



**PRINCE EDWARD COUNTY
BOARD OF SUPERVISORS
February 11, 2014**

A G E N D A

5:00 p.m.

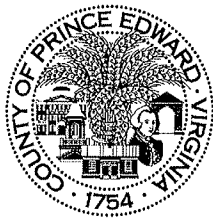
VDOT Six-Year Improvement Plan Work Session
(3rd Floor Conference Room, Prince Edward County Courthouse)

7:00 p.m.

1. The Chairman will call to order the February meeting of the Board of Supervisors. 1
2. Invocation 1
3. **PUBLIC PARTICIPATION:** *Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.* 3
4. Board of Supervisors Comments 5
5. Consent Agenda:
 - a. Treasurer's Report: December 2013 7
 - b. Approval of Minutes: January 14, 2014 9
January 30, 2014 67
January 31, 2014 69
 - c. Review of Accounts & Claims 71
 - d. 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. 95
 - e. Appropriations 97
6. FY 13 County Audit – Matthew A. McLearn, CPA, CFE 99
Robinson, Farmer, Cox Associates
7. Highway Matters – Kevin Wright, VDOT 101
 - a. Abandonment of Rt. 605 Section Flooded by Sandy River Reservoir 102
8. Budget Request: NAACP 109
9. Request from Sandy River Outdoor Adventure 113
10. School Board Appointments: District 101 and District 801 129
11. Granite Falls Community Development Authority 131
12. Appointment (Board Member): Library Committee 135
13. Economic Development Report: 137
 - a. Annual Report 138
14. County Administrator's Report: 143
 - a. SEC Rate Increase
 - b. Reassessment Update

15.	<u>Committee Reports:</u>	145
	a. YMCA Committee	147
	b. Personnel Committee	183
16.	<u>Correspondence/Informational:</u>	187
	a. Letter from Justine Young, RE: YMCA,	188
	b. CRC Agenda and Meeting Minutes	190
17.	<u>Monthly Reports:</u>	197
	a. Animal Control	198
	b. Building Official	199
	c. Cannery	200
	d. Prince Edward County Extension – Annual Report	201
	e. Prince Edward County Public Schools	217
	f. Tourism	221

(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on Tuesday, February 11, 2014.)



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 1 & 2
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Call To Order & Invocation

Summary: The Chairman will call to order the **February** meeting of the Prince Edward Board of Supervisors and ask for an invocation.

Attachments:

Recommendation:

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 3
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
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 _____

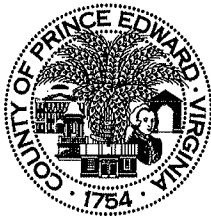
Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

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: February 11, 2014
Item No.: 4
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Board of Supervisor Comments

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

Attachments: Protocol for Board of Supervisors Comments

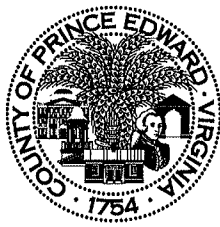
Recommendation: None.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



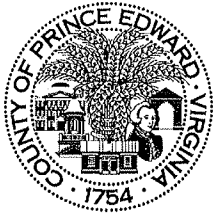
Mission Statement of the Board of Supervisors of the County of Prince Edward

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
Re-Adopted: January 10, 2012



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 5-a
Department: Treasurer
Staff Contact: Donna Bowman Nunnally
Issue: Treasurer's Report

Summary: The December 2013 Treasurer's Report is attached.

Attachments: December 2013 Treasurer's Report

Recommendation: Acceptance.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

Prince Edward Board of Supervisors Report - December 2013 Treasurer's Report

Name of Bank	Bank Balance	Deposit in Transit/Adj.	Outstanding Checks	Available Balance
Benchmark Pooled Fund Account	\$ 12,227,972.52	\$ 67,437.02	\$ 420,735.49	\$ 11,874,674.05
Wachovia Social Services	\$ 431,785.15		\$ 85,592.22	\$ 346,192.93
Bank of America School Fund	\$ 1,303,303.97	\$ 2,054.16	\$ 67,227.72	\$ 1,238,130.41
Bank of America Food Service	\$ 31,550.93	\$ 149.26		\$ 31,700.19
Benchmark Food Service	\$ 337,093.20			\$ 337,093.20
TOTAL				\$ 13,827,790.78
Certificate of Deposits				
Benchmark				\$ 519,048.66
Citizens Bank Recreation				\$ 15,000.00
Citizens Bank Underground Storage				\$ 20,000.00
Planners Bank				\$ 200,000.00
Wells Fargo Advantage Fund				\$ 162,445.21
TOTAL				\$ 916,493.87
GRAND TOTAL				\$ 14,744,284.65

The balance as of December 2012 was \$15,512,775.78



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 5-b
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Minutes

Summary: Draft minutes for the three January Board of Supervisor meetings are attached.

Attachments: January 14, 2014 Draft Minutes
January 30, 2014 Draft Minutes
January 31, 2014 Draft Minutes

Recommendation: Acceptance.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

January 14, 2014

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

Howard M. Campbell

Pattie Cooper-Jones

Robert M. Jones

Charles W. McKay

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Sharon Lee Carney, Director of Economic Development; Jim Ennis, County Attorney; Beverly Booth, Commissioner of Revenue; Mabelle Eppes, Clerk of the Court; Renee Maxey, Piedmont Court Services; and Kevin Wright, VDOT.

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

In Re: Election of Chairman

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

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

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

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

Howard F. Simpson

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Bartlett re-opened the floor for nominations.

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

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

Supervisor Timmons made a motion to suspend Roberts Rules [of Order]. Discussion followed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chairman Simpson apologized for the way the determination took place.

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

In Re: Election of Vice-Chairman

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

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

Chairman Simpson declared the nominations closed.

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

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

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

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

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

Chairman Simpson declared the nominations closed.

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

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

Robert M. Jones

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

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

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

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

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

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

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

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

Nay: None

In Re: Adoption of Board By-Laws

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

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

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

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

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

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

Nay: None

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

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

Nay: None

PRINCE EDWARD COUNTY
RULES OF
THE BOARD OF SUPERVISORS

(As amended January 2014)

I. ATTENDANCE AND ADJOURNMENT

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

A majority of the members of the Board shall constitute a quorum and must be present to proceed to business. A smaller number of members may adjourn or send for absentees. Special meetings of the Board may be called in accordance with Section 15.1-538 of the Code of Virginia, 1950, as amended.

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

II. CHAIRMAN AND VICE-CHAIRMAN

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

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

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

III. CLERK

The County Administrator shall serve as Clerk to the Board.

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

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

IV. ORDER OF BUSINESS

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

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

V. PREPARATION OF AGENDA

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

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

VI. CONSENT AGENDA

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

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

VII. CONDUCT OF BUSINESS

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

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

VIII. TAKING THE VOTE

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

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

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

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

IX. RECONSIDERATION

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

X. WITHDRAWAL OF EXHIBITS

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

XI. MANUAL AND RULES

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

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

XII. APPOINTMENTS

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

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

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

XIII. PUBLIC HEARINGS

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

XIV. CLOSED SESSIONS

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

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

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

ROBERT'S RULES OF ORDER, NEWLY REVISED

PROCEDURE IN SMALL BOARDS

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

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

--Motions need not be seconded.

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

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

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

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

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

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

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

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

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

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

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

In Re: Appointments: Personnel Committee

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

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

Supervisor Campbell nominated Supervisor Wilck.

Discussion followed on procedure.

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

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

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

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

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

On motion of Supervisor Jones and carried:

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

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

BOARD OF SUPERVISORS PUBLIC HEARINGS
RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.
 - a. Staff report.
 - b. Applicant’s presentation.
 - c. Comments, statements or presentations from members of the public.

The order of speakers will be:

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

- d. Additional rules:

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

2. Speakers arriving after the commencement of the hearing and/or who are not on the sign-up sheet will be recognized at the discretion of the Chairman.
3. Repetitive testimony is discouraged.
4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.
5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:
 - Approval (with conditions, as applicable);
 - Denial; or
 - Table for further review.

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

In Re: Adoption of Board Protocol for Public Participation

On motion of Supervisor Jones and carried:

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

the Prince Edward County Board of Supervisors readopted the following Protocol for Public Participation:

Protocol for Public Participation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Re: Adoption of Protocol for Board of Supervisors Comments:

On motion of Supervisor Jones and carried:

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

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

Comments:

Protocol for Board of Supervisors Comments

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

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

In Re: Adoption of Board of Supervisors Conflict of Interest Policy

On motion of Supervisor Jones and carried:

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

Conflicts of Interest Policy

I. Introduction

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

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

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

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

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

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

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

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

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

A. Notify the County Attorney's Office

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

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

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

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

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

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

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

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

III. Determining whether a personal interest in a transaction exists

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

A. Personal interest.

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

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

A personal interest exists in any of the following situations:

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

B. Transaction

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

C. Personal interest in a transaction

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

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

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

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

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

A. When disclosure and disqualification required

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

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

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

B. When disclosure required, participation allowed

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

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

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

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

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

C. When neither disclosure nor disqualification required

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

V. What it means to participate in a transaction

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

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

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

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

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

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

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

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

VIII. Generally prohibited conduct

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

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

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

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

In Re: Public Participation

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

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

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

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

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

In Re: Board of Supervisors Comments

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

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

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

In Re: Highway Matters

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

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

In Re: Consent Agenda

On motion of Supervisor Jones and carried:

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

Nay: None

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

FY 2014 Budget Amendment

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

Prince Edward Treasurer's Report - November 2013

<u>Name of Bank</u>	<u>Bank Balance</u>	<u>Deposit in Transit / Adj.</u>	<u>Outstanding Checks</u>	<u>Available Balance</u>
Benchmark Pooled Fund Account	7,950,101.93	104,691.18	283,737.94	7,771,055.17
Wachovia Social Services	353,774.17		61,756.42	292,017.75
Bank of America School Fund	1,303,192.77	552.78	392,547.67	911,197.88
Bank of America Food Service	65,731.40	149.26	13,073.48	52,807.18
Benchmark Food Service	191,909.50			191,909.50
TOTAL				<u>9,218,987.48</u>
 Certificates of Deposit				
Benchmark				519,048.66
Citizens Bank Recreation				15,000.00
Citizens Bank Underground Storage				20,000.00
Planners Bank				200,000.00
Wells Fargo Advantage Fund				162,444.09
TOTAL				<u>916,492.75</u>
 GRAND TOTAL				 <u><u>10,135,480.23</u></u>

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

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

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

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

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

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

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

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

Lucie Zehner	Election official	128.70
Key Office Supply	Ink cartridges	222.00

REGISTRAR

VACORP	Workers compensation	15.75
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CIRCUIT COURT

Halifax County	Temporary salary	1,000.00
VACORP	Workers compensation	6.75

SPECIAL MAGISTRATES

Key Office Supply	Ink cartridges	98.99	
	Shredder oil	26.99	
	Heavy duty paper	22.89	148.87

CLERK OF THE CIRCUIT COURT

VACORP	Workers compensation		68.25
Key Office Supply	Copier maintenance contracts	1,424.00	
	Ink cartridges	319.96	
	Hole punch / desk organizer	119.96	
	Stamp	44.98	1,908.90
AT&T	Phone		48.82
CenturyLink	Phone		87.39
Benjamin Amos	Juror		30.00
Alejia Carrington	Juror		30.00
Lorraine Carter	Juror		30.00
Carl U. Eggleston	Juror		30.00
Angela Foster	Juror		30.00
Dana G. Franklin	Juror		30.00
James Huskey	Juror		30.00
Ryan Johns	Juror		30.00
Carlton Lafoon, Jr.	Juror		30.00
Christy Murphy	Juror		30.00
Nancy Phaup	Juror		30.00
Laverne Walker	Juror		30.00
Bernard Watkins	Juror		30.00
Kinex Networking Solutions	DSL		74.95
M & W Printers, Inc.	Landbook		609.73
Matthew Bender & Company, Inc.	VA Advance Code Serv		75.45
Thomson Reuters-West	Probate handbooks		673.50

LAW LIBRARY

AT&T	Phone	42.27
LexisNexis	Online service	247.00

COMMONWEALTH'S ATTORNEY

VACORP	Workers compensation	113.00
Purchase Power	Postage	419.99
Treasurer of Virginia	IPad service	134.64
James R. Ennis	Mileage	114.13

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

VICTIM WITNESS ASSISTANCE PROGRAM

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

SHERIFF

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

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

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

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

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

PAMPLIN VOLUNTEER FIRE DEPARTMENT

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

MEHERRIN VOLUNTEER FIRE DEPARTMENT

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

FIRST RESPONDERS

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

AMBULANCE AND RESCUE SERVICES

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

EMERGENCY SERVICES

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

REGIONAL JAIL & DETENTION

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

BUILDING OFFICIAL

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

ANIMAL CONTROL

VACORP	Workers compensation		264.25
CenturyLink	Phone		134.54

BIOSOLIDS MONITORING

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

REFUSE DISPOSAL

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

GENERAL PROPERTIES

VACORP	Workers compensation		1,222.25
Dodson Brothers Exterminating	Pest control - Cannery	38.00	
	Pest control - Worsham	38.00	
	Pest control - SCOPE	38.00	

