

AP375H
12/21/2011
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 12/20/2011 -- 12/21/2011

AFTER CHECKS
PAGE 1

MAJOR# ACCT# 011010	VENDOR NUMBER BOARD OF SUPERVISORS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	0460PUCKETT1211	HOMESTEAD LODGING	1,853.74 *
5540	11894	Travel-Convention & Educa BUSINESS CARD	0460PUCKETT1211	VACO FORUM	295.00 *
				ACCOUNT TOTAL	1,853.74 *
				ACCOUNT TOTAL	295.00 *
				MAJOR TOTAL	2,148.74 **
012110		COUNTY ADMINISTRATOR			
2700	31421 31421	Worker's Compensation VACORP	5252 WK CMP1211 6070 WC CREDIT	WORKERS COMPENSATION WRK COMP CREDIT	75.50 28.05-
5210	11894 25483	Postal Services BUSINESS CARD PITNEY BOWES FINANCL SERV	0460PUCKETT1211 6804124 DC11	POSTAGE POSTAGE METER LEASE	44.00 29.00 *
5230	30439	Telecommunications US CELLULAR	816442183 1211	PHONE	73.00 *
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	0460PUCKETT1211	HOMESTEAD LODGING	114.17
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	20100969	NORTON ANTI-VIRUS	114.17 *
				ACCOUNT TOTAL	455.35
				MAJOR TOTAL	455.35 *
012210		LEGAL SERVICES			
2700	31421 31421	Worker's Compensation VACORP	5252 WK CMP1211 6070 WC CREDIT	WORKERS COMPENSATION WRK COMP CREDIT	8.00 2.95-
				ACCOUNT TOTAL	5.05 *
				MAJOR TOTAL	5.05 **
012310		COMMISSIONER OF REVENUE			
2700	31421 31421	Worker's Compensation VACORP	5252 WK CMP1211 6070 WC CREDIT	WORKERS COMPENSATION WRK COMP CREDIT	38.50 14.16-
5230	13325	Telecommunications TREASURER OF VIRGINIA	T240140	ONLINE SERVICE	24.34 *
6012	23161	Books & Subscriptions NADA USED CAR GUIDE	000303777	USED CAR GUIDE	77.33 *
				ACCOUNT TOTAL	77.33 *
				ACCOUNT TOTAL	98.00

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
012410	TREASURER					
2700		31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	46.25
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	17.00-
3600		15240	Advertising FARMVILLE HERALD	TREAS 1211	ADVERTISING	29.25 *
5230		13325	Telecommunications TREASURER OF VIRGINIA	T240140	ONLINE SERVICE	138.39
						138.39 *
5410		25483	Lease/Rent Equipment PITNEY BOWES FINANCL SERV	6924195-DC11	EQUIPMENT RENTAL	77.34
						77.34 *
5810		31374	Dues & Association Member VGFOA	FM2012 0379	2012 DUES	2,664.00
						2,664.00 *
6001		11902	Office Supplies BUSINESS DATA OF VA, INC.	20100969	NORTON ANTI-VIRUS	35.00
						35.00 *
6012		22210	Books & Subscriptions MATTHEW BENDER & CO INC	256631373	REPL VOL 7 11 SUPP	119.80
						119.80 *
012510	INFORMATION TECHNOLOGY					
3160		11902	Professional Services BUSINESS DATA OF VA, INC.	20100952	TRAVEL EXPENSE	43.49
		11902	BUSINESS DATA OF VA, INC.	20100953	TRAVEL EXPENSE	43.49 *
		11902	BUSINESS DATA OF VA, INC.	20100954	TRAVEL EXPENSE	125.00
		11902	BUSINESS DATA OF VA, INC.	20100955	TRAVEL EXPENSE	125.00
		11902	BUSINESS DATA OF VA, INC.	20100961	TRAVEL EXPENSE	125.00
		11902	BUSINESS DATA OF VA, INC.	20100963	TRAVEL EXPENSE	125.00
		11902	BUSINESS DATA OF VA, INC.	20100969	TRAVEL EXPENSE	125.00
						875.00 *
						875.00 **
013200	REGISTRAR					
2700		31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	14.75
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	5.42-
						9.33 *

MAJOR# ACCT# 5510	VENDOR NUMBER 11406	VENDOR NAME Travel-Mileage BOLT DALE L	INV#	DESCRIPTION	AMOUNT
5530	11406	Travel-Subsistance & Lodg BOLT DALE L	EXPENSES 1211	MILEAGE	67.16 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	EXPENSES 1211	MEAL	8.55 *
021200	GENERAL DISTRICT COURT		20100969	NORTON ANTI-VIRUS	89.85 89.85 * 174.89 **
5230	30439	Telecommunications US CELLULAR	816442183 1211	PHONE	25.46 25.46 * 25.46 **
021600	CLERK OF THE CIRCUIT COURT				
2700	31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	63.00
3310	12726	Repairs/Maintenance COMPRO COMPUTERS	6070 WC CREDIT	WRK COMP CREDIT	23.17- 39.83 *
021800	LAW LIBRARY		1150	ROUTER	114.99 114.99 * 154.82 **
5230	21319	Telecommunications CENTURYLINK	309478607 1211	PHONE	37.24 37.24 * 37.24 **
022100	COMMONWEALTH'S ATTORNEY				
2700	31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	67.75
5899	12743	Miscellaneous COMMONWEALTH SOLUTIONS	6070 WC CREDIT	WRK COMP CREDIT	24.91- 42.84 *
6001	20600	Office Supplies KEY OFFICE SUPPLY	10238	SHREDDING SERVICE	15.00 15.00 *
	20600	KEY OFFICE SUPPLY	403905	LEGAL FILE CABINETS	987.00
	20600	KEY OFFICE SUPPLY	404034	2-DRAWER FILE	182.59
	20600	KEY OFFICE SUPPLY	404300	PEN REFILLS	7.84

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
022200		VICTIM WITNESS ASSISTANCE PROGRAM			
2700	31421	Workmen's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	9.50
	31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	3.49-
				ACCOUNT TOTAL	6.01 *
5810	31982	Dues & Association Member VNVWC	DUES 1211	DUES	50.00
				ACCOUNT TOTAL	50.00 *
				MAJOR TOTAL	56.01 **
031200		SHERIFF			
2700	31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	2,322.25
	31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	853.89-
				ACCOUNT TOTAL	1,468.36 *
3170	22347	Drug Testing MEDTOX LABORATORIES INC	11201194888	DRUG TESTING	50.00
				ACCOUNT TOTAL	50.00 *
3311	14915	Repairs & Maint-Auto & Eq EXPRESS CARE	2086	OIL CHANGE	57.97
	14915	EXPRESS CARE	2138	OIL CHANGE	79.96
	14915	EXPRESS CARE	2271	OIL CHANGE	57.97
	14915	EXPRESS CARE	2354	OIL CHANGE	45.95
	14915	EXPRESS CARE	2734	OIL CHG/FLUSH TRANSM	221.90
				ACCOUNT TOTAL	463.75 *
5230	21319	Telecommunications CENTURYLINK	309468839 1211	VCIN LINE	10.36
	21319	CENTURYLINK	310219637 1211	RIOS NETWORK SYSTEM	334.21
	30439	US CELLULAR	918210747 1211	PHONE	725.76
				ACCOUNT TOTAL	1,070.33 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	20100953	NORTON ANTI-VIRUS	29.95
	28757	STAPLES ADVANTAGE	8020357585	KEYBOARD/OFFICE SUPP	264.05
				ACCOUNT TOTAL	294.00 *
6011	16101	Uniforms & Wearing Appare GALLS, AN ARAMARK COMPANY	511820503	UNIFORMS	102.48
	16101	GALLS, AN ARAMARK COMPANY	511832833	UNIFORMS	102.47
	25608	PREMIUM MARKETING & SALES DEC 9 2011		BADGE WALLETS	79.90
				ACCOUNT TOTAL	284.85 *