	Pest control - Courthouse	85.00	
	Pest control - Visitor Center	38.00	237.00
Dominion Virginia Power	Roy Clark monument	5.66	
	Courthouse	10,503.96	
	SCOPE building	440.94	
	Lights at Rice	110.14	
	Ag building	2,263.62	13,324.32
Town of Farmville	Water & sewer		128.42
AT&T	Phone		42.26
Commworld	Phones		464.26
CenturyLink	Phone		132.94
O. O. Stiff, Inc.	Monthly service		100.00
Aramark Uniform Services	Janitorial supplies		304.84
Diamond Paper Company	Toilet tissue / towels	1,120.30	
	Floor maintainer	112.30	1,232.60
Grainger	Buffer pads		560.70
Lowe's	Cleaning supplies	39.78	
	Brooms	22.78	
	Soldering kit	20.89	
	Padlock	10.42	
	Pressure washer	189.05	
	Post caps / silicone	12.49	295.41
Wilco, Inc.	Janitorial supplies		490.75
Carpet House	Floor tile / adhesive		6,220.62
East End Chevron	Ice		6.00
Farmville Wholesale Electric	Ballasts / bulbs		112.32
Cintas Corporation #524	Uniform rental		318.47
Taylor-Forbes Equipment Company	Oil		10.68
Prince Edward County Public Schools	Diesel		67.17

CANNERY

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

COMPREHENSIVE SERVICES ACT

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

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

OTHER WELFARE / SOCIAL SERVICES

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

CONTRIBUTIONS TO COLLEGES

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

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

PUBLIC LIBRARY

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

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

COMMUNITY DEVELOPMENT

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

Downtown Farmville	13-14 Support	2,500.00
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ECONOMIC DEVELOPMENT

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

TOURISM

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

FLOOD & EROSION CONTROL

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

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

CenturyLink	Phone	104.72
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GENERAL EXPENSE

James River Petroleum	Gas	14,489.50
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CAPITAL PROJECTS

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

WATER FUND

Town of Farmville	Water analysis	40.00
Town of Farmville	Water	64.68

SEWER FUND

Dominion Virginia Power	Sewer pump	35.01
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RETIREMENT BENEFIT FUND

Vicki K. Johns Retiree benefit 1,094.00

PIEDMONT COURT SERVICES

VACORP	Workers compensation	73.75
CenturyLink	Fax line	60.75
Lumos Networks	Phone	299.35
Julianna Ferrell	Mileage	136.71
	Training	29.08
	Newspaper	0.50
Sheena Franklin	Mileage	166.29
Sharon Gray	Mileage	120.34
Connie Stimpson	Mileage	143.49
Ashley Nash	Mileage	18.14
	Training	30.51
		168.22
Business Data of Virginia, Inc.	Server / computers	198.73
		3,079.07

PCS SUPERVISION FEES EXPENDITURES

SRP Corporation, LLC	Rent	2,500.00
Page Hardy	Cleaning service	105.00
Business Data of Virginia, Inc.	Server / computers	4,960.74
Compro Computers	Server / computers	12,189.44

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

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

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

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

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

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

Chairman Simpson opened the public hearing.

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

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

Aye:	Howard M. Campbell Pattie Cooper-Jones Robert M. Jones Charles W. McKay Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay:	None
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**AMENDMENTS TO COUNTY ZONING ORDINANCE
Section 3-100.13**

Sec. 3-100.13 Miscellaneous Uses

Towers

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

(C) General Standards:

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

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

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

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

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

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

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

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

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

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

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

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

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

Chairman Simpson opened the public hearing.

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

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

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

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

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

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

After further discussion, the motion carried:

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

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

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

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

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

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

Chairman Simpson opened the public hearing.

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

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

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

Nay: None

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

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

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

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

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

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

Chairman Simpson opened the public hearing.

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

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

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

In Re: School Board Appointments

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

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

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

In Re: Citizen Volunteer Appointment – Piedmont Senior Resources

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

Supervisor Campbell stated Linda Campbell withdrew her application for consideration.

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

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

Nay: None

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

In Re: Appointment – Piedmont ASAP

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

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

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

Nay: None

Abstain: Howard M. Campbell

In Re: Appointments: Granite Falls Community Development Authority

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

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

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

Nay: None

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

In Re: School Resource Officer Grant

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

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

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

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

Discussion followed regarding the School Resource Officer position.

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

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

In Re: Sheriff's At-Will Overtime Program

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

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

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

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

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

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

Nay: None

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

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

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

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

Nay: None

RESOLUTION TO PRESERVE OUR VIRGINIA RURAL WAY OF LIFE

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

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

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

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

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

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

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

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

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

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

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

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

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

Supervisor Campbell left the meeting at this time.

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

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

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

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

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

Supervisor Campbell returned to the meeting at this time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nay: None

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

In Re: Closed Session

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

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

Nay: None

The Board returned to regular session by motion of Supervisor Jones and adopted as follows:

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

Nay: None

On motion of Supervisor Cooper-Jones and seconded by Supervisor Campbell and carried by the following roll call vote:

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

Nay: None

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

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

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

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

In Re: Animal Warden's Report

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

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of December 2013, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery Report

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

In Re: Commercial Cannery Report

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

In Re: Prince Edward County Public Schools

Mr. K. David Smith, School Superintendent, submitted a financial summary report for the month of December 2013, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of December 2013, which was reviewed and ordered to be filed with the Board papers.

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

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

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

DRAFT

January 30, 2014

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Prince Edward County Career Technical Center, 1419 Zion Hill Road, Farmville, Virginia, on Tuesday the 30th day of January, 2014; at 5:30 p.m., there were present:

Board of Supervisors

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

School Board

Russell L. Dove, Chairman
Sherry Honeycutt
Susan Southall Lawman
Linda L. Leatherwood
Thomas M. Tillerson
Lawrence C. Varner
Beulah M. Womack

Absent: Dr. Timothy W. Corbett, Sr.

Also present: Wade Bartlett, County Administrator; Dr. K. David Smith, Superintendent; and Cindy Wahrman, Division Director of Finance.

Chairman Simpson called the special meeting to order as a joint meeting with the Prince Edward County School Board.

Chairman Dove called the School Board meeting to order.

Ms. Cindy Wahrman, Division Director of Finance, reviewed the budget goals which were approved by the School Board at their December 14, 2013 meeting and which are tied to their 2013-2018 Comprehensive Plan, including implementation of a 2% salary increase for all employees, revision of the teacher's salary scale, implementation of new VRS rates for the 14-16 biennium, implementation of a revised high school master schedule and enhancing security to include additional camera installations on campus and on school buses.

Ms. Wahrman then reviewed the Governor's Proposed Budget and summarized the anticipated FY15 budget challenges, and explained the current enrollment and how it determines staff size and funding from the state.

- State and Federal revenue decrease of \$505,838
- Virginia Retirement System rate increase – projected 3.11% (\$413,200)
- Estimated health insurance costs increasing – expected 10% (\$157,850)
- Salary increase, proposed 2% to all employees (\$371,900)
- Place current teachers on correct salary scale (\$50,761)
- Elementary kindergarten classroom aides (5) (\$150,000)
- Elementary requested increase, instructional materials (\$400)

- Middle School bookkeeper (\$44,260)
- Middle School requested increase – tables, carts (\$2,650)
- High School requested increase – CTC textbooks, science equipment, score boards (\$41,300)
- Additional outside security cameras (\$3,600)
- Transportation – installation of 4th camera on all buses (\$12,180)
- Transportation – purchase of 3 replacement buses (\$300,000)
- Maintenance – replacement lawn mower; replacement van (\$23,875)
- Requesting an increase in local funds of \$1,185,785 for the school system

Ms. Wahrman reviewed the Prince Edward County Public Schools Debt Service Schedule, the Food Service Total Budget, and the Capital Improvement Plan.

Mr. Bartlett asked about the current ADM. Ms. Wahrman stated the schools will end this year with an estimated 2,135; two weeks ago it was 2,152.

Discussion followed regarding steps on the salary scale and the need for the fourth camera on the buses.

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

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

the meeting was recessed at 6:37 p.m. until Friday, January 31, 2014 at 9:00 a.m. in the Third Floor Conference Room, Prince Edward County Courthouse, Farmville, Virginia.

January 31, 2014

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Friday, the 31st day of January, 2014; at 9:00 a.m., there were present:

Howard M. Campbell

Robert M. Jones

Charles W. McKay

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Absent: Pattie Cooper-Jones

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

Chairman Simpson called the meeting to order.

In Re: FY 15 County Budget Guidance

Mr. Bartlett presented a summary of impacts of past state actions and an outlook of the FY15 budget challenges. He reviewed constraints that exist in reducing General Fund Expenditures.

Mr. Bartlett added the preliminary school budget calls for an additional \$1,185,781 in local funds and a total of \$11,990,375 for a five year capital improvement program. While only 17 counties spend more per pupil in operations than Prince Edward County, a better measure of how Prince Edward County compares to sister counties would be to compare to the other counties based on the Required Local Effort and Required Local Match Report. This report measures by how much each County has exceeded the local match requirements for the Standards of Quality. A review of this report shows that 47 counties provide a higher percentage of funding than Prince Edward County and 47 provide a lower percentage of funding; Prince Edward County is exactly in the middle.

Discussion followed regarding the Prince Edward County Landfill, the Piedmont Regional Jail, and the proposed School budget.

Supervisor Cooper-Jones entered the meeting at this time.

Mr. Bartlett questioned if there are areas “off limits” for reductions. There was concurrence among the Board members that the funding for the volunteer firefighters should not be cut. Discussion followed regarding the proposed school budget, county employee health insurance benefits, the Piedmont Regional Jail, and donations provided to outside organizations, and staff.

Mr. Bartlett requested the Board members to submit any questions regarding the School budget; the questions may then be compiled and submitted to the School to give them time to research the answers.

Mr. Bartlett stated that it would be difficult to balance the budget without a tax increase to cover the \$1.5 million increase unless there would be major reductions in every department to include the funding provided to the schools. Currently only 19 people work for the County; most staff is in the Constitutional Offices and the Social Services department. He added information from the DMV regarding the personal property taxes is expected next week.

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

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

the meeting was recessed at 10:40 a.m. until Tuesday, February 11, 2014 at 5:00 p.m. for the Six Year Plan Work Session with VDOT.



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 5-c
Department: County Administration
Staff Contact: Barbara N. Poulston
Issue: Accounts & Claims

Summary: The bill list for January 2014 is attached for your review.

Attachments: January 2014 Bill List

Recommendation: None.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

FROM DATE- 1/01/2014
TO DATE- 1/28/2014

ACCOUNTS PAYABLE CHECKS
PRINCE EDWARD

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
100	GENERAL FUND	\$405,520.16
501	WATER FUND	\$27.98
502	SEWER FUND	\$45.42
732	RETIREMENT BENEFIT FUND	\$1,094.00
741	PIEDMONT COURT SERVICES FUND	\$12,128.03
	TOTAL	418,815.59

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 1

MAJOR#	VENDOR	INVOICE#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
011010	BOARD OF SUPERVISORS				
3600	Advertising				
	15240 FARMVILLE HERALD	CO ADM 114	ADVERTISING	425.38	425.38 *
5510	Travel-Mileage				
	12084 CAMPBELL HOWARD M	HOMESTEAD 2013	MILEAGE	184.75	184.75
	12084 CAMPBELL HOWARD M	OCT-DEC 2013	MILEAGE	118.65	118.65
	15897 FORE WILLIAM G JR	HOMESTEAD 2013	MILEAGE	177.41	177.41
	15897 FORE WILLIAM G JR	OCT-DEC 2013	MILEAGE	13.56	13.56
	19875 JONES ROBERT M	OCT-DEC 2013	MILEAGE	39.55	39.55
	22287 MCKAY CHARLES W	HOMESTEAD 2013	MILEAGE	198.88	198.88
	22287 MCKAY CHARLES W	OCT-DEC 2013	MILEAGE	120.91	120.91
	32539 WILCK JAMES ROBERT	HOMESTEAD 2013	MILEAGE	192.10	192.10
	32539 WILCK JAMES ROBERT	OCT-DEC 2013	MILEAGE	18.19	18.19
			ACCOUNT TOTAL	1,064.00	1,064.00 *
5530	Travel-Subsistence & Lodg				
	11894 BUSINESS CARD	0460 PUCKETT114	VACO CONFERENCE	476.81	476.81
	15897 FORE WILLIAM G JR	HOMESTEAD 2013	MEALS & TIPS	28.00	28.00
	22287 MCKAY CHARLES W	OCT-DEC 2013	MEALS/TIPS	34.62	34.62
	32539 WILCK JAMES ROBERT	HOMESTEAD 2013	TIPS	35.00	35.00
			ACCOUNT TOTAL	574.43	574.43 *
5540	Travel-Convention & Educa				
	11894 BUSINESS CARD	0460 PUCKETT114	VACO CONFERENCE	1,475.00	1,475.00 *
			ACCOUNT TOTAL	1,475.00	1,475.00 *
			MAJOR TOTAL	3,538.81	3,538.81 **
012110	COUNTY ADMINISTRATOR				
5210	Postal Services				
	25483 PITNEY BOWES	6804124 JA14	POSTAGE METER LEASE	29.00	29.00 *
5230	Telecommunications				
	30439 US CELLULAR	816442183 114	PHONE	136.88	136.88
	30440 US CELLULAR	816442183 114	PHONE	136.88	136.88
			ACCOUNT TOTAL	273.76	273.76 *
5510	Travel-Mileage				
	11894 BUSINESS CARD	0460 PUCKETT114	PARKING	17.00	17.00
			ACCOUNT TOTAL	17.00	17.00 *
5530	Travel-Subsistence & Lodg				
	11894 BUSINESS CARD	0460 PUCKETT114	VACO CONFERENCE	129.16	129.16 *
			ACCOUNT TOTAL	129.16	129.16 *
5540	Travel-Convention & Educa				
	11894 BUSINESS CARD	0460 PUCKETT114	VACO CONFERENCE	590.00	590.00 *
			ACCOUNT TOTAL	590.00	590.00 *
6001	Office Supplies				
	13369 DIAMOND SPRINGS WATER INC	11393100 114	WATER & EQUIP RENTAL	15.90	15.90
	13369 DIAMOND SPRINGS WATER INC	11393100 114A	EQUIPMENT RENTAL	8.95	8.95
	15380 FARMVILLE PRINTING	CO ADM 114	BUSINESS CARDS	78.00	78.00