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6020	10001	Surveillance Equip Grant AB NIGHTVISION LLC	120511 1	CONVERSION MONO	3,834.76 3,834.76 * 7,466.05 **
031201	SHERIFF - COURTS				
2700	31421	Worker's Compensation VACORP	5252 WK CMP1211 6070 WC CREDIT	WORKERS COMPENSATION WRK COMP CREDIT	711.75 261.71- 450.04 * 450.04 **
032200	VOLUNTEER FIRE DEPARTMENT				
7002	12024	Payment to Rice VFD C W WILLIAMS	545544 545683 339972 4500495009 1211	PIKE POLE BATTERY FOR LITE BOX TRANSMISSION FLUID ELECTRIC SERVICE	54.33 42.96 293.50 265.41 656.20 *
7005	12773	Payment to Hampden-Sydney COMPUTERLAND	10344	WHITEBOARD/PROJECTOR	2,442.40 2,442.40 *
7006	10105	Payment to Pamplin VFD AT&T	248 6100 1211 248 6690 1211 DEC 2011	PHONE PHONE JANITORIAL SERVICE	43.11 36.25 130.00
	11317	BLUE RIDGE RESCUE SUPPLRS	25943	MINERAL OIL	50.00
	12024	C W WILLIAMS	545695	IMAGE CAMERA BATTERY	597.50
	12151	CARQUEST APPOMATTOX	71356	HOSE & NOZZLE	37.98
	15560	FARMVILLE WHSALE ELECTRIC	463491	BULBS	236.40
	15656	FIRE & SAFETY EQUIP CO	35379	GLOVES	221.70
	19139	JAMERSON JE BLDG SUPPLY	209697	TRASH BAGS	11.79
	19139	JAMERSON JE BLDG SUPPLY	211006	PINE SOL	11.99
	25210	PAMPLIN EXXON	PAMPLINVFD 1211	FUEL	491.43
	25210	PAMPLIN EXXON	PAMPLINVFD 1211	REPAIRS & MAINTENANC	128.22
	31335	VERIZON	248 6100 1211	PHONE	59.32
	31359	VEST'S SALE & SERVICE INC	9647	BOOTS	301.00
	35100	YOUR FIRST DUE INC	27668	INTERNET	24.95 2,381.64 *
7007	25246	Payment to Meherrin VFD PARKER OIL CO INC	297847 324405 324806 324817 811808312 1211 736 0633	PROPANE PROPANE DIESEL GAS PHONE PHONE	153.79 336.36 883.34 229.87 157.08 152.28 1,912.72 *
	25246	PARKER OIL CO INC			7,392.96 **
	25246	PARKER OIL CO INC			
	25246	PARKER OIL CO INC			
	30439	US CELLULAR			
	31335	VERIZON			

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3196	033200	25375	Purchase of Services - Ja PIEDMONT RGNL JUVENILE	1064	JUVENILE DETENTION	6,000.00 *
					ACCOUNT TOTAL	6,000.00 *
					MAJOR TOTAL	6,000.00 **
034100			BUILDING OFFICIAL			
2700		31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	128.75
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	47.34-
					ACCOUNT TOTAL	81.41 *
5230		30439	Telecommunications US CELLULAR	816442183 1211	PHONE	25.46
					ACCOUNT TOTAL	25.46 *
5530		21498	Travel-Subsistence & Lodg LEATHERWOOD COY	EXPENSES 1211	MEAL	7.71
					ACCOUNT TOTAL	7.71 *
5810		19102	Dues & Association Member JMBCOA	2012 DUES	2012 DUES	35.00
					ACCOUNT TOTAL	35.00 *
					MAJOR TOTAL	149.58 **
035100			ANIMAL CONTROL			
2700		31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	160.75
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	59.10-
					ACCOUNT TOTAL	101.65 *
5230		30439	Telecommunications US CELLULAR	816442183 1211	PHONE	50.92
					ACCOUNT TOTAL	50.92 *
6001		22058	Office Supplies M&W PRINTERS INC	73350	O-RINGS FOR DOGTAGS	114.94
					ACCOUNT TOTAL	114.94 *
					MAJOR TOTAL	267.51 **
036100			BIOSOLIDS MONITORING			
2700		31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	125.75
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	46.24-
					ACCOUNT TOTAL	79.51 *
5230		29339	Telecommunications TOOMBS MANUEL H JR	EXPENSES 1211	INTERNET (1 YR)	130.00
		30439	US CELLULAR	816442183 1211	PHONE	25.46
					ACCOUNT TOTAL	155.46 *
					MAJOR TOTAL	234.97 **

MAJOR# ACCT#	VENDOR NUMBER NAME	INVT#	DESCRIPTION	AMOUNT
2700	31421 VACORP 31421 VACORP	5252 WK CMP1211 6070 WC CREDIT	WORKERS COMPENSATION WRK COMP CREDIT	2,565.50 943.34-
			ACCOUNT TOTAL	1,622.16 *
3160	27191 RESOURCE INTERNATIONAL 27191 RESOURCE INTERNATIONAL	37949 37964	MISC WORK TASKS STRM WTR COMPLY PRMT	1,160.00 4,236.45
			ACCOUNT TOTAL	5,396.45 *
3840	27191 RESOURCE INTERNATIONAL	37948	GRDWTR MONITORING	17,945.03
			ACCOUNT TOTAL	17,945.03 *
3841	14723 EMANUEL TIRE OF VIRGINIA 29029 SYNERGY RECYCLING LLC	469355 3508	TIRE RECYCLING ELECTRONIC RECYCLING	457.20 888.97
			ACCOUNT TOTAL	1,346.17 *
5110	28640 SOUTHSIDE ELECTRIC COOP 31846 DOMINION VA POWER	114379 001 1211 1144204110 1211	DH SITE GREEN BAY SITE	89.33 92.24
			ACCOUNT TOTAL	181.57 *
5230	10105 AT&T 21319 CENTURYLINK 21319 CENTURYLINK 30439 US CELLULAR	223 1595 1211 309480181 1211 309714661 1211 816442183 1211	PHONE PHONE PHONE PHONE	66.36 46.75 44.64 25.46
			ACCOUNT TOTAL	183.21 *
			MAJOR TOTAL	26,674.59 **
043200	GENERAL PROPERTIES			
2700	31421 VACORP 31421 VACORP	5252 WK CMP1211 6070 WC CREDIT	WORKERS COMPENSATION WRK COMP CREDIT	919.25 338.01-
			ACCOUNT TOTAL	581.24 *
5110	28640 SOUTHSIDE ELECTRIC COOP 31844 DOMINION VA POWER	114379 002 1211 1230385005 1211	SRR LIGHTS ROY CLARK MONUMENT	29.96 45.73
			ACCOUNT TOTAL	75.69 *
5230	30439 US CELLULAR	816442183 1211	PHONE	77.89
			ACCOUNT TOTAL	77.89 *
6005	32550 JANITORIAL SUPPLIES WILCO INC.	1245680 02	TRASHBAGS	96.00
			ACCOUNT TOTAL	96.00 *
6007	16671 REPAIRS AND MAINTENANCE S GRAINGER	9709837208	TOILET REPAIR KIT	229.38
			ACCOUNT TOTAL	229.38 *
			MAJOR TOTAL	1,060.20 **