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 2

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INV#	AMOUNT
6012	20600	KEY OFFICE SUPPLY	COPY PAPER	441666	299.94
	20600	KEY OFFICE SUPPLY	OFFICE SUPPLIES	441667	729.19
	20600	KEY OFFICE SUPPLY	PENS	442308	23.98
	25120	PAIRT'S INC	PLAQUES/ENGRAVING	21368	148.00
	31971	VISIBLE	W-2 FORMS/ENVELOPES	147728931	254.39
			ACCOUNT TOTAL		1,558.35 *
6030	22210	Books and Subscriptions	ADV CRT RULES/PAC	55100554	86.08
	30374	MATTHEW BENDER & CO INC	2013 TAX RATES	2013 TAX RATES	31.00
			ACCOUNT TOTAL		117.08 *
	11902	Non-Capital Equipment	MONITOR	20130423	139.95
		BUSINESS DATA OF VA, INC.			139.95 *
			ACCOUNT TOTAL		2,854.30 **
012310		COMMISSIONER OF REVENUE			
5210	15380	Postal Services	POSTAGE	COMR REV 114	460.00
		FARMVILLE PRINTING			460.00 *
5230	13325	Telecommunications	ONLINE SERVICE	T267271	76.61
		TREASURER OF VIRGINIA			76.61 *
6014	15380	Other Operating Supplies	ENVELOPES	COMR REV 114	207.00
		FARMVILLE PRINTING			207.00 *
			ACCOUNT TOTAL		743.61 **
012320		ASSESSOR			
3160	32122	Professional Services	REASSESSMENT	004 15	27,171.00
		WAMPLER-EANES APPRAISAL			27,171.00 *
			ACCOUNT TOTAL		27,171.00 **
012410		TREASURER			
3170	14691	Land Sale Expense	BOND FEE	DEC 13 2013	400.00
		ELLIOTT JAMES W ATTY			400.00 *
5210	22058	Postal Services	POSTAGE-DELINQ PPRTY	87162P	2,194.50
	22058	M&W PRINTERS INC	POSTAGE-DELINQ RE	87163P	539.28
			ACCOUNT TOTAL		2,733.78 *
5230	11250	Telecommunications	PAYFLOW/PAYPAL	7596 TREAS 114	7.70
	13325	BENCHMARK COMMUNITY BANK	ONLINE SERVICE	T267271	76.61
	29130	TREASURER OF VIRGINIA	CREDIT CARD TRANSACT	543257400100186	1,905.37
		TERRAPIN FINANCIAL SERVIC			1,989.68 *

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 3

MAJOR# ACCT# 5510	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	DESCRIPTION	AMOUNT
	21547	Travel-Mileage			
		LEE BARBARA	MILEAGE 114		8.96
	23965	NUNNALLY DONNA	MILEAGE 114		81.48
	23965	NUNNALLY DONNA	MILEAGE 114A		27.72
	24909	OVERSTREET CAROL	MILEAGE 114		18.76
	999999	RAPPERT STEPHANIE	MILEAGE 114		15.68
	999999	CURTIS SHERIDAN	MILEAGE 114		5.04
6001		Office Supplies		ACCOUNT TOTAL	157.64 *
	11902	BUSINESS DATA OF VA, INC.	20130423	NORTON UPDATE	119.80
	20600	KEY OFFICE SUPPLY	441869	INK CARTRIDGES/TAPE	122.60
	22058	M&W PRINTERS INC	86726	RECEIPT PAPER	604.12
				ACCOUNT TOTAL	846.52 *
				MAJOR TOTAL	6,127.62 **
012510		Information Technology			
3160		Professional Services			
	11902	BUSINESS DATA OF VA, INC.	JANUARY 2014	CONTRACT AGREEMENT	3,700.00
	11902	BUSINESS DATA OF VA, INC.	20130405	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130423	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130426	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130428	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130429	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130430	TRAVEL EXPENSE	65.00
	11902	BUSINESS DATA OF VA, INC.	20130436	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130440	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130443	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130446	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	20130448	TRAVEL EXPENSE	125.00
				ACCOUNT TOTAL	5,015.00 *
3161	28330	Webpage Services	13522	WEBSITE HOSTING-1QTR	179.85
		SITEVISION INC		ACCOUNT TOTAL	179.85 *
3320	11537	Maintenance Service	WATS201452-1A	TECHNICAL SUPPORT	8,476.00
	12762	BAI MUNICIPAL SOFTWARE	MC0000173069	PRINTER MAINT CNTRCT	79.00
		COMPUTERPLUS SALES/SERVIC		ACCOUNT TOTAL	8,555.00 *
				MAJOR TOTAL	13,749.85 **
013200		REGISTRAR			
5210	30550	Postal Services	POSTAGE 114	POSTAGE	830.00
		U S POSTAL SERVICE		ACCOUNT TOTAL	830.00 *
6001	11902	Office Supplies	20130423	NORTON UPDATE	89.85
		BUSINESS DATA OF VA, INC.		ACCOUNT TOTAL	89.85 *
				MAJOR TOTAL	919.85 **

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 4

MAJOR# ACCT# 021100	VENDOR NUMBER CIRCUIT COURT	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6012		Books & Subscriptions			
	22210	MATTHEW BENDER & CO INC	49577549	RETURN	219.78-
	22210	MATTHEW BENDER & CO INC	53336844	CRIM LAW CASE FINDER	141.43
	22210	MATTHEW BENDER & CO INC	53336852	LAW OF EVIDENCE SUPP	258.10
	31675	VA LAWYERS WEEKLY	646443 114	SUBSCRIPTION	299.00
	999999	VIRGINIA BAR ASSOCIATION	6813011	DUES	125.00
				ACCOUNT TOTAL	603.75 *
				MAJOR TOTAL	603.75 **
021200		GENERAL DISTRICT COURT			
3160		Professional Services			
	28228	SEXTON JOYCE K	14 002	MEDIATION	997.50
				ACCOUNT TOTAL	997.50 *
5230		Telecommunications			
	30439	US CELLULAR	816442183 114	PHONE	23.41
	30440	US CELLULAR	816442183 114	PHONE	23.41
				ACCOUNT TOTAL	46.82 *
6001		Office Supplies			
	20600	KEY OFFICE SUPPLY	440937	TONER	52.80
	20600	KEY OFFICE SUPPLY	441389	INK CARTRIDGE	84.49
	20600	KEY OFFICE SUPPLY	441390	INK CARTRIDGE	84.49
	20600	KEY OFFICE SUPPLY	441391	INK CARTRIDGE	84.49
				ACCOUNT TOTAL	306.27 *
				MAJOR TOTAL	1,350.59 **
021600		CLERK OF THE CIRCUIT COURT			
3161		Professional Ser-Preserva			
	21003	KOFILE PRESERVATION	211024	RESTORE DEED BOOKS	11,087.00 *
				ACCOUNT TOTAL	11,087.00 *
5230		Telecommunications			
	10105	AT&T	0207589897 114	PHONE	48.82
	21319	CENTURYLINK	309863799 114	PHONE	87.39
				ACCOUNT TOTAL	136.21 *
5880		Technology Trust Funds			
	20904	KINEX NETWORKING SOLUTION	140101 0029	DSL	74.95
				ACCOUNT TOTAL	74.95 *
6001		Office Supplies			
	20600	KEY OFFICE SUPPLY	442433	KEY COILS	6.57
	20600	KEY OFFICE SUPPLY	442478	PLANNERS	82.74
				ACCOUNT TOTAL	89.31 *
				MAJOR TOTAL	11,387.47 **
021800		LAW LIBRARY			
5230		Telecommunications			
	10105	AT&T	0542720100 114	PHONE	42.54

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 5

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6012		21319	CENTURYLINK	309478607 114	PHONE	40.23
		21319	CENTURYLINK	309478607 114A	PHONE	40.26
			Books and Subscriptions			123.03 *
		21761	LEXISNEXIS	1312060704	ONLINE SERVICE	247.00
		22210	MATTHEW BENDER & CO INC	54823102	JURY INSTR CIVIL R14	289.31
022100			COMMONWEALTH'S ATTORNEY			536.31 *
			Postal Services			659.34 **
5210		25483	PITNEY BOWES	1679555 NV13	EQUIPMENT LEASE	102.00
5230		13325	Telecommunications			102.00 *
			TREASURER OF VIRGINIA	T267768	IPAD SERVICE	134.64
5899			Miscellaneous			134.64 *
		12364	CHARLTON CECELIA	REIMB 114	NOTARY RENEWAL	10.00
		28866	STEPS, INC	11260	SHREDDING SERVICE	35.00
		29466	TREASURER OF VIRGINIA	SPRING CONF 114	REGISTRATION-BUTLER	50.00
		29466	TREASURER OF VIRGINIA	SPRING CONF 114	REGISTRATION-GREER	50.00
		29466	TREASURER OF VIRGINIA	SPRING CONF 114	REGISTRATION-BAUER	50.00
		29466	TREASURER OF VIRGINIA	SPRING CONF 114	REGISTRATION-ENNIS	50.00
6001			Office Supplies			245.00 *
		20600	KEY OFFICE SUPPLY	441759	LEGAL 2-DRAWER	219.99
		20600	KEY OFFICE SUPPLY	442548	ENV/TAPE/STAPLES/PEN	129.68
		20600	KEY OFFICE SUPPLY	442549	PENS	32.98
031200			SHERIFF			382.65 *
			Repairs & Maint-Auto & Eq			864.29 **
3311		14300	EAST END MOTOR CO INC	105218	TURN SIGNAL SWITCH	150.96
		14300	EAST END MOTOR CO INC	105481	POWER STEERING HOSE	117.79
		14300	EAST END MOTOR CO INC	105525	INSPECTION	16.00
		14300	EAST END MOTOR CO INC	105586	INSPECTION	16.00
		14915	EXPRESS CARE	5177	OIL CHANGE	54.96
		14915	EXPRESS CARE	5267	OIL CHANGE	42.96
		14915	EXPRESS CARE	5302	OIL CHANGE	86.80
		14915	EXPRESS CARE	5546	OIL CHANGE	41.97
		14915	EXPRESS CARE	5803	OIL CHANGE	46.95
		14915	EXPRESS CARE	5846	OIL CHANGE	46.95
		14915	EXPRESS CARE	5903	OIL CHANGE	36.99
		15150	FARMVILLE AUTO PARTS	103376	DRIVESHAFT U-JOINT	79.48
		15150	FARMVILLE AUTO PARTS	103473	OIL CHANGE	63.79
		15150	FARMVILLE AUTO PARTS	103807	ROTORS/PADS/OIL CHNG	424.58

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 6

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INVOICE#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
3600		15150	FARMVILLE AUTO PARTS	104092	ROTOR/PADS/TIE ROD		1,166.38
		15150	FARMVILLE AUTO PARTS	104281	OIL CHANGE		63.19
			Advertising			ACCOUNT TOTAL	2,455.75 *
5230		15240	FARMVILLE HERALD	SHERIFF 114	ADVERTISING		430.50
			Telecommunications			ACCOUNT TOTAL	430.50 *
		11894	BUSINESS CARD	0555 SHERIFF114	PHONE CHARGER		31.58
		13325	TREASURER OF VIRGINIA	T267728	VCIN		52.57
		20904	KINEX NETWORKING SOLUTION	140101 0011	REMOTE DATA BACKUP		19.95
		21319	CENTURYLINK	309558628 114	VCIN		7.97
		30440	US CELLULAR	918210747 114	PHONE		741.86
			Travel-Subsistence & Lodg			ACCOUNT TOTAL	853.93 *
5530		11894	BUSINESS CARD	0555 SHERIFF114	MEALS		21.14
5540		11894	BUSINESS CARD	0555 SHERIFF114	TRAINING		21.14 *
5801			Accreditation			ACCOUNT TOTAL	345.00
		11894	BUSINESS CARD	0555 SHERIFF114	MEALS/LODGING		345.00 *
		11894	BUSINESS CARD	0555 SHERIFF114	GUN BOXES		943.15
		20600	KEY OFFICE SUPPLY	441673	FILES		168.46
		20600	KEY OFFICE SUPPLY	441781	LABELS		51.98
		20600	KEY OFFICE SUPPLY	442557	FOLDERS/LABELS		15.82
			Office Supplies			ACCOUNT TOTAL	631.23
6001		11894	BUSINESS CARD	0555 SHERIFF114	CREAMER		1,810.64 *
		13369	DIAMOND SPRINGS WATER INC	27961300 114	WATER & EQUIP RENTAL		12.28
		15380	FARMVILLE PRINTING	SHERIFF 114	LOG SHEETS		79.90
		20600	KEY OFFICE SUPPLY	441552	SHEET PROTECTORS		76.12
		20600	KEY OFFICE SUPPLY	441989	COPY PAPER/PUSH PINS		16.98
		28757	STAPLES ADVANTAGE	8028108072	OFFICE SUPPLIES		151.14
			Virso Comm Center Crime P			ACCOUNT TOTAL	539.92
6004		28640	SOUTHSIDE ELECTRIC COOP	536776002 114	ELECTRIC SERVICE		876.34 *
6008		11894	BUSINESS CARD	0555 SHERIFF114	GAS		10.40
			Vehicle & Powered Equip F			ACCOUNT TOTAL	10.40 *
6009		11894	BUSINESS CARD	0555 SHERIFF114	STROBE LIGHT		10.00
		14300	EAST END MOTOR CO INC	105451	TIRES		10.00 *
		14300	EAST END MOTOR CO INC	105562	TIRES		47.14
		14300	EAST END MOTOR CO INC	105743	TIRES		313.70
		15150	FARMVILLE AUTO PARTS	103798	BATTERY		573.08
			Police Supplies			ACCOUNT TOTAL	529.48
6010		11894	BUSINESS CARD	0555 SHERIFF114	GUN CASE		93.49
						ACCOUNT TOTAL	1,556.89 *
							41.90

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 7

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	DMV	INV#	DESCRIPTION	AMOUNT
6011	13012	Uniforms & Wearing Appare GALLS/QUARTERMASTER		13365701	SPECIAL ID-W REED	10.00
	16101	BOOTS		1373624		51.90 *
	26360	QUALITY UNIFORM CO INC		1847	JACKET	176.00
						135.00
						311.00 *
6023	11894	Equipment-Alcohol Grant BUSINESS CARD		0555 SHERIFF114	FLARES	1,106.48
						1,106.48 *
						9,839.97 **
032200		VOLUNTEER FIRE DEPARTMENT				
7001		Payment to Farmville VFD				
	12024	C W WILLIAMS		568366	FOLDING LADDER	171.75
	12024	C W WILLIAMS		568748	GLOVES	61.69
	23166	NAFECO INC		715794	DRESS UNIFORMS	59.35
	23166	NAFECO INC		715810	BRAID	16.00
	23166	NAFECO INC		715902	DRESS UNIFORMS	409.20
	23166	NAFECO INC		716593	INSIGNIA	5.00
	23166	NAFECO INC		717181	PANTS	165.72
	23166	NAFECO INC		717182	DRESS UNIFORMS	406.59
	23166	NAFECO INC		718394	SHIRT	34.10
	32734	WITMER PUBLIC SAFETY GRP		1495573	SHIELD/LETTERING	61.00
	32734	WITMER PUBLIC SAFETY GRP		1499395.001	SHIPPING	15.00
						1,405.40 *
7002		Payment to Rice VFD				
	12024	C W WILLIAMS		568916	HANDLELOK	118.98
	12024	C W WILLIAMS		569144	HOSE STRAPS	110.76
	14527	ELECOM INC		34067	RADIO REPAIR	243.29
	14728	EMERGENCY APPARATUS		1911	CHECKED BATTERY CHRGR	76.52
	14728	EMERGENCY APPARATUS		1913	BATTERY	177.00
	19490	JOHN DEERE FINANCIAL		27930	DIESEL	206.75
	19490	JOHN DEERE FINANCIAL		27934	GAS	144.77
	19490	JOHN DEERE FINANCIAL		46832	PROPANE	589.43
	19490	JOHN DEERE FINANCIAL		78741 114	MERCHANDISE RETURNED	69.64 -
	25910	PRO AUTO ELECTRIC INC		27704	REPAIR CHARGING SYST	800.00
	31368	VFIS		239581104	PORTFOLIO INSURANCE	2,345.00
	31368	VFIS		239607104	UMBRELLA/EXCESS INS	188.00
	31844	DOMINION VA POWER		4500495009 114	ELECTRIC SERVICE	250.13
	31846	DOMINION VA POWER		5487358649 114	ELECTRIC SERVICE	12.66
	36600	ZURICH-AMERICAN		58878591	WORKERS COMP INSURAN	3,420.00
						8,613.65 *
7003		Payment to Prospect VFD				
	10851	ATLANTIC EMERGENCY		EOS08449P	HORIZONTAL MOUNT	151.00
	11240	BENCHMARK COMMUNITY BANK		PROSPECT TRK#24	TRUCK PAYMENT	3,500.00
	11240	BENCHMARK COMMUNITY BANK		PROSPECT TRK#25	TRUCK PAYMENT	3,500.00
	12742	COMMTRONICS OF VIRGINIA		208029	RADIO REPAIR	48.64
	12742	COMMTRONICS OF VIRGINIA		211099	RADIO REPAIR	340.00

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 8

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	IN#	DESCRIPTION	AMOUNT
		12742	COMMTRONICS OF VIRGINIA	211101	RADIO REPAIR	85.00
		14700	ELLINGTON ENERGY SERVICE	602570	DIESEL	164.42
		15150	FARMVILLE AUTO PARTS	103781	TIRE CHAINS	386.41
		15560	FARMVILLE WHSALE ELECTRIC	521734	FLUORESCENT BULBS	66.00
		15908	FOSTER FUELS INC	299374T	LP GAS	462.48
		25210	PAMPLIN EXXON	PROSPECT FD 114	DIESEL	80.20
		25782	PRINCE EDWARD CO PBLC SCH	DIESEL-DEC 2013	DIESEL	196.00
		29440	PRINCE EDWARD CO TREAS	GAS-AUG 2013	GAS	71.15
		29440	PRINCE EDWARD CO TREAS	GAS-DEC 2013	GAS	128.36
		29440	PRINCE EDWARD CO TREAS	GAS-NOV 2013	GAS	141.43
		29440	PRINCE EDWARD CO TREAS	GAS-OCT 2013	GAS	145.20
		29440	PRINCE EDWARD CO TREAS	GAS-SEPT 2013	GAS	180.63
		31359	VEST'S SALE & SERVICE INC	9832	FIRE BOOTS	142.00
		31844	DOMINION VA POWER	6120897506 114	ELECTRIC SERVICE	5.74
		31844	DOMINION VA POWER	6120897506 114A	ELECTRIC SERVICE	5.66
		31844	DOMINION VA POWER	7600812502 114	ELECTRIC SERVICE	5.85
		31844	DOMINION VA POWER	7600812502 114A	ELECTRIC SERVICE	5.66
		31846	DOMINION VA POWER	7020850009 114	ELECTRIC SERVICE	237.91
		31846	DOMINION VA POWER	7020850009 114A	ELECTRIC SERVICE	208.49
		31846	DOMINION VA POWER	8898799252 114	ELECTRIC SERVICE	13.76
		31846	DOMINION VA POWER	8898799252. 114A	ELECTRIC SERVICE	13.87
7004			Payment to Darlington VFD		ACCOUNT TOTAL	10,285.86 *
		12024	C W WILLIAMS	C46110	RETURN	50.00-
		12024	C W WILLIAMS	C46111	RETURN	317.06-
		12024	C W WILLIAMS	568604	BRACKET	76.28
		12024	C W WILLIAMS	568953	GLOVES	61.69
		12024	C W WILLIAMS	569262	BOOTS	330.26
		12996	CYRUS PEST CONTROL CO	JANUARY 2014	EXTERMINATING SERVIC	45.00
		13166	DAVIS GMC TRUCK INC	25166	INSPECTION	16.00
		14700	ELLINGTON ENERGY SERVICE	3632	PROPANE	434.81
		14700	ELLINGTON ENERGY SERVICE	3638	PROPANE	709.57
		28640	SOUTHSIDE ELECTRIC COOP	38156001 114	ELECTRIC SERVICE	255.65
		28640	SOUTHSIDE ELECTRIC COOP	38156001 114A	ELECTRIC SERVICE	243.01
		29083	TAYLOR-FORBES EQUIP CO	CR09390	CREDIT	9.60-
		29083	TAYLOR-FORBES EQUIP CO	IN23550	CHAINS AW PARTS	99.63
		31333	VERIZON WIRELESS	9717132741	PHONE	65.30
		31335	VERIZON	248 6805 114	PHONE	146.90
7006			Payment to Pamplin VFD		ACCOUNT TOTAL	2,107.44 *
		10105	AT&T	0542850046 114	PHONE	45.36
		10105	AT&T	0590850970 114	PHONE	53.96
		15656	FIRE & SAFETY EQUIP CO	64311	SHIRT	77.00
		15656	FIRE & SAFETY EQUIP CO	64576	JACKET	113.00
		15908	FOSTER FUELS INC	262094T	PROPANE	238.58
		15908	FOSTER FUELS INC	262113T	PROPANE	193.19
		15908	FOSTER FUELS INC	262114T	PROPANE	538.71
		25201	PAMPLIN VOL FIRE DEPT EMS	INSURANCE 114	SELECTIVE INSURANCE	15,319.28
		25210	PAMPLIN EXXON	PAMPLIN FD 114	TRUCK REPAIRS	979.84

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 9

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
7007		25210	PAMPLIN EXXON	PAMPLIN FD 114	FUEL	393.74
		31335	VERIZON	248 6100 114	PHONE	64.52
		31335	VERIZON	248 6100 114A	PHONE	65.50
		31335	VERIZON	248 6690 114	PHONE	59.06
		31846	DOMINION VA POWER	4743517221 114	ELECTRIC SERVICE	333.73
		31846	DOMINION VA POWER	6280980001 114	ELECTRIC SERVICE	74.61
					ACCOUNT TOTAL	18,550.08 *
		22812	MOTOROLA SOLUTIONS INC	91443011	RADIO PARTS/REPAIR	222.17
		25246	PARKER OIL CO INC	CREDIT 114	CREDIT	176.49-
		25246	PARKER OIL CO INC	54003	PROPANE	359.62
		25246	PARKER OIL CO INC	61419	PROPANE	500.54
		25246	PARKER OIL CO INC	66061	PROPANE	215.59
		25246	PARKER OIL CO INC	66731	DIESEL	901.73
		25246	PARKER OIL CO INC	87459	PROPANE	445.77
		25246	PARKER OIL CO INC	96241	DIESEL	502.44
		25246	PARKER OIL CO INC	98404	PROPANE	240.73
		31335	VERIZON	736 0633 114	PHONE	178.43
		31335	VERIZON	736 0633 114A	PHONE	179.14
		31846	DOMINION VA POWER	0519881510 114	ELECTRIC SERVICE	297.07
		31846	DOMINION VA POWER	0519881510 114A	ELECTRIC SERVICE	263.47
		31846	DOMINION VA POWER	1913347348 114	ELECTRIC SERVICE	34.33
		31846	DOMINION VA POWER	1913347348 114A	ELECTRIC SERVICE	32.52
		31846	DOMINION VA POWER	2725824417 114	ELECTRIC SERVICE	13.76
		31846	DOMINION VA POWER	2725824417 114A	ELECTRIC SERVICE	13.76
		32146	WATKINS INSURANCE AGENCY	27192	PKG/AUTO/UMBRELLA	3,592.00
		32262	WATTS AUTO SERVICE	31937	TIRES	800.00
		32262	WATTS AUTO SERVICE	31950	TIRES	840.00
					ACCOUNT TOTAL	9,456.58 *
					MAJOR TOTAL	50,419.01 **
032500			EMERGENCY SERVICES			
3160		29280	Professional Service E-91 TIMMONS GROUP	157941	E911 ADDRESSING	185.00
6014		21005	Other Operating Supplies KORMAN SIGNS	265071	MILE POST MARKERS	185.00 *
					ACCOUNT TOTAL	1,968.22
					MAJOR TOTAL	1,968.22 *
034100			BUILDING OFFICIAL			
5230		30439	Telecommunications US CELLULAR	816442183 114	PHONE	23.41
		30440	US CELLULAR	816442183 114	PHONE	23.91
5530		21498	Travel-Subsistence & Lodg LEATHERWOOD COY	EXPENSES-DEC 13	MEAL	47.32 *
					ACCOUNT TOTAL	6.90

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 10

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5540	21498	LEATHERWOOD COY	EXPENSES-JAN 14	MEAL	9.14 *
				ACCOUNT TOTAL	16.04 *
5810	21498	Travel-Convention & Educa LEATHERWOOD COY	EXPENSES-DEC 13	MTG REGISTRATION	15.00
			EXPENSES-JAN 14	MTG REGISTRATION	15.00
				ACCOUNT TOTAL	30.00 *
5880	31293	Dues & Association Member VBCCA	2014 DUES	DUES	35.00
				ACCOUNT TOTAL	35.00 *
035100	29642	2 1/2 Blg Permit Surcharge TREASURER OF VIRGINIA	PERMIT LEVY 114	2ND QTR PERMIT LEVY	216.43
				ACCOUNT TOTAL	216.43 *
				MAJOR TOTAL	344.79 **
5110	31844	Electrical Services DOMINION VA POWER	0890745003 114	ELECTRIC SERVICE	456.61
			0890745003 114A	ELECTRIC SERVICE	490.14
				ACCOUNT TOTAL	946.75 *
5230	21319	Telecommunications CENTURYLINK	310119726 114	PHONE	136.52
			816442183 114	PHONE	47.07
			816442183 114	PHONE	46.82
				ACCOUNT TOTAL	230.41 *
6002	32138	Supplies for Shelter WAL-MART COMMUNITY/GECRB	2238 CO ADM 114	DOG FOOD	79.92
			2238 CO ADM 114	LITTER	7.12
			2238 CO ADM114A	DOG FOOD	159.84
				ACCOUNT TOTAL	246.88 *
6005	32138	Janitorial Supplies WAL-MART COMMUNITY/GECRB	2238 CO ADM114A	BLEACH/CLEAN SUPPLIE	44.63
				ACCOUNT TOTAL	44.63 *
6011	25120	Uniforms and Wearing Appa PAIRET'S INC	21833	BLAZE ORANGE CAPS	40.00
			2238 CO ADM 114	BOOTS	85.94
				ACCOUNT TOTAL	125.94 *
				MAJOR TOTAL	1,594.61 **
035300		MEDICAL EXAMINER			
3110	29459	Professional Health Serv TREASURER OF VIRGINIA	WILLIAMS JOSEPH	CORONER	20.00
				ACCOUNT TOTAL	20.00 *
				MAJOR TOTAL	20.00 **
036100		BIOSOLIDS MONITORING			
5230	30439	Telecommunications US CELLULAR	816442183 114	PHONE	23.41