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
2700		31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	174.25
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	64.07-
					ACCOUNT TOTAL	110.18 *
5110		28640	Electrical Services SOUTHSIDE ELECTRIC COOP	44435 001 1211	ELECTRIC SERVICE	256.03
5230		30439	Telecommunications US CELLULAR	816442183 1211	PHONE	256.03 *
					ACCOUNT TOTAL	25.46
					ACCOUNT TOTAL	25.46 *
					MAJOR TOTAL	391.67 **
053500			COMPREHENSIVE SERVICES ACT			
3160			CSA Programs			
		11490	BRALEY & THOMPSON INC	2011291	PROFESSIONAL SERVICE	690.56
		11490	BRALEY & THOMPSON INC	2011292	PROFESSIONAL SERVICE	700.84
		11490	BRALEY & THOMPSON INC	2011293	PROFESSIONAL SERVICE	700.84
		12280	CENTRA HEALTH	6081 1211	PROFESSIONAL SERVICE	510.00
		12929	CROSSROADS SERVICES BD	FAPT/CPMT 1211	PROFESSIONAL SERVICE	1,545.00
		14933	FAMILY PRESERVATION SERV	51922	PROFESSIONAL SERVICE	507.50
		14933	FAMILY PRESERVATION SERV	51924	PROFESSIONAL SERVICE	840.00
		14933	FAMILY PRESERVATION SERV	51925	PROFESSIONAL SERVICE	600.00
		14933	FAMILY PRESERVATION SERV	51926	PROFESSIONAL SERVICE	525.00
		14933	FAMILY PRESERVATION SERV	51927	PROFESSIONAL SERVICE	1,325.00
		14933	FAMILY PRESERVATION SERV	51931	PROFESSIONAL SERVICE	600.00
		14933	FAMILY PRESERVATION SERV	51938	PROFESSIONAL SERVICE	612.50
		16672	GRAFTON SCHOOL INC	1854 1211	PROFESSIONAL SERVICE	4,695.00
		16672	GRAFTON SCHOOL INC	2068 1211	PROFESSIONAL SERVICE	4,875.00
		16672	GRAFTON SCHOOL INC	3197 1211	PROFESSIONAL SERVICE	4,395.00
		29417	TREASURER OF BEDFORD	DEC 2011	FOSTER CARE	485.65
					ACCOUNT TOTAL	23,607.89 *
3180			Administrative SHANABERGER MABLE	CSA 1211	ADMINISTRATIVE FEE	150.00
		28220	VACORP			150.00 *
					ACCOUNT TOTAL	23,757.89 **
081100			PLANNING			
2700		31421	Worker's Compensation VACORP	5252 WK CMP1211	WORKERS COMPENSATION	148.50
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	54.60-
					ACCOUNT TOTAL	93.90 *
3161		12628	Planning Commission COLEMAN R SAMUEL	DEC 13 2011	COMMISSION MTG	100.00
		12628	COLEMAN R SAMUEL	NOV 15 2011	COMMISSION MTG	100.00
		16183	GILFILLAN SALLY W	NOV 15 2011	COMMISSION MTG	100.00

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230		16195	GILLIAM DONALD B	NOV 15 2011	COMMISSION MTG	100.00
		17883	HUNT PRESTON	DEC 13 2011	COMMISSION MTG	100.00
		17883	HUNT PRESTON	NOV 15 2011	COMMISSION MTG	100.00
		19875	JONES ROBERT M	DEC 13 2011	COMMISSION MTG	100.00
		19875	JONES ROBERT M	NOV 15 2011	COMMISSION MTG	100.00
		21525	LEATHERWOOD CLIFFORD JACK	DEC 13 2011	COMMISSION MTG	100.00
		21525	LEATHERWOOD CLIFFORD JACK	NOV 15 2011	COMMISSION MTG	100.00
		22170	MASON ROBERT CHRISTOPHER	DEC 13 2011	COMMISSION MTG	100.00
		22170	MASON ROBERT CHRISTOPHER	NOV 15 2011	COMMISSION MTG	100.00
		29386	TOWNSEND JOHN F III	DEC 13 2011	COMMISSION MTG	100.00
		29386	TOWNSEND JOHN F III	NOV 15 2011	COMMISSION MTG	100.00
		32150	WATSON BRETT VON CANNON	DEC 13 2011	COMMISSION MTG	100.00
		32150	WATSON BRETT VON CANNON	NOV 15 2011	COMMISSION MTG	100.00
			Telecommunications			1,600.00 *
5230		30439	US CELLULAR	816442183 1211	PHONE	51.43
					ACCOUNT TOTAL	51.43 *
5510		12628	Travel-Mileage	DEC 13 2011	MILEAGE	13.32
		12628	COLEMAN R SAMUEL	NOV 15 2011	MILEAGE	13.32
		16195	GILLIAM DONALD B	NOV 15 2011	MILEAGE	22.20
		17883	HUNT PRESTON	DEC 13 2011	MILEAGE	22.20
		17883	HUNT PRESTON	NOV 15 2011	MILEAGE	22.20
		19875	JONES ROBERT M	DEC 13 2011	MILEAGE	5.55
		19875	JONES ROBERT M	NOV 15 2011	MILEAGE	5.55
		22170	MASON ROBERT CHRISTOPHER	DEC 13 2011	MILEAGE	9.99
		22170	MASON ROBERT CHRISTOPHER	NOV 15 2011	MILEAGE	9.99
		29386	TOWNSEND JOHN F III	DEC 13 2011	MILEAGE	8.32
		29386	TOWNSEND JOHN F III	NOV 15 2011	MILEAGE	8.32
			Office Supplies			140.96 *
6001		11894	BUSINESS CARD	0460PUCKETT1211	OFFICE SUPPLIES	48.97
					ACCOUNT TOTAL	48.97 *
6012		11894	Books & Subscriptions	0460PUCKETT1211	SUBSCRIPIONS	175.00
					ACCOUNT TOTAL	175.00 *
					MAJOR TOTAL	2,110.26 **
081500			ECONOMIC DEVELOPMENT			
2700		31421	Worker's Compensation	5252 WK CMP1211	WORKERS COMPENSATION	171.75
		31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	63.15-
					ACCOUNT TOTAL	108.60 *
3160		15380	Professional Services	ECO DEV 1211	COPIES FOR BROCHURES	34.50
			FARMVILLE PRINTING			34.50 *
5230		30439	Telecommunications	816442183 1211	PHONE	25.46
					ACCOUNT TOTAL	25.46 *