MAJOR#	VENDOR	INVOICE#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME	PHONE	
042300	30440	US CELLULAR		
				ACCOUNT TOTAL
				MAJOR TOTAL
3160	27191	Professional Services		1,030.90
	27191	RESOURCE INTERNATIONAL		2,267.50
		RESOURCE INTERNATIONAL		ACCOUNT TOTAL
3310	10900	Repairs/Maintenance		12.84
	12032	AYERS BLDG. & SUPPLY CO		4,789.00
	15560	C & L MACHINE & WELDING		27.76
	21811	FARMVILLE WHSALE ELECTRIC		14.21
	22669	LOWE'S		90.89
		MOORE SCALE SRV-WSTRN VA		ACCOUNT TOTAL
3311	14300	Repairs & Maint-Auto & Eq		4,934.70
	23248	EAST END MOTOR CO INC		2,625.63
	28596	NAPA OF FARMVILLE		21.38
		SOUTHERN STATES		27.93
				ACCOUNT TOTAL
3840	12736	Contract Landfill - POS		2,674.94
	12736	CONTAINER FIRST SERVICES		100.00
	12736	CONTAINER FIRST SERVICES		190.00
	12736	CONTAINER FIRST SERVICES		84.00
	27191	RESOURCE INTERNATIONAL		13,922.82
	32953	WRIGHT'S EXCAVATING LLC		48,093.75
				ACCOUNT TOTAL
3841	14723	Purchase of Serv - Recycli		62,390.57
	14723	EMANUEL TIRE OF VIRGINIA		483.60
	14723	EMANUEL TIRE OF VIRGINIA		1,471.50
	14723	EMANUEL TIRE OF VIRGINIA		532.80
	14723	EMANUEL TIRE OF VIRGINIA		481.20
	28866	STEPS, INC		2,339.06
	29029	SYNERGY RECYCLING LLC		1,751.65
				ACCOUNT TOTAL
5110	28640	Electrical Services		7,059.81
	28640	SOUTHSIDE ELECTRIC COOP		110.15
	28640	SOUTHSIDE ELECTRIC COOP		118.58
	28640	SOUTHSIDE ELECTRIC COOP		173.35
	31844	DOMINION VA POWER		99.47
	31844	DOMINION VA POWER		5.83
	31844	DOMINION VA POWER		133.39
	31846	DOMINION VA POWER		124.80
	31846	DOMINION VA POWER		101.63
	31846	DOMINION VA POWER		14.61
	31846	DOMINION VA POWER		15.55
				ACCOUNT TOTAL

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 12

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
		31846	DOMINION VA POWER	7471653571 114	WORSHAM SITE	139.51
		31846	DOMINION VA POWER	7471653571 114A	WORSHAM SITE	138.17
		31846	DOMINION VA POWER	8601161519 114	PROSPECT SITE	131.58
		31846	DOMINION VA POWER	8601161519 114A	PROSPECT SITE	132.64
		31846	DOMINION VA POWER	9176847250 114	LANDFILL SITE	89.06
		31846	DOMINION VA POWER	9176847250 114A	LANDFILL SITE	91.08
					ACCOUNT TOTAL	1,715.58 *
5230			Telecommunications			
		10105	AT&T	0206193130 114	PHONE	45.45
		10105	AT&T	0542717850 114	PHONE	42.54
		10105	AT&T	0542719737 114	PHONE	42.27
		10105	AT&T	0542719737 114A	PHONE	47.77
		10105	AT&T	0543012038 114	PHONE	77.70
		10105	AT&T	0543316054 114	PHONE	59.83
		10105	AT&T	0543316065 114	PHONE	52.34
		10105	AT&T	0590855629 114	PHONE	42.27
		21319	CENTURYLINK	309326764 114	PHONE	52.17
		21319	CENTURYLINK	309480181 114	PHONE	53.45
		21319	CENTURYLINK	309480181 114A	PHONE	51.57
		21319	CENTURYLINK	309553498 114	PHONE	45.22
		21319	CENTURYLINK	309615846 114	PHONE	46.90
		21319	CENTURYLINK	309714661 114	PHONE	49.45
		21319	CENTURYLINK	310039285 114	PHONE	41.83
		30439	US CELLULAR	816442183 114	PHONE	23.41
		30440	US CELLULAR	816442183 114	PHONE	26.41
		31335	VERIZON	248 5696 114	PHONE	48.17
		31335	VERIZON	248 5696 114A	PHONE	48.91
		31335	VERIZON	736 2828 114	PHONE	76.36
		31335	VERIZON	736 2828 114A	PHONE	76.46
					ACCOUNT TOTAL	1,050.48 *
5440		28869	Portable Toilet Rental			
			STIFF O O INC	2498	MONTHLY SERVICE	662.50
					ACCOUNT TOTAL	662.50 *
6008		25782	Vehicle & Powered Equip F			
			PRINCE EDWARD CO PBLC SCH	DIESEL-DEC 2013	DIESEL	1,603.13
					ACCOUNT TOTAL	1,603.13 *
6009		14300	Vehicle & Powered Equip S			
			EAST END MOTOR CO INC	105296	BATTERIES	449.24
					ACCOUNT TOTAL	449.24 *
					MAJOR TOTAL	85,839.35 **
043200			GENERAL PROPERTIES			
3310			Repairs/Maintenance			
		11410	DOLI/BOILER SAFETY	954079023	BOILER INSPECTION	20.00
		13730	DODSON BROS EXTERMINATING	158003 114	PEST CONTROL-CANNERY	38.00
		13730	DODSON BROS EXTERMINATING	158005 114	PEST CONTROL-WORSHAM	38.00
		13730	DODSON BROS EXTERMINATING	158006 114	PEST CONTROL-SCOPE	38.00
		13730	DODSON BROS EXTERMINATING	158007 114	PEST CONTROL-CH	85.00

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 13

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3311		14300	Repairs & Maint-Auto & Eq			
		29093	EAST END MOTOR CO INC	158010 114	INSPECTION	16.00
			TAYLOR-FORBES EQUIP CO	W059066	FUEL PUMP/CLEAN CARB	598.65
					ACCOUNT TOTAL	614.65 *
5110			Electrical Services			
		28640	SOUTHSIDE ELECTRIC COOP	114379002 114	SRR LIGHTS	30.38
		28640	SOUTHSIDE ELECTRIC COOP	114379002 114A	LIGHTS AT SRR	30.34
		31844	DOMINION VA POWER	1230385005 114	ROY CLARK MONUMENT	5.74
		31844	DOMINION VA POWER	2786281903 114	COURTHOUSE	10,529.55
		31844	DOMINION VA POWER	9670710004 114	SHOP	43.21
		31844	DOMINION VA POWER	9670710004 114A	SHOP	43.64
		31846	DOMINION VA POWER	1545926683 114	SCOPE BLDG	385.23
		31846	DOMINION VA POWER	4951935099 114	SHERIFF DEPT SHED	5.66
		31846	DOMINION VA POWER	4951935099 114A	SHERIFF DEPT SHED	5.66
		31846	DOMINION VA POWER	5856894620 114	WORSHAM CLERK OFFICE	135.64
		31846	DOMINION VA POWER	5856894620 114A	WORSHAM CLERK OFFICE	112.04
		31846	DOMINION VA POWER	6669158583 114	LIGHTS AT RICE	110.14
		31846	DOMINION VA POWER	8105475944 114	AG BLDG	2,476.70
					ACCOUNT TOTAL	13,913.93 *
5120			Heating Services			
		14700	ELLINGTON ENERGY SERVICE	3555	FUEL OIL	6,555.57
		14700	ELLINGTON ENERGY SERVICE	602602	FUEL OIL	3,021.00
		25247	PARKER OIL COMPANY INC	103905	HEATING OIL-CH	4,366.60
		25247	PARKER OIL COMPANY INC	104741	HEATING OIL-CH	6,555.39
					ACCOUNT TOTAL	20,498.56 *
5130			Water & Sewer			
		29332	TOWN OF FARMVILLE	AG BLDG 114	WATER/SEWER	84.02
		29332	TOWN OF FARMVILLE	CH IRRIG 114	WATER	10.75
		29332	TOWN OF FARMVILLE	SCOPE BLDG 114	WATER/SEWER	33.65
					ACCOUNT TOTAL	128.42 *
5230			Telecommunications			
		10105	AT&T	7305055660 114	PHONE	42.54
		21319	CENTURYLINK	310262069 114	PHONE	53.61
		21319	CENTURYLINK	310441360 114	PHONE	79.36
		30439	US CELLULAR	816442183 114	PHONE	124.79
		30440	US CELLULAR	816442183 114	PHONE	128.77
					ACCOUNT TOTAL	429.07 *
5440			Portable Toilet Rental			
		28869	STIFF O O INC	2498	MONTHLY SERVICE	100.00
					ACCOUNT TOTAL	100.00 *
6001			Office Supplies			
		11902	BUSINESS DATA OF VA, INC.	20130423	NORTON UPDATE	29.95
					ACCOUNT TOTAL	29.95 *
6005			Janitorial Supplies			
		10719	ARAMARK UNIFORM SERVICES	792482070 114	JANITORIAL SUPPLIES	550.74

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 14

MAJOR#	VENDOR NUMBER	VENDOR NAME	INVOICE#	DESCRIPTION	AMOUNT
6007	10900	Repairs and Maintenance S			
	13367	DIAMOND PAPER COMPANY	113686	HANDSOAP/TOWELS	917.04
	21811	LOWE'S	901754	CLEANING SUPPLIES	49.14
	32550	WILCO INC.	1260146 02	GLOVES	75.00
	32550	WILCO INC.	1260146 03	TRASHBAGS	74.20
				ACCOUNT TOTAL	1,666.12 *
	11492	ARCET EQUIPMENT CO	2211498	LIGHTBULB	4.19
	11894	BUSINESS CARD	0460 PUCKETT114	GLOVES	22.62
	13369	DIAMOND SPRINGS WATER INC	11393100 114	SECURITY MONITOR	380.18
	13369	DIAMOND SPRINGS WATER INC	11393100 114A	WATER & EQUIP RENTAL	29.80
	15150	FARMVILLE AUTO PARTS	104050	EQUIPMENT RENTAL	8.95
	17877	HUDSON-PAYNE ELECTRONICS	13123108	WD40/OIL	14.52
	21811	LOWE'S	901358	ALARM MODULE	465.63
	21811	LOWE'S	901754	CABLE	8.40
	21811	LOWE'S	901916	NUTS/BOLTS/WASHERS	3.29
	21811	LOWE'S	910626	COPPER PIPE/MAP GAS	18.30
	25120	PAIRET'S INC	21853	BOILER REPAIR CEMENT	10.42
	25680	PRICE SUPPLY CO INC	835326	NO DOGS ALLOWED SIGN	30.00
	27770	ROD & STAFF WELDING	42215	FUEL OIL FILTERS	79.03
	27922	CINTAS CORPORATION #524	524 09428 114	METAL CHANNEL/ANGLE	58.20
	28352	SHERWIN WILLIAMS CO	01204	UNIFORM RENTAL	316.52
	28352	SHERWIN WILLIAMS CO	99935	PAINT/COVERALLS/PAIL	445.23
	28596	SOUTHERN STATES	94457	ROLLERS/BRUSHES	63.07
				ACCOUNT TOTAL	2,108.15 *
6008	25782	Vehicle & Powered Equip F			
		PRINCE EDWARD CO PBLC SCH	DIESEL-DEC 2013	DIESEL	164.86
				ACCOUNT TOTAL	164.86 *
6009	15150	Vehicle & Powered Equip S			
	15150	FARMVILLE AUTO PARTS	103968	OIL/FILTER/CLEANER	42.17
	15721	FARMVILLE AUTO PARTS	104182	WIPER BLADES	18.78
		FISHER AUTO PARTS, INC.	056 084069	OIL & FILTER	61.58
				ACCOUNT TOTAL	122.53 *
043400	CANNERY			MAJOR TOTAL	45,439.06 **
3161	31653	Professional Services-Can			
		VIRGINIA FOOD WORKS	PEC 1/14	CONTRACT PAYMENT	2,916.67
				ACCOUNT TOTAL	2,916.67 *
3310	21830	Repairs & Maintenance			
		LUCK STONE CORPORATION	100118626	GRAVEL	388.41
				ACCOUNT TOTAL	388.41 *
5110	28640	Electrical Services			
	28640	SOUTHSIDE ELECTRIC COOP	44435001 114	ELECTRIC SERVICE	338.56
		SOUTHSIDE ELECTRIC COOP	44435001 114A	ELECTRIC SERVICE	312.39
				ACCOUNT TOTAL	650.95 *
5120	14700	Heating Services			
		ELLINGTON ENERGY SERVICE	3556	FUEL OIL	1,272.00
				ACCOUNT TOTAL	1,272.00 *

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 15

MAJOR# ACCT# 5230	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
6014	21319	Telecommunications CENTURYLINK	310248529	PHONE	202.71 *	202.71 *
	17778	Other Operating Supplies HUBERT CO	608907	DIPPER/MEASURE URN	114.15	114.15 *
053500		COMPREHENSIVE SERVICES ACT			5,544.89 **	5,544.89 **
3160		CSA Programs				
	11191	BEAR CREEK ACADEMY	427	PROFESSIONAL SERVICE	6,510.00	6,510.00
	12280	CENTRA HEALTH	6173 114	PROFESSIONAL SERVICE	1,938.00	1,938.00
	12280	CENTRA HEALTH	6222 114	PROFESSIONAL SERVICE	1,938.00	1,938.00
	12280	CENTRA HEALTH	7912 114	PROFESSIONAL SERVICE	2,355.00	2,355.00
	12280	CENTRA HEALTH	8209 114	PROFESSIONAL SERVICE	2,355.00	2,355.00
	12280	CENTRA HEALTH	8360 114	PROFESSIONAL SERVICE	2,355.00	2,355.00
	12280	CENTRA HEALTH	8370 114	PROFESSIONAL SERVICE	2,355.00	2,355.00
	12280	CENTRA HEALTH	8422 114	PROFESSIONAL SERVICE	2,355.00	2,355.00
	12280	CENTRA HEALTH	8674 114	PROFESSIONAL SERVICE	2,520.00	2,520.00
	14575	ELK HILL	30084	PROFESSIONAL SERVICE	2,100.00	2,100.00
	14933	FAMILY PRESERVATION SERV	BOWM071801 114	PROFESSIONAL SERVICE	691.25	691.25
	14933	FAMILY PRESERVATION SERV	IRVA081900 114	PROFESSIONAL SERVICE	262.50	262.50
	14933	FAMILY PRESERVATION SERV	WILDO90906 114	PROFESSIONAL SERVICE	691.25	691.25
	16672	GRAFTON SCHOOL INC	1854 114	PROFESSIONAL SERVICE	3,933.75	3,933.75
	16672	GRAFTON SCHOOL INC	2068 114	PROFESSIONAL SERVICE	4,348.75	4,348.75
	16672	GRAFTON SCHOOL INC	3197 114	PROFESSIONAL SERVICE	3,868.75	3,868.75
	16672	GRAFTON SCHOOL INC	7041 114	PROFESSIONAL SERVICE	3,543.75	3,543.75
	21807	LONG ASHLEY	JANUARY 2014	FOSTER CARE	3,957.00	3,957.00
	23872	NORTH SPRING BEHAVIORAL	877 1213	PROFESSIONAL SERVICE	3,225.00	3,225.00
	29152	THE HUGHES CENTER	11994	PROFESSIONAL SERVICE	3,872.00	3,872.00
	31648	VIRGINIA FAMILY SERVICES	CJ 114	PROFESSIONAL SERVICE	240.00	240.00
	31648	VIRGINIA FAMILY SERVICES	GL 114	PROFESSIONAL SERVICE	390.00	390.00
	31648	VIRGINIA FAMILY SERVICES	HB 114	PROFESSIONAL SERVICE	330.00	330.00
	31648	VIRGINIA FAMILY SERVICES	NL 114	PROFESSIONAL SERVICE	360.00	360.00
	31664	VA HOME FOR BOYS & GIRLS	738	PROFESSIONAL SERVICE	3,771.15	3,771.15
081100		PLANNING			60,266.15 *	60,266.15 *
3600		Advertising			60,266.15 **	60,266.15 **
	15240	FARMVILLE HERALD	CO ADM 114	ADVERTISING	128.13	128.13 *
5230		Telecommunications			46.82	46.82
	30439	US CELLULAR	816442183 114	PHONE	46.82	46.82 *
	30440	US CELLULAR	816442183 114	PHONE	93.64 *	93.64 *
					221.77 **	221.77 **

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 16

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
081500	5530	ECONOMIC DEVELOPMENT			
	11894	Travel-Subsistence & Lodg BUSINESS CARD	2078	MEALS	196.48 *
				ACCOUNT TOTAL	196.48 *
				MAJOR TOTAL	196.48 **
081600		TOURISM			
5110	31846	Electrical Services DOMINION VA POWER	0675198071	ELECTRIC SERVICE	209.05
	31846	DOMINION VA POWER	0675198071	ELECTRIC SERVICE	214.26
	31846	DOMINION VA POWER	1059387447	ELECTRIC SERVICE	102.90
	31846	DOMINION VA POWER	1059387447	ELECTRIC SERVICE	92.27
				ACCOUNT TOTAL	618.48 *
5120	14700	Heating Service ELLINGTON ENERGY SERVICE	4913	PROPANE	545.55 *
				ACCOUNT TOTAL	545.55 *
5130	29332	Water & Sewer TOWN OF FARMVILLE	MOORE BLDG 114	WATER/SEWER	47.65
				ACCOUNT TOTAL	47.65 *
5210	11894	Postal Services BUSINESS CARD	0460	UPS	19.36 *
				ACCOUNT TOTAL	19.36 *
5230	21319	Telecommunications CENTURYLINK	310393238	PHONE	315.39 *
				ACCOUNT TOTAL	315.39 *
5898	10641	VTC Best Part Grant APPOMATTOX TOWN OF	912	POSTAGE SEPT-DEC	303.04 *
				ACCOUNT TOTAL	303.04 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	20130423	NORTON UPDATE	29.95
	20600	KEY OFFICE SUPPLY	442382	TONER	139.99
	32138	WAL-MART COMMUNITY/GECRB	2238	OFFICE SUPPLIES	56.02
				ACCOUNT TOTAL	225.96 *
				MAJOR TOTAL	2,075.43 **
082300		FLOOD & EROSION CONTROL			
5460	19928	Regional Stormwater Grant JOYCE ENGINEERING INC	02020826	STORMWATER GRANT	2,560.00
				ACCOUNT TOTAL	2,560.00 *
				MAJOR TOTAL	2,560.00 **
083500		COOPERATIVE EXTENSION OFFICE			
3199	29913	Purchase of Service - Oth TREASURER VA TECH	2ND QTR 114	LOCAL SUPPORT	13,971.93
				ACCOUNT TOTAL	13,971.93 *

AP375H
1/28/2014
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 17

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230	21319	Telecommunications CENTURYLINK	309520098 114	PHONE	104.72 *
				ACCOUNT TOTAL	104.72 *
				MAJOR TOTAL	14,076.65 **
091000		GENERAL EXPENSE			
5230		Internal Telecom Account			
	23933	LUMOS NETWORKS	165866886 114	PHONE	2,740.61
	23933	LUMOS NETWORKS	165866886 114A	PHONE	2,688.95
				ACCOUNT TOTAL	5,429.56 *
5803		Internal Fuel Account			
	19230	JAMES RIVER PETROLEUM	S113869	GAS	3,485.09
	19230	JAMES RIVER PETROLEUM	S114715	GAS	3,499.33
	19230	JAMES RIVER PETROLEUM	S115593	GAS	4,067.34
	19230	JAMES RIVER PETROLEUM	S116278	GAS	2,904.00
				ACCOUNT TOTAL	13,955.76 *
				MAJOR TOTAL	19,385.32 **
094000		CAPITAL PROJECTS			
0024		Cannery			
	10006	A-PLUS HOME SOLUTIONS	32 2/2	WALK-IN COOLER	3,500.00
	11770	BURKETT RESTAURANT EQUIP	42217	FOOD PROCESSOR	7,508.30
	11894	BUSINESS CARD	0460 PUCKETT114	WATER TANKS	2,811.97
	11894	BUSINESS CARD	0460 PUCKETT114	WATER PUMP	197.61
	16671	GRAINGER	873162838	DRAINAGE MAT	513.45
	30398	ULINE	55790500	PALLET TRUCK	402.63
				ACCOUNT TOTAL	14,933.96 *
0028		Prospect Depot VDOT Grant			
	17925	HURT & PROFFITT, INC	33925	PROJECT ENGINEER	1,422.83
	29597	TREASURER OF VIRGINIA	DEPOT 114	PLAN REVIEW	125.00
				ACCOUNT TOTAL	1,547.83 *
				MAJOR TOTAL	16,481.79 **
095000		DEBT SERVICE			
0006		Interest Expense (YMCA)			
	12360	CENTRAL VIRGINIA BANK	24743759 114	YMCA LOAN-INTEREST	19,044.37 *
				ACCOUNT TOTAL	19,044.37 *
				MAJOR TOTAL	19,044.37 **
				FUND TOTAL	405,520.16

AP375H
1/28/2014
FUND # - 501 WATER FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 18

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
043200	29332	Water Service TOWN OF FARMVILLE	114	WATER	27.98
				ACCOUNT TOTAL	27.98 *
				MAJOR TOTAL	27.98 **
				FUND TOTAL	27.98

AP375H
1/28/2014
FUND # - 502 SEWER FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 19

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
043200	31846	Electrical Services DOMINION VA POWER	4148700281	114 SEWER PUMP	45.42
				ACCOUNT TOTAL	45.42 *
				MAJOR TOTAL	45.42 **
				FUND TOTAL	45.42

AP375H
1/28/2014
FUND # - 732

RETIREMENT BENEFIT FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014

AFTER CHECKS
PAGE 20

MAJOR#	VENDOR	NUMBER	VENDOR	NAME	INV#	DESCRIPTION	AMOUNT
002230	RETIREMENT BENEFIT FUND						
1101	LEOS Disbursements	25257	JOHNS VICKI K		JANUARY 2014	RETIREE BENEFIT	1,094.00
							1,094.00 *
							1,094.00 **
						ACCOUNT TOTAL	
						MAJOR TOTAL	
						FUND TOTAL	1,094.00

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
021400	PIEDMONT COURT SERVICES				
5110	31846	Electrical Service			
	31846	DONIMION VA POWER	4324962309 114	ELECTRIC SERVICE	115.33
	31846	DONIMION VA POWER	4324962309 114A	ELECTRIC SERVICE	151.73
	31846	DONIMION VA POWER	7218131923 114	ELECTRIC SERVICE	175.02
	31846	DONIMION VA POWER	7218131923 114A	ELECTRIC SERVICE	159.04
				ACCOUNT TOTAL	601.12 *
5210	22079	Postal Services			
		MAIL FINANCE	N13051098	POSTAGE METER LEASE	190.68
				ACCOUNT TOTAL	190.68 *
5230	21319	Telecommunications			
	23933	CENTURYLINK	310357807 114	FAX LINE	60.87
	23933	LUMOS NETWORKS	174057257	PHONE	298.11
	23933	LUMOS NETWORKS	174057257 114	PHONE	295.41
				ACCOUNT TOTAL	654.39 *
5510	15649	Travel - Mileage			
	15954	FERRELL JULIANNA	EXPENSES 114	MILEAGE	72.31
	16682	FRANKLIN SHEENA	MILEAGE 114	MILEAGE	95.71
	16944	GRAY SHARON	MILEAGE 114	MILEAGE	51.41
	22217	STIMPSON CONNIE	EXPENSES 114	MILEAGE	76.46
	23340	MAXEY RENEE T	MILEAGE 114	MILEAGE	45.20
		NASH ASHLEY	MILEAGE 114	MILEAGE	3.39
				ACCOUNT TOTAL	344.48 *
6001	16944	Office Supplies			
		STIMPSON CONNIE	EXPENSES 114	OFFICE SUPPLIES	12.88
				ACCOUNT TOTAL	12.88 *
6012	15649	Books & Subscriptions			
		FERRELL JULIANNA	EXPENSES 114	NEWSPAPER	.50
				ACCOUNT TOTAL	.50 *
6040	28587	ADP Equipment			
		SOUTHERN COPIER SALES &	56808	COPIER	1,165.00
				ACCOUNT TOTAL	1,165.00 *
				MAJOR TOTAL	2,969.05 **
097001	PCS SUPERVISION FEES EXPENDITURES				
3310	28587	PCS - Repairs and Mainten			
		SOUTHERN COPIER SALES &	56808	MAINT CONTRACT-1 YR	750.00
				ACCOUNT TOTAL	750.00 *
5420	28724	PCS - Lease/Rent of Build			
		SRP CORPORATION LLC	RENT 114	RENT	2,500.00
				ACCOUNT TOTAL	2,500.00 *
6040	12726	PCS - ADP Equipment			
	12747	COMPRO COMPUTERS	2049 0717	MONITORS/HUB/BACKUP	1,339.50
	20904	COMMORLD	4884	SET UP SERV/COMPTRS	1,550.00
	28587	KINEX NETWORKING SOLUTION	140110 0035	SETUP REMOTE BACKUP	65.00
		SOUTHERN COPIER SALES &	56808	COPIER	2,935.00
				ACCOUNT TOTAL	5,889.50 *
				MAJOR TOTAL	9,139.50 **

AP375H PRINCE EDWARD
1/28/2014 LISTING OF INVOICES FOR 1/01/2014 -- 1/28/2014
FUND # - 741 PIEDMONT COURT SERVICES FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
097002	PCS DRUG TESTING FEES				
0001	PCS Drug Testing Fees				19.48
28095	ALERE TOXICOLOGY SERV INC		259387	DRUG TESTING	19.48 *
					19.48 **
				FUND TOTAL	12,128.03
				ACCOUNT TOTAL	
				MAJOR TOTAL	
				TOTAL DUE	418,815.59

Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____

_____ Title _____ Date _____

_____ Title _____ Date _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11 2014
Item No.: 5-d
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: 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.

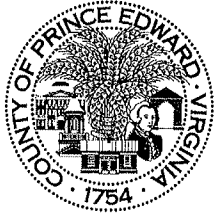
Recommendation: None.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 5-e
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: Appropriations

Summary:

The County received \$243.88 from the DMV from the sale of Licenses Plates that must be used to support dog and cat sterilization. The County's practice has been to provide these funds to the Southside SPCA.

Attachments:

Recommendation:

Approve the budget amendment and appropriate the same funds as displayed below.

FY14 BUDGET AMENDMENT

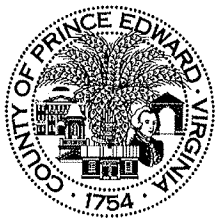
REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
3(Rev)	100	24040	0060	Spay/Neuter		\$243.88
4(Exp)	100	35100	5899	Animal Control-Mtsc	\$243.88	

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



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

Meeting Date: February 11, 2014
Item No.: 6
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: FY 13 County Audit

Summary:

Matthew McLearn, CPA with Robinson, Farmer, Cox will be in attendance at the February 11, 2014 meeting to present the County's FY13 Audit.

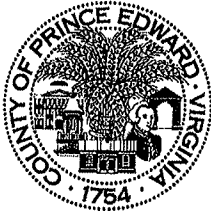
Below are some of the highlights of the FY13 Audit:

- Unrestricted Cash in the Primary Government Funds increased by \$107,572 from \$10,545,043 to \$10,652,615. The Primary Government Funds include all of the various funds except the School and IDA Funds.
- Cash in the General Fund decreased by \$66,345, while cash in the Landfill Construction Fund increased \$256,303.
- Cash in the Water and Sewer Funds decreased a combined \$325,659. This is the result of debt payments exceeding revenues.
- Cash in the IDA Fund increased by almost \$100,000. Sale of property to VDOT for the Highway 15 project was the primary reason for this increase.
- Total Long-term liabilities decreased by \$958,594. This was caused by a reduction in the County's total outstanding debt.
- Revenues from Local sources exceeded the budget by \$438,146 and were \$760,083 greater than collections in FY12. Collections of Real Estate, Personal Property and Local Sales Taxes accounted for the bulk of these increased collections.
- Expenditures in all funds except the School Cafeteria Fund were less than budgeted.