MAJOR# ACCT# 5530	VENDOR NUMBER 11894	VENDOR NAME Travel-Subsistence & Lodg BUSINESS CARD	INV# 2078	DESCRIPTION MEALS	AMOUNT
081600	TOURISM				ACCOUNT TOTAL 156.86 *
					MAJOR TOTAL 156.86 *
2700		Worker's Compensation			ACCOUNT TOTAL 8.25
	31421	VACORP	5252	WORKERS COMPENSATION	ACCOUNT TOTAL 3.03-
	31421	VACORP	6070	WRK COMP CREDIT	MAJOR TOTAL 5.22 *
5210		Postal Services			ACCOUNT TOTAL 86.14 *
	11894	BUSINESS CARD	0460	UPS	MAJOR TOTAL 86.14 *
091000	GENERAL EXPENSE				ACCOUNT TOTAL 91.36 **
5804		COBRA Health Insurance			ACCOUNT TOTAL 530.00 *
	29937	ANTHEM BCBS	COBRA 1211	COBRA INSURANCE	MAJOR TOTAL 530.00 **
094000	CAPITAL PROJECTS				ACCOUNT TOTAL 27,741.60 *
0028		Prospect Depot VDOT Grant			MAJOR TOTAL 27,741.60 *
	12077	CJMW ARCHITECTURE	14547	PROFESSIONAL SERVICE	FUND TOTAL 113,796.84

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
021400	31421	PIEDMONT COURT SERVICES			
2700	31421	Worker's Compensation	5252 WK CMP1211	WORKERS COMPENSATION	69.00
	31421	VACORP	6070 WC CREDIT	WRK COMP CREDIT	25.37-
5230	10105	Telecommunications	392 8161 1211	PHONE	43.63 *
		AT&T			113.77
					113.77 *
					157.40 **
				ACCOUNT TOTAL	
				FUND TOTAL	157.40
				ACCOUNT TOTAL	
				MAJOR TOTAL	
				TOTAL DUE	113,954.24

Approved at meeting of _____ on _____

Signed _____ Title _____ Date _____
 _____ Title _____ Date _____
 _____ Title _____ Date _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

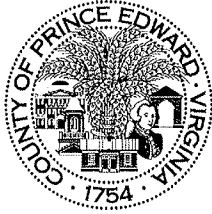
Meeting Date: January 10, 2012
Item No.: 15-d
Department: County Administration
Staff Contact: Sheila Martin/Barbara Poulston
Issue: Consent Agenda - Salaries

Summary: The County Administrator reported that checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved.

Attachments: None.

Recommendation: None.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 15-e
Department: Building Office
Staff Contact: Coy W. Leatherwood
Issue: Consent Agenda - Dance Hall Permit – Fever’s

Summary: The County requires an annual Dance Hall Permit. Coy W. Leatherwood, Building Official, has inspected and recommends approval of a dance hall permit for Fever’s Restaurant and Lounge, located at 193 McLendon Drive, Farmville, Virginia.

Attachments: None.

Recommendation: Approval of 2012 Dance Hall Permit for Fever’s

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	Mckay _____
	Simpson _____	Wilck _____	



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 16
Department: VDOT
Staff Contact: Sarah Elam Puckett
Issue: Highway Matters

Summary: Kevin Wright, Dillwyn Residency Administrator, VDOT, plans to attend the Board meeting.

Attachments:

Recommendation: None

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 17
Department: Tourism
Staff Contact: Magi Van Eps
Issue: 2012 Tourism Preview

Summary: Magi Van Eps, the County's Tourism and Visitor Center Coordinator, will be present to provide the Board a preview of county tourism highlights for 2012.

Attachments:

Recommendation: None

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 18
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: School Board Appointments

Summary: The terms of the following School Board members expire on June 30, 2012:

- District 301 – Harriett Fentress (Supervisor Gantt)
- District 501 – Russell L. Dove (Supervisor Fore)

Attachments: List of School Board Members
Criteria for Selection of School Board Members

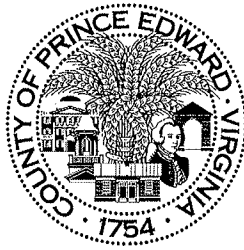
Recommendation: Supervisor Gantt and Chairman Fore will wish to appoint Citizen Committees to be announced at the February Board meeting.

Motion _____ Campbell _____ Cooper-Jones _____ Fore _____
Second _____ Gantt _____ Jones _____ McKay _____
Simpson _____ Wilck _____



Prince Edward County School Board

<u>DISTRICT</u>	<u>SCHOOL BOARD MEMBER</u>	<u>EXPIRATION OF TERM</u>
101	Linda Leatherwood	June 30, 2014
201	Susan Southall Lawman	June 30, 2015
301	Harriett Fentress	June 30, 2012
401	Osa Sue Dowdy	June 30, 2013
501	Russell L. Dove	June 30, 2012
601	Darin E. Thomas	June 30, 2015
701	Ellery Sedgwick	June 30, 2013
801	Lawrence C. Varner, MD	June 30, 2014

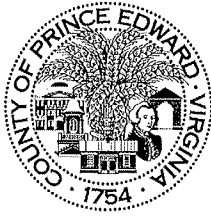


Adopted: November 13, 1984
Revised: August 10, 2004
Revised: January 13, 2009

CRITERIA FOR SELECTION OF SCHOOL BOARD MEMBERS

1. Each of the eight School Board members shall be appointed by a majority vote of the full Board of Supervisors when the School Board members' terms expire. This vote of the Board of Supervisors shall be by the show of hands.
2. The School Board members' terms of office shall commence on July 1.
3. The criteria for the appointment of School Board members are as follow:
 - a. Each year, the Supervisor from each election district in which a School Board member's term expires shall appoint a three (3) or five (5) member Citizens Committee to review and select candidate(s) for appointment to the School Board.
 - b. The membership of the Citizens Committee shall be announced at the Board of Supervisors meeting in February and published in a newspaper of general circulation, and the voters of the electoral district encouraged to submit nominations to the Chairman of the Committee.
 - c. For the March Board meeting, the County Administrator shall schedule and publish notice of a public hearing at which citizens will have an opportunity to submit names of candidates to be considered for appointment to the School Board. The members of the appointed Citizens Committee shall attend.
 - d. After the public hearing, the Citizens Committee shall interview and seriously consider all persons who are nominated and express willingness to serve, if appointed.
 - e. At the April Board meeting, the Citizens Committee shall report to the full Board of Supervisors a list of candidates for consideration. If the incumbent is requesting reappointment and is the only citizen expressing an interest, the Citizens Committee shall only be required to submit one name, the incumbent's, for consideration. If the incumbent is not requesting reappointment or is ineligible for reappointment, the Citizens Committee shall submit one or more names for consideration. The Citizens Committee shall also provide the Board biographical information on each candidate.
 - f. At the May Board meeting, a public hearing shall be held on the candidate(s) submitted at the April meeting.
 - g. At the June meeting, the Board, by a majority vote, shall appoint one candidate to the School Board.
 - h. The Citizens Committee, in selecting the candidates, shall consider the following:
 1. Person must be an eligible voter and resident of the election district;
 2. Person should be a freeholder;
 3. Person must be willing to serve on the School Board;
 4. Person should have at least a high school education;
 5. Person should be oriented to public service;
 6. Person should be involved, concerned, and dedicated to public education;
 7. Person should be independent (base decisions on factual matters rather than as a representative of a group or faction);
 8. Person should be able to perform the duties and obligations of School Board members;
 9. Person should be of integrity in all matters;
 10. Person should be above prejudice with regard to race, creed, sex, religion, age, and national origin.