Attachments: Copies of the FY 13 Audit will be distributed at the Board meeting.

Recommendation: Acceptance.

Motion _____	Campbell _____	McKay _____	Townsend _____
Second _____	Cooper-Jones _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



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

Meeting Date: February 11, 2014
Item No.: 7
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Highway Matters

Summary: Kevin Wright, Residency Administrator, VDOT, will be present at the February meeting to discuss any Highway Matters that the Board may have.

- a. Abandonment of a Route 605 section flooded by the Sandy River Reservoir: In 1995, when the county filled the Sandy River Reservoir, a section of State Route 605 (See map – ATTACHMENT I) was permanently flooded and the road was dead-ended on each side of the reservoir. VDOT is now asking that the Board of Supervisors take the necessary procedural actions to officially abandon the flooded section of Rt. 605. In order to accomplish the official abandonment, the Board will need to take the following actions:
1. Adopt the attached resolution (ATTACHMENT II);
 2. Authorize advertising the attached Notice of Public Hearing (ATTACHMENT III) regarding the abandonment for a April 8, 2014 Public Hearing (the public notice must be published at least 30 days prior to the public hearing); and
 3. Following the April public hearing, adopt the second resolution (ATTACHMENT IV) and authorize the County Administrator and/or Chairman to execute VDOT Form AM-4.3 (ATTACHMENT V).

This is a procedural issue to correct a deficiency in the official VDOT records. No additional roadway is being impacted by the Sandy River Reservoir.

Once the abandonment is official, VDOT will change the state route number of the western portion of Route 605 (Gates-Bass Road) to State Route 799.

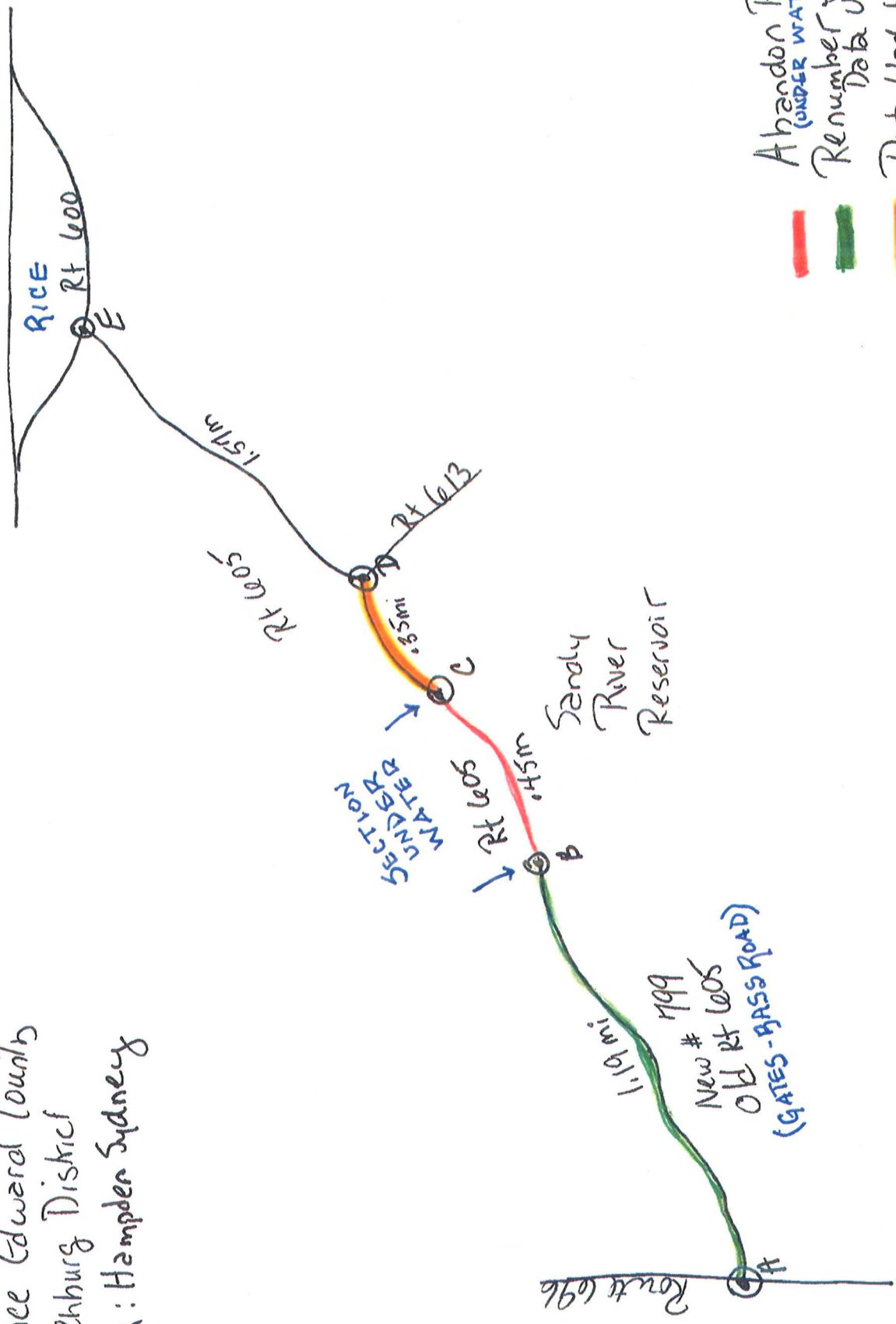
Attachments: VDOT MAP – ATTACHMENT I
VDOT Resolution #1 – ATTACHMENT II
Notice of Public Hearing – ATTACHMENT III
VDOT Resolution #2 – ATTACHMENT IV
VDOT Form AM-4.3 – ATTACHMENT V

- Recommendation:**
1. Adopt the attached resolution (ATTACHMENT II); and
 2. Authorize advertising the attached Notice of Public Hearing (ATTACHMENT III) regarding the abandonment for a April 8, 2014 Public Hearing.

Motion _____	Campbell _____	McKay _____	Townsend _____
Second _____	Cooper-Jones _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	

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Route 605
 Prince Edward County
 Lynchburg District
 ATG: Hampden Sydney



- █ Abandon Route (UNDER WATER)
- █ Renumber + Data Update
- █ Data Update

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ATTACHMENT II – (VDOT Resolution #1)

Resolution

WHEREAS, it appears to this Board that a portion of Secondary Route 605 (Gates Bass Road) beginning approximately 1.19 miles east of its intersection with Route 696 and for a distance of 0.45 miles was flooded by the Sandy River Reservoir and no longer serves public necessity as a roadway and is no longer necessary as a part of the Secondary System of State Highways; and

NOW, THEREFORE, BE IT RESOLVED: The Clerk of the Board is directed to post and publish notice of the Board's intent to abandon the aforesaid section of Route 605, pursuant to §33.1-151 of the *Code of Virginia* of 1950, as amended.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Commissioner of the Virginia Department of Transportation.

Recorded Vote

A copy Teste:

Moved by Supervisor:

Seconded by Supervisor:

Yeas:

Nays:

ATTACHMENT III – (Notice of Public Hearing)

**Prince Edward County Board of Supervisors
Notice of Public Hearing
April 8, 2014
Prince Edward County Courthouse
Board of Supervisors Room
111 South Street, 3rd Floor, Farmville, VA 23901**

The Prince Edward County Board of Supervisors will hold a public hearing on Tuesday, April 8, 2014 to hear public input regarding the following issue. The meeting will begin at 7:00 p.m. in the Prince Edward County Meeting Board of Supervisors Room, located at 111 South Street, 3rd Floor, Farmville, VA. The Public Hearing will begin at 7:30 p.m.

County Order to Post Notice of Intent to Abandon a Road per §33.1-151

The Board of Supervisors of Prince Edward County, in regular meeting on the February 11, 2014 adopted the following:

Resolution

WHEREAS, it appears to this Board that a portion of Secondary Route 605 (Gates Bass Road) beginning approximately 1.19 miles east of its intersection with Route 696 and for a distance of 0.45 miles was flooded by the Sandy River Reservoir and no longer serves public necessity as a roadway and is no longer necessary as a part of the Secondary System of State Highways; and

NOW, THEREFORE, BE IT RESOLVED: The Clerk of the Board is directed to post and publish notice of the Board's intent to abandon the aforesaid section of Route 605, pursuant to §33.1-151 of the Code of Virginia of 1950, as amended.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Commissioner of the Virginia Department of Transportation.

Recorded Vote:

Moved by Supervisor:

Seconded by Supervisor:

Yeas:

Nays:

A copy Teste:

W.W. Bartlett, County Administrator

Special accommodation will be provided upon five days notice to the Office of the County Administrator at 434-392-8837.

By Order of the Board of Supervisors
W.W. Bartlett, County Administrator

ATTACHMENT IV – (VDOT Resolution #2)

The Board of Supervisors of Prince Edward County, in regular meeting on the 8th day of April, 2014, adopted the following:

WHEREAS, upon its completion, the Sandy River Reservoir flooded a segment of Secondary Route 605, and

WHEREAS, the sketch and VDOT Form(s) AM4.3, attached and incorporated herein as part of this resolution, defines adjustments required in the Secondary System of State highways due to flooding caused by construction of the Sandy River Reservoir, and

WHEREAS, the segment identified on the incorporated Form AM4.3 appears to no longer serve the safety and welfare of the public and should be abandoned as a part of the Secondary System of State Highways, and

NOW THEREFORE, BE IT RESOLVED, this board hereby abandons the segment identified on the attached sketch and AM4.3 Form as a part of the Secondary System of State Highways, pursuant to §33.1-151, Code of Virginia, 1950, as amended, and

BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

Recorded Vote

A Copy Teste:

Moved By: _____

Seconded By: _____

(Name), (title)

Yeas: _____

Nays: _____

In the County of Prince Edward

By resolution of the governing body adopted December 25, 2020

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision Sandy River Reservoir Flood

Type Change to the Secondary System of State Highways: Abandonment

The following facilities of the Secondary System of State Highways are hereby ordered abandoned, pursuant to the statutory authority cited:

Reason for Change: Non-Project - Section 33.1-151

Pursuant to Code of Virginia Statute: §33.1-151

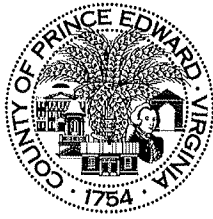
Street Name and/or Route Number

◆ , State Route Number 605

Old Route Number: 0

● From: Route 605 1.19 mi E intersection with rt 696 (node B)

To: Rt 605 0.35 mi W of intersection with Route 613 (node C), a distance of: 0.45 miles.



County of Prince Edward
Board of Supervisors
Agenda Summary

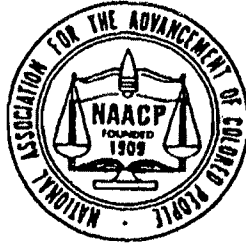
Meeting Date: February 11, 2014
Item No.: 8
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Budget Request – Prince Edward County Branch NAACP

Summary: Attached for your consideration is a letter of request from James Ghee, President of the Prince Edward County Branch of the NAACP.

Attachments: Letter from James E. Ghee

Recommendation: Board consideration of the request.

Motion _____ Campbell _____ McKay _____ Townsend _____
Second _____ Cooper-Jones _____ Simpson _____ Wilck _____
Jones _____ Timmons _____



PRINCE EDWARD COUNTY BRANCH

National Association For The Advancement Of Colored People

January 31, 2014

William W. Bartlett, Administrator
COUNTY OF PRINCE EDWARD
P. O. Box 382
Farmville, VA 23901

RE: MAY, 2014 COMMEMORATION

Dear Mr. Bartlett:

The Prince Edward County Branch of the NAACP on May 16-18, 2014, will be commemorating the 60th Anniversary of the U. S. Supreme Court Decision in Dorothy E. Harris, et als v. County School Board of Prince Edward County (declaring "separate but equal" in public school education unconstitutional); the 55th Anniversary of the closing of public schools in Prince Edward to avoid the Davis 'decision'; and the 50th Anniversary of the U. S. Supreme Court Decision in Cocheyse J. Griffin, et als, v. County School Board of Prince Edward County (declaring that if Prince Edward County did not operate public schools, there could be no public schools in the Commonwealth of Virginia). As you can see, Prince Edward County has played a significant role in the development and preservation of public education in these United States.

We will commence this commemoration with a reception on Friday night at the Farmville Train Station; on Saturday, May 17, 2014, we will spend the day in discussion groups at the Moton Museum reflecting on the past and looking to the future of public education in Prince Edward County. On Saturday night we will be having a banquet/dance at the Step Centre in Farmville. We will close out this commemoration activity with a community-wide worship service at the Prince Edward High School on Sunday, May 18, 2014 at 8:30 a.m. In addition, we will be publishing a souvenir booklet for this commemoration. Our theme for this commemoration is "Lest We Forget". We are anticipating more the Five Hundred people to participate in this commemoration

We are asking you to be a sponsor of this commemoration at one of the following levels:

\$3,500.00 level would give you an ad the inside front cover of the journal, a table for eight persons at the banquet and an opportunity to bring greetings at the banquet;

Page 2
Solicitation Letter
January 31, 2014

\$2,500.00 level would give you an ad the inside back cover of the journal;
a table for eight persons at the banquet;

1,000.00 level would give you a full page ad in the journal and a table for
eight at the banquet.

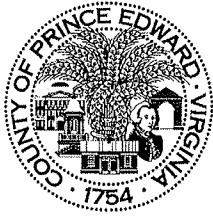
If you have any questions concerning this request please call James E. Ghee at
434-391-1195 or e-mail to jeghee@embarqmail.com.