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County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 19
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Request from Old Dominion RC&D

Summary: Attached for your consideration is a letter from the Old Dominion Resource Conservation and Development Council requesting that Prince Edward County appoint a representative from the agricultural community to serve on the steering committee of a newly created Buy Fresh/Buy Local Chapter, which will serve the council's ten-county area of southern Virginia.

Attachments: Letter from Old Dominion RC&D

Recommendation: Make an appointment.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	McKay _____
	Simpson _____	Wilck _____	



Old Dominion Resource Conservation and Development Council, Inc.

PO Box 209
600 David Bruce Avenue
Charlotte Court House, VA 23923-0209
Phone: (434) 547-0540

December 22, 2011

William G. Fore, Chairman
Prince Edward County Board of Supervisors
PO Box 382
Farmville, VA 23901

Subject: Local "Buy Fresh/Buy Local" Chapter

Dear Mr. Fore:

The Old Dominion Resource Conservation and Development Council is partnering with the Virginia Cooperative Extension Service, the Virginia Department of Agriculture and Consumer Services as well as other local and state agencies to establish the only Buy Fresh Buy Local ("BFBL") Chapter in the council's ten-county area of southern Virginia. The objectives of the BFBL chapter are:

- To improve our local economy;
- To increase the percentage of local food and agricultural products consumed by local citizens from local farms and producers;
- To establish a sustainable local food system;
- To help increase the availability of healthy, sustainably-produced local food to all members of our community;
- To encourage all members of our region to take an active role in developing and sustaining the local food network;
- To preserve the rural heritage and way of life in southern Virginia by providing a means for retaining /increasing the amount of land in agricultural use.

We welcome Prince Edward County's active participation in this effort, and ask that your board appoint a representative affiliated with the agricultural community to our steering committee. Please notify our office at (434) 547-0540 or send contact information for your appointee to olddominionred@gmail.com so that we may include him/her in our communications.

To kick off this process and bring as many stakeholders to the table as possible, there will be an informational seminar on **January 19, 2012 at 6:30 pm at the Southside Virginia Community College Workforce Center in Keysville**. This informational seminar will be moderated by Martha Walker of Virginia Cooperative Extension, and is open to farmers, producers, local, regional, and state officials, extension agents, other agencies, and interested individuals. Reminder information will be sent out the first of January.

We are excited about this project and look forward to your participation.

Sincerely,

Mildred B. Hampton
mw

Mildred B. Hampton
Chair



**County of Prince Edward
Board of Supervisors
Agenda Summary**

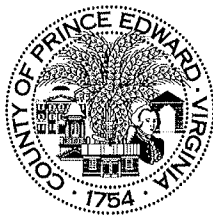
Meeting Date: January 10, 2012
Item No.: 20
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Resolution: Constitutional Officer Week

Summary: Attached for your consideration is a draft resolution recognizing Constitutional Officer Week.

Attachments: Draft Resolution

Recommendation: Approval.

Motion _____	Campbell _____	Cooper-Jones _____	Fore _____
Second _____	Gantt _____	Jones _____	Mckay _____
	Simpson _____	Wilck _____	



Constitutional Officer Week in Prince Edward County
January 16, 2012 – January 20, 2012

Whereas, Article VII, Section I, of the Virginia Constitution provides for the direct election of local officials charged with the critically important duties of maintenance of public records, operation of the circuit courts, prosecution of criminals, protection of public safety, and the administration and collection of local revenues; and,

Whereas, Prince Edward County's Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff and Treasurer continue a tradition of local administration of government functions that predates the American Revolution; and,

Whereas, these constitutional officers, deputies and employees who serve in their offices provide the people of Prince Edward County with a direct link to their government at the local level, unfiltered by bureaucracy and responsive to citizen's needs; and,

Whereas, the constitutional officers embody Thomas Jefferson's ideal form of representative democracy which provides for direct accountability to the people by virtue of the people's right to vote for their constitutional officers; and,

Whereas, the constitutional officers in Prince Edward County are setting new standards of customer service, innovative service delivery, and responsiveness that fellow constitutional officers and other public servants in Virginia would do well to emulate;

Now, Therefore, Be it Resolved by the Prince Edward County Board of Supervisors, that the week of January 16, 2012 through January 20, 2012 be designated as *Constitutional Officer Week* to coincide with the Commonwealth of Virginia's state designation of constitutional officer week in Virginia; and

Be it Further Resolved, that the Board of Supervisors urges Prince Edward County's citizens to familiarize themselves with the services provided by the constitutional officers; and

Be it Further Resolved, that the Clerk of the Board of Supervisors transmit copies of this resolution to:

The Honorable Beverly M. Booth, Commissioner of Revenue
The Honorable James R. Ennis, Commonwealth's Attorney
The Honorable Mabelle J. Eppes, Clerk of Circuit Court
The Honorable Wesley W. Reed, Sheriff
The Honorable Mable S. Shanaberger, Treasurer

with the appreciation and respect of the Board of Supervisors for their service to the citizens of Prince Edward County.

Certification

I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of ___ in favor and ___ opposed, this 10th day of January, 2012.

William G. Fore, Jr., Chairman

ATTEST:

W.W. Bartlett, County Administrator



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 21
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Issuance of RFQ for County Financial Advisor

Summary: As you are aware, Davenport & Company, out of Richmond, has served as Prince Edward County’s Financial advisor since March of 2009. As we are nearing the end of three one-year contracts, the County must issue a new Request for Qualifications. Therefore, I recommend the Board of Supervisors authorize the County Administrator to solicit proposals for a new County Financial Advisor. It is anticipated no retainer will be paid and instead the County will pay the selected firm on a project by project basis, as needed.

Attachments:

Recommendation: Approval.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 22
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Issuance of RFQ for Landfill and General Engineering Services

Summary: Time is expiring on several contracts the county has for engineering services. The County traditionally engages two or three engineering firms under annual contract. I am also recommending that we move our landfill engineering services from an annual contract to a specifically procured contract for landfill management.

Attachments: None.

Recommendation:

1. Authorize the advertisement of a “Request for Qualifications” for annual engineering services; and
2. Authorize the advertisement of a “Request for Qualifications” for landfill engineering services.

Motion _____
 Second _____

Campbell _____
 Gantt _____
 Simpson _____

Cooper-Jones _____
 Jones _____
 Wilck _____

Fore _____
 McKay _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 23
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: County Administrator's Report

Summary: The County Administrator will provide a verbal report to discuss with the Board the following items:

- a. Schedule Joint Meeting with School Board, RE: Preliminary Budget Discussions
- b. Schedule Board Strategic Planning Session
- c. Alterations to Atrium Walkway Hand Rails

Attachments:

Recommendations: To be determined.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 24
Department: County Administration
Staff Contact: W.W. Bartlett/James R. Ennis
Issue: Closed Session

Summary: (*Sample Motion*)

I move that the Prince Edward County Board of Supervisors convene in Closed Session for the purpose of discussing the acquisition of real property related to the Alternate Route 628 Road Project, pursuant to the exemptions provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*; and for the purpose of consultation with legal counsel to discuss pending litigation related to the contesting of a real property assessment, pursuant to the exemptions provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*.

Attachments:

Recommendation: Convene in Closed Session.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 10, 2012
Item No.: 25
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Puckett
Issue: Upcoming

Summary:

VACo/VML Rural Caucus Reception and Dinner
Wednesday, February 8, 2012, 5:30 p.m.
Richmond Marriott

VACo/VML Legislative Day
Thursday, February 9, 2012, 12:00 noon.
Richmond Marriott

Attachments: Registration Forms

Recommendation: Please let Sarah know if you are interested in attending.

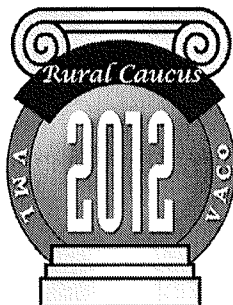
Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____

VACo/VML Center for Rural Virginia



Rural Caucus Reception and Dinner Richmond Marriott at 5:30 p.m. February 8, 2012 Registration Form

Name _____

Title _____

County _____

Mailing address _____

Phone number _____ FAX number _____ E-mail _____

My guest's name is _____

Total enclosed _____ **(\$60/dinner per person)**

Please check here if you desire a vegetarian dinner _____.

Charge options:

_____ VISA _____ American Express _____ MasterCard

Card number _____

Expiration date _____

Print cardholder's name (as it appears on the card) _____

Authorized Signature: _____

Register today by faxing this completed form with credit card information to: (804) 788-0083 or mail this form with a check to: VACo, 1207 E. Main St., Suite 300, Richmond, VA 23219-3627.

Hotel Information

Officials who need to stay overnight at the Marriott can get a special rate of \$112 for a room. To reserve a hotel room, call 1-800-228-9290 **by Jan. 12, 2012** with the following code: Virginia Rural Caucus Meeting. For more information about Legislative Day, call VACo at (804) 788-6652.

Refund policy

Requests for registration refunds are honored if received by 10 a.m. on Jan. 12, 2012. However, substitutions are accepted at any time. For questions about registration, please call VACo at (804) 788-6652.

Local Government Day Feb. 9



The Virginia Association of Counties, the Virginia Municipal League and the Virginia Association of Planning District Commissions will sponsor **Local Government Day** at the General Assembly on **Thursday, Feb. 9**. The event will be held at the Richmond Marriott, located at 500 E. Broad St. in downtown Richmond.

Staff will report on legislation affecting local governments, then local officials are encouraged to participate in committee meetings and lobby state legislators at the Capitol. In the evening, local officials are strongly encouraged to invite their state legislators to dinner. Please invite them soon.

To register, mail this form by Jan. 17 and a check (payable to VACo) for \$40 per person to:
 VACo, 1207 E. Main St., Suite 300, Richmond, VA 23219-3627. VACo's fax number is (804) 788-0083.

Officials who need to stay overnight at the Marriott can get a special rate of \$112 for a room. To reserve a hotel room, call 1-800-228-9290 by **Jan. 17** with the following code: **VACo VML Legislative Day**. For more information about **Local Government Legislative Day**, call VACo at (804) 788-6652.

9 a.m.	VACo Board of Directors' meeting
9:30 a.m.	VML Board of Directors' meeting
11 a.m.	Registration
Noon	Staff legislative briefings (box lunch provided)
Afternoon	Visits to state Capitol
5:30-6:30 p.m.	Cash bar reception for local officials (at the Marriott)
Evening	Make plans to take your state legislators to dinner

The following people will attend **Local Government Day** on **Feb. 9**. Accompanying this form is a check for \$40 per person or a charge authorization.

Charge options: American Express MasterCard VISA

Card number: _____ Expiration date: _____

Cardholder's name _____

Authorized signature _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Mailing Address _____

County/City/Town Organization _____

Phone _____ E-mail _____

Special Accommodations _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: January 10, 2012
Item No.: 26
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Puckett
Issue: Monthly Reports

Summary:

Attachments:

- a. Animal Control
- b. Building Official
- c. Cannery
- d. Prince Edward County Public Schools
- e. Tourism

Recommendation: Acceptance.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



Animal Control Monthly Report

"December 2011"

Dogs

Picked Up	24
Claimed By Owner	5
Adopted	3
Died in Kennel	0
Euthanized	14
Transferred to SPCA	2
Dead on Arrival	0
Stolen	0

Wildlife

Handled	0
Euthanized	0

Livestock

Returned to Owner	0
Died in Kennel	0
Adopted	2

Fees Collected \$50.00

Fees Collected \$320.00

Other Companion Animals

Returned to Owner 1

Cats

Surrendered	24
Picked Up	0
Claimed By Owner	0
Adopted	0
Euthanized	15
Died in Kennel	0
Transferred to SPCA	9
Dead on Arrival	0

Number of Calls to Shelter 300

Summons Issued 1

Warrants Served 0

Days in Court 1

Nuisance Dogs 37

Dangerous Dogs 0

Fees Collected \$0.00

Total Fees Collected \$320.00

Bill the Town of Farmville

0 Cats housed (7 days each)

Total \$0.00

S. Ray Foster & Holly Morris, Animal Control

BUILDING OFFICIAL

Permits Issued Report
12/01/2011 Through 12/30/2011

BI411

ADDITIONS	- Issued	2
	- Value	\$18,000.00
	- Permit Fees	\$199.80
	- 2.00% STATE TAX	\$4.00
	- Fees Collected	\$.00
ONE & TWO FAMILY DWELLING	- Issued	1
	- Value	\$2,000.00
	- Permit Fees	\$100.00
	- 2.00% STATE TAX	\$2.00
	- Fees Collected	\$.00
ELECTRICAL	- Issued	4
	- Value	\$2,100.00
	- Permit Fees	\$235.00
	- 2.00% STATE TAX	\$4.70
	- Fees Collected	\$.00
MECHANICAL	- Issued	1
	- Value	\$.00
	- Permit Fees	\$50.00
	- 2.00% STATE TAX	\$1.00
	- Fees Collected	\$.00
PLUMBING	- Issued	1
	- Value	\$.00
	- Permit Fees	\$50.00
	- 2.00% STATE TAX	\$1.00
	- Fees Collected	\$.00
SPRINKLER	- Issued	1
	- Value	\$3,500.00
	- Permit Fees	\$.00
	- 2.00% STATE TAX	\$.00
	- Fees Collected	\$.00
Total Permits	- Issued	10
Total Permits	- Value	\$25,600.00
Total Permits	- Permit Fees	\$634.80
Total Permits	- State Tax 2%	<u>\$ 12.70</u>
		\$ 647.50

PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road
Farmville, Virginia 23901

LENA HUDDLESTON
Cannery Manager
434-223-8664
Home 434-392-4218

December 2011 Cannery Report

The month of December at the cannery were canned and processed the following:

251 (qt.)	@	.48 =	120.48
105 (pt)	@	.40 =	42.00
6 (gal.)	@	1.25 =	7.50
145 (lbs) meat	@	.20 =	29.00
16 Patrons usage	@	1.00 =	16.00
30% Out of County			<u>11.26</u>
TOTAL			\$226.24

L. Huddleston

kef

Prince Edward County Public Schools
2011-2012
Comparative Receipts and Expenditures
Year to Date

Month of December 2011

Receipts:	Fiscal 2011			Fiscal 2012			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
Sales Tax	2,559,727	1,313,581	51.32	2,757,852	1,348,173	48.88	-2.43
Basic Aid	7,291,446	3,606,908	49.47	6,851,452	3,425,726	50.00	0.53
Other State	<u>5,598,256</u>	<u>1,805,942</u>	32.26	<u>5,224,640</u>	<u>1,539,801</u>	29.47	-2.79
Total State	15,449,429	6,726,432	43.54	14,833,944	6,313,701	42.56	-0.98
Federal Funds	3,380,630	887,876	26.26	3,754,691	1,155,672	30.78	4.52
Local Funds	7,913,044	2,951,301	37.30	8,106,652	3,964,429	48.90	11.61
Cash Book	<u>455,290</u>	<u>123,851</u>	27.20	<u>455,290</u>	<u>153,064</u>	33.62	6.42
Total Revenue	\$27,198,393	\$10,689,459	39.30	\$27,150,577	\$11,586,865	42.68	3.37
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Instruction	20,994,347	7,766,412	36.99	20,602,749	8,576,152	41.63	4.63
Administration	1,539,615	637,545	41.41	1,704,215	665,683	39.06	-2.35
Transportation	1,785,334	597,878	33.49	1,874,756	665,567	35.50	2.01
Maintenance	1,930,175	831,406	43.07	2,045,490	875,923	42.82	-0.25
Food Service	11,436	6,503	56.86	11,760	6,811	57.92	1.05
Facilities	142,967	63,558	44.46	150,000	91,805	61.20	16.75
Debt Service	<u>794,519</u>	<u>786,157</u>	98.95	<u>761,607</u>	<u>704,924</u>	92.56	-6.39
Total Expenditures	\$27,198,393	\$10,689,459	39.30	\$27,150,577	\$11,586,865	42.68	3.37

Prince Edward County Public Schools
Summary Financial Report
December 31, 2011

<u>Revenues</u>	Current Month	Year to Date	Budget	Variance Actual Under (Over) Budget	YTD as a Percent of Budget
From the State:					
State Sales Tax	\$ 225,480	\$ 1,348,173	\$ 2,757,852	\$ 1,409,679	48.88
Basic School Aid	\$ 570,954	\$ 3,425,726	\$ 6,851,452	\$ 3,425,726	50.00
All Other	<u>\$ 244,749</u>	<u>\$ 1,539,801</u>	\$ 5,224,640	\$ 3,684,839	29.47
Total State	\$ 1,041,183	\$ 6,313,701	\$ 14,833,944	\$ 8,520,243	42.56
From the Federal Gov't.	\$ 382,404	\$ 1,155,672	\$ 3,754,691	\$ 2,599,019	30.78
General Fund (County)	\$ 600,871	\$ 3,964,429	\$ 8,106,652	\$ 4,142,223	48.90
Cash Book -Local	<u>\$ 20,634</u>	<u>\$ 153,064</u>	<u>\$ 455,290</u>	<u>\$ 302,226</u>	33.62
Total Revenues	<u>\$ 2,045,093</u>	<u>\$ 11,586,865</u>	<u>\$ 27,150,577</u>	<u>\$ 15,563,712</u>	42.68

<u>Expenditures</u>	Current Month	Year to Date	Outstanding Encumbrances	Budget	Expended & Encumbered (Over) Under Budget	Expen. & Encumbrance as a % of Budget
1000-Instruction	\$ 1,485,081	\$ 8,576,152	\$ 9,323,844	\$ 20,602,749	\$ 2,702,753	86.88
2000-Admin.,Health/Atten.	\$ 114,410	\$ 665,683	\$ 595,414	\$ 1,704,215	\$ 443,117	74.00
3000-Transportation	\$ 130,243	\$ 665,567	\$ 588,021	\$ 1,874,756	\$ 621,168	66.87
4000-Operation/Maintenance	\$ 117,882	\$ 875,923	\$ 474,839	\$ 2,045,490	\$ 694,729	66.04
5000-Food Service	\$ 988	\$ 6,811	\$ 988	\$ 11,760	\$ 3,961	66.32
6000-Facilities	\$ 13,450	\$ 91,805	\$ 12,953	\$ 150,000	\$ 45,241	69.84
7000-Debt. Service	<u>\$ 183,038</u>	<u>\$ 704,924</u>	<u>\$ 55,758</u>	<u>\$ 761,607</u>	<u>\$ 925</u>	99.88
Total Expenditures	<u>\$ 2,045,093</u>	<u>\$ 11,586,865</u>	<u>\$ 11,051,818</u>	<u>\$ 27,150,577</u>	<u>\$4,511,894</u>	83.38

Prince Edward County Public Schools
35 Eagle Drive
Farmville, Virginia 23901

2011-2012
Comparative Receipts and Expenditures
Food Service Department
Year to Date

Month of December 2011

Receipts:	Fiscal 2011			Fiscal 2012			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
State School Food	87,988	29,015	32.98	22,398	13,129	58.62	25.64
Fresh Fruit & Vegetable	0	0	0.00	70,000	29,720	0.00	0.00
Total State	87,988	29,015	32.98	92,398	42,848	46.37	13.40
Federal Reimbursement	750,000	328,455	43.79	750,000	341,877	45.58	1.79
Cash Book - Local	261,171	119,226	45.65	244,672	132,354	54.09	8.44
Total Revenue	\$1,099,159	\$476,696	43.37	\$1,087,070	\$517,080	47.57	4.20
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Salary	380,723	158,388	41.60	392,490	174,893	44.56	2.96
Fringe Benefits	138,362	56,521	40.85	147,000	57,539	39.14	-1.71
Purchased Services	53,775	10,956	20.37	31,375	19,868	63.33	42.95
Refunds	0	0	0.00	10	10	0.00	0.00
Telephone	1,000	612	0.00	2,000	958	47.89	47.89
Travel	500	34	0.00	500	52	10.40	10.40
Materials & Supplies	67,110	12,244	18.24	54,000	27,288	50.53	32.29
Food Supplies	440,194	193,020	43.85	440,200	207,341	47.10	3.25
Repairs & Maintenance	8,000	2,397	0.00	8,000	3,412	42.65	42.65
Uniforms	0	0	0.00	2,000	137	0.00	0.00
Furniture/Equipment	9,495	3,463	36.48	9,495	2,705	28.48	-7.99
Total Expenditures	\$1,099,159	\$437,636	39.82	\$1,087,070	\$494,202	45.46	5.65

Prince Edward County Public Schools
2011-2012
Food Service Department
Summary Financial Report
December 31, 2011

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Actual Under (Over) Budget</u>	<u>YTD as a Percent of Budget</u>
From the State:					
State School Food	\$ 13,129	\$ 13,129	\$ 22,398	\$ 9,269	58.62
Fresh Fruit & Vegetable	\$ 20,850	\$ 29,720	\$ 70,000	\$ 40,280	0.00
Total State Funds	\$ 33,979	\$ 42,848	\$ 92,398	\$ 49,550	46.37
Federal Reimbursement	\$ 84,486	\$ 341,877	\$ 750,000	\$ 408,123	45.58
Cash Book - Local	\$ 18,542	\$ 132,354	\$ 244,672	\$ 112,318	54.09
Total Revenues	\$ 137,007	\$ 517,080	\$ 1,087,070	\$ 569,990	47.57

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Expended & Encumbered (Over) Under Budget</u>	<u>Expen. & Encumbrance as a % of Budget</u>
Salary	\$ 30,106	\$ 174,893	\$ 201,179	\$ 392,490	\$ 16,418	95.82
Fringe Benefits	\$ 10,912	\$ 57,539	\$ 74,324	\$ 147,000	\$ 15,137	89.70
Purchased Services	\$ 4,728	\$ 19,868	\$ 122	\$ 31,375	\$ 11,385	63.71
Refunds	\$ -	\$ 10	\$ -	\$ 10	\$ -	100.00
Telephone	\$ 162	\$ 958	\$ -	\$ 2,000	\$ 1,042	47.89
Travel	\$ 11	\$ 52	\$ 6	\$ 500	\$ 442	11.57
Materials & Supplies	\$ 2,779	\$ 27,288	\$ 740	\$ 54,000	\$ 25,972	51.90
Food Supplies	\$ 44,763	\$ 207,341	\$ 10,137	\$ 440,200	\$ 222,722	49.40
Repairs & Maintenance	\$ -	\$ 3,412	\$ -	\$ 8,000	\$ 4,588	42.65
Uniforms	\$ -	\$ 137	\$ -	\$ 2,000	\$ 1,864	0.00
Furniture/Equipment	\$ -	\$ 2,705	\$ -	\$ 9,495	\$ 6,790	28.48
		\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 93,460	\$ 494,201	\$ 286,508	\$ 1,087,070	\$306,361	71.82

Tourism & Visitor Center Year End Report December 2011 Numbers

VIRGINIA'S HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS:					
	Virginia Guests	Other States	Other Countries	Total Guests	Average Visitors per Month:
YTD 2011	1280	841	54	2172	181.0
2010	1126	636	68	1830	152.5

Total / 12 Months
Total / ALL of 2010

Requests for Information:

	Phone Inquiries	Mail Requests	Emailed Requests	Center Visits	Internet Sales	Monthly Totals:
December 2011	1	447	18	75		541
December 2010		253	12	88		353
% Difference	100.00%	76.68%	50.00%	-14.77%		53.26%

	Total YTD Inquiries:
TOTAL YTD	
2011 YTD	15,203
2010 YTD	12,987
% Difference	17.06%

Report to January Board of Supervisors:

- Missed beating last December's numbers by only 14 - but ended the year UP almost 19% in visitors averaging 181 visitors a month - and up 17% overall in all areas - a very good year!
- The Historic Downtown Farmville & Heartland Regional Tourism Info Center signs will be installed mid-January. Effective January 1st, the Visitor Center will use a "tally counter" in conjunction with the guest book. This is standard at most Visitor Centers to keep accurate visitor counts.
- Page two of this report outlines the historical trend in visitation as well as information gathered by the guest book

Websites monitored:

- Prince Edward County Tourism:**
624 unique hits for Tourism pages
- 171 Smart phone accessed the site
- Best Part of the Civil War:**
131 unique visitors in December
- Virginia's Retreat:**
437 unique visitors in December

Tourism & Visitor Center Year End Report Attachment

Visitation Stats:

Year:	Visitor Count:	% increase:	Year:	Visitor Count:	% increase:
Opened April 2006	340		2009	1,055	53%
2007	460	35%	2010	1,830	42%
2008	498	8%	2011	2,172	19%

Requests for information generated from 2011 Virginia's Retreat marketing efforts: 9,647

Requests for information generated from 2011 Best Part marketing efforts: 12,742

TOTAL SALES LEADS GENERATED IN 2011*:

22,389

* Most of the sales leads were duplicated because both organizations historically advertise in many of the same periodicals. That changes in 2012 - the only duplications for advertising will be the Virginia Is For Lovers Travel Guide and Virginia's Guide to the American Civil War. Sales leads will be shared by both groups to further leverage these associations.

Further Data collected from Visitor Center guide:

Total Visitors in 2011	2,172
3 questions listed in the guest book:	
Did you receive a brochure?	748
Did you see an ad or a story?	226
Did you research us on the Internet?	289
TOTAL:	1,263

Not every visitor chose to answer these questions.

Top 4 reasons visitors came to our area:

Information	1213
This category was for maps, brochures, places to stay, eat, and shop; travellers who just stopped because they saw the signs.	
High Bridge	349
Shopping	263
Genealogy	62

This is what 1,887 of the 2,172 people who stopped by our Visitor Center wanted to know about our region.

The balance is made up of visiting parents for one of the schools; locals who never knew this facility existed; family reunions or specific other sites in our region; but not enough to add up for individual categories.

- Thanks to Karen Fulcher, who while a Visitor Center volunteer, took some pictures during an Appomattox re-enactment, The Best Part of the Civil War ... The End is using one of her pictures to create a brand new promotional item (see image at right).

This image was used to make lapel pins which will be given to any visitors who bring one of these ads into a Visitor Center or State Park in our region (one pin per family). These pins will help us track who comes here and can prove that it was because of an ad. **(Pins will be available in mid-January)**

- The Best Part of the Civil War ... The End is made up of Amelia, Cumberland, Prince Edward, the Town of Appomattox, Virginia State Parks, District 4, and the new Museum of the Confederacy - Appomattox. These partners leverage their marketing funds together, and with their 3rd VTC Marketing Leverage Grant to promote the region.