Looking forward to hearing from you soon.

Sincerely



James E. Ghee, President



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

Meeting Date: February 11, 2014
Item No.: 9
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/James R. Ennis
Issue: Request from Sandy River Outdoor Adventure LLC

Summary: Attached for your consideration is a letter from Sandy River Outdoor Adventure LLC (ATTACHMENT I) requesting that the Board consider reviewing and making necessary amendments to the County’s *Ordinance to Regulate and Protect the Sandy River Reservoir* (ATTACHMETN II) to enable “paddle boarding” (see photo, ATTACHMENT III) to be a permitted use.

Currently, Section 82-31(a)(6) of the County *Ordinance* prohibits swimming; Section 82-31(a)(8) prohibits windsurfers, sailboard or any wind-propelled vessel . . .; and Section 82-31(a)(10) prohibits the sale of any and all commodities or services anywhere in either the reservoir or the County-owned property surrounding the reservoir . . .

Following the receipt of the request from Sandy River Outdoor Adventure, County staff contact VACORP, the County’s liability insurance company. They have provided a written response (ATTACHMENT IV) to the County’s inquiry regarding the impact of permitting swimming at the reservoir. They also included a copy of a relevant Virginia Supreme Court Case.

The County Attorney has reviewed all of this documentation and will be prepared to discuss with the Board of Supervisors the legal liability issues vs. the economics of the decision the Board will be asked to make.

Should the Board decide to amend the County’s *Ordinance to Regulate and Protect the Sandy River Reservoir*, a public hearing will be required.

Attachments: Letter from Sandy River Outdoor Adventure – ATTACHMENT I
 County Ordinance to Regulate and Protect the SRR – ATTACHMENT II
 Photograph of Paddle Boarding – ATTACHMENT III
 Letter from VACORP – ATTACHMENT IV

Recommendation: Pending discussion with County Attorney.

Motion _____	Campbell _____	McKay _____	Townsend _____
Second _____	Cooper-Jones _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	

Sandy River Outdoor Adventure LLC
185 Monroe Church Rd
Rice, VA 23966
434-392-PARK

Dear Mr. Bartlett & PEC Board of Supervisors,

January 15th 2014

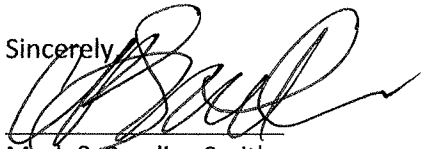
We are kindly asking for your review of the permitted uses for the Sandy River Fishing Reservoir. It is our understanding that the regulations are no swimming, or sailing. Recently there has been a huge increase in the use of paddle boards for recreational & therapeutic purposes. We would like to get this approved for use on our local reservoir and offer a rental service to encourage tourism to our area.

After doing some research we have found another reservoir that was denied the usage because it was a "water drinking" reservoir, so the community went before the Department of Health with a study of water quality before, during and after groups of paddle boarders went out on the lake. The test proved that there was absolutely no contamination from that activity, and so it was approved. Listed below is the contact information for the lake in North Carolina.

Nathan – Oak Hollow Lake – High Point North Carolina – 336-883-3494

Please let us know if there is anything else we can do to help get this approved.
Thank you for your time, we look forward to hearing your decision.

Sincerely,



Mark & Candice Smith
Sandy River Retreat & Adventure Park

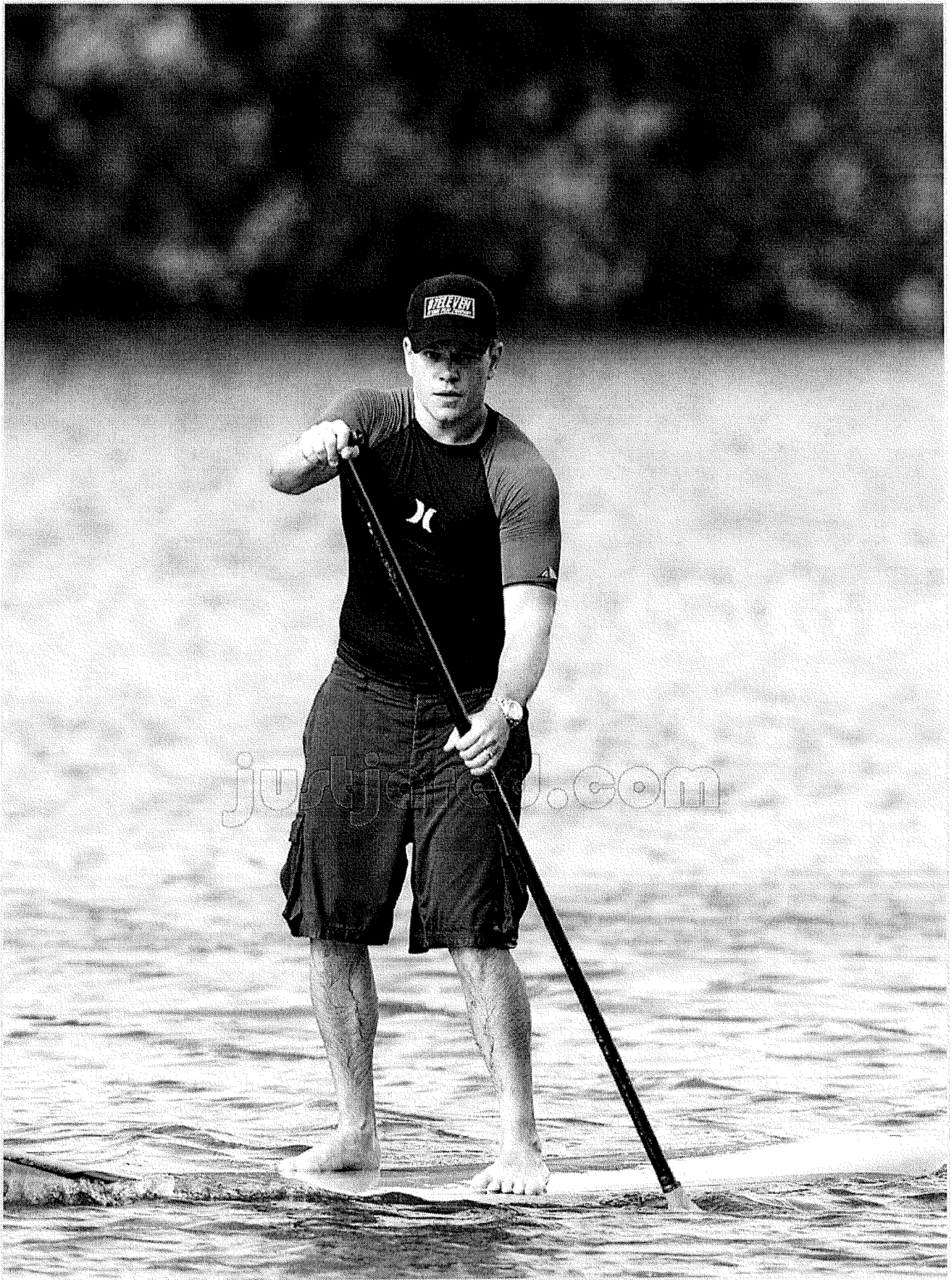
**ORDINANCE TO REGULATE AND PROTECT THE
SANDY RIVER RESERVOIR AND ADJACENT COUNTY-OWNED PROPERTIES
IN ACCORDANCE WITH SECTION 15.1-13 OF THE
CODE OF VIRGINIA 1950, AS AMENDED**

Sec. 82-31.

- (a) The following activities are hereby declared to be unlawful in that part of Lockett Magisterial District of Prince Edward County known as Sandy River Reservoir and on any County-owned property surrounding the reservoir:
- (1) Presence of persons, boats, or other personal property at anytime in areas marked "No Trespassing," without the express written permission of the county administrator.
 - (2) Parking on any County-owned property surrounding the reservoir other than in the Sandy River Reservoir Public Use Area located off Route 640, at the end of Route 792, or in any other area specifically designated by the Prince Edward County Board of Supervisors as a Public Parking Area.
 - (3) Littering or dumping of any type, kind or description.
 - (4) Hunting or trapping of any type, kind or description without an express written permit issued by the County of Prince Edward, with the exception of waterfowl hunting, which requires no county permit.
 - (5) Conducting fishing tournaments in which prizes are awarded without an express written permit issued by the County of Prince Edward and Department of Game and Inland Fisheries.
 - (6) Diving, snorkeling or swimming of any type, kind or description.
 - (7) Operation in or on the reservoir of any unlicensed watercraft or any type of watercraft propelled by an engine in excess of ten (10) horsepower.
 - (8) Operation in or on the reservoir of a windsurfer, sailboard or any wind-propelled vessel, other than a sailboat, length of which shall not exceed sixteen (16) feet.
 - (9) Operation in or on the reservoir of any jet ski.
 - (10) Sale of any and all commodities or services anywhere in either the reservoir or the County-owned property surrounding the reservoir, as well as the posting of any kind of advertisement of any description, unless sanctioned by the County of Prince Edward.
 - (11) Discharging any firearm, including but not limited to any weapon which propels a projectile by pneumatic means, unless sanctioned by the County of Prince Edward.
 - (12) Possession of any type of alcoholic beverage while on the premises.
 - (13) Presence on the reservoir or the County-owned property surrounding the reservoir by any person under the age of twelve (12) years, unless such person is accompanied by an individual who is at least twenty-one (21) years of age.
 - (14) Camping and lighting or maintaining any kind of fire, unless such activity has been sanctioned or is sponsored by the County.

- (15) Use of any of the County-owned property surrounding the reservoir by any person riding any type of motorized or non-motorized vehicle, bicycle or horse and use of any part of the reservoir or such County-owned property for ice skating or sledding, unless any such use has been expressly sanctioned by the County.
 - (16) The use of any of the County-owned property surrounding the reservoir, other than those areas specifically designated by the County as such, for boat access to and from the reservoir including, but not limited to construction of piers, docks and access roads. Individuals owning property adjacent to the county buffer who have a county-approved and permitted boat access ramp shall continue to be responsible for the soil erosion and sedimentation measures and for the safe maintenance and upkeep of the ramp. The permit is not transferable to any future owners of the property. Permittee must carry liability insurance and show annual proof thereof.
 - (17) Cutting, removing or altering any trees, brush or other vegetation now growing or hereafter established in the reservoir or on the County-owned property surrounding the reservoir and removing, altering or otherwise disturbing the reservoir or any County-owned land surrounding the reservoir.
 - (18) Withdrawal of water for any purpose, with the exception that adjacent property owners with express written permission from Prince Edward County may withdraw reasonable amounts of water for irrigation and domestic purposes until such time as water therein is used for public water supply.
 - (19) Stocking of any fish or other aquatic species in the reservoir or animal on the County-owned property, without written permission of Prince Edward County and the Department of Game and Inland Fisheries.
 - (20) The siting of "sewerage systems" and "treatment works", as defined by the State Board of Health Sewage Handling and Disposal Regulations, within five hundred (500) feet of the normal pool elevation of the reservoir.
 - (21) Discharging a firearm, as defined in paragraph 11 of this section, on any county-owned land, on or within 300 feet of a public parking area.
- (b) The Board of Supervisors may, by resolution, authorize the construction and maintenance of public utilities, including electrical supply lines, water and sewer treatment plants, water and sewer supply lines, and telecommunications transmission lines that benefit the public at large and are constructed and maintained by a public utility company, Prince Edward County, or by a public utility authority created pursuant to state law, on Sandy River Reservoir and on any County-owned property surrounding the Sandy River Reservoir. As a condition of said authorization, the entity responsible for the construction or maintenance of the public utility shall restore the affected property to the same condition as it existed on the date of the authorization, and shall maintain the area in that condition for the duration of the authorization, to the extent that is practical and consistent with prevailing utility maintenance practices in the Commonwealth of Virginia.
 - (c) Except for those activities specifically authorized by the Board of Supervisors pursuant to Paragraph (b), any person who shall knowingly commit any of the acts declared unlawful in (a) above, shall, on conviction of a first offense of a violation of this section, be guilty of a Class 1 misdemeanor as same as defined in Section 18.2-11 of the Code of Virginia, 1950, as amended.

(Ord. of 7-9-96; Ord. of 11-12-98, Ord. of 9-14-99, Ord. of 10-10-00, Ord. 6-10-08, Ord. 11-12-08, Ord. 10-9-12).





January 16, 2014

Ms. Sarah Puckett, Assistant County Administrator
 Prince Edward County
 P.O. Box 382
 Farmville, VA 23901

RE: Paddle Boating/Swimming at County Reservoir

Dear Sarah:

It is our understanding that Prince Edward County is considering allowing paddle boating and possibly swimming at the county water reservoir. This letter is being written to assist Prince Edward County and the Board of Supervisors in making an informed decision. Ultimately, it is the County's decision as to whether swimming is or is not allowed. Rest assured, regardless of which option the County chooses, VACORP would defend and indemnify any claim that falls within the coverage provided to the County.

This letter is not intended as a legal opinion. Virginia statutory and case law, as well as a Court or jury's interpretation will ultimately determine any liability of the County for owning or operating a reservoir.

I have attached a copy of the Virginia Supreme Court ruling for 281Va.630, *S. Charles Volpe vs. City of Lexington*. The case provides a good background of the legal issues regarding water hazards. In this case, the city allowed swimming in a mill pond. The victim was swept over the dam and drowned when he was caught in the hydraulics that formed immediately below the dam. Ultimately, a jury found the City negligent in not warning the plaintiff of the dangers of the dam. The process took about 5 years and a trip to the Supreme Court of Virginia.

Here are some of the legal concepts reviewed in this case.

- A landowner owes an *invitee* the duty of using ordinary care to maintain its premises in a reasonably safe condition and to **warn of any hidden dangers**.
- An invitee has the right to assume that premises are reasonably safe unless a **dangerous condition is open and obvious**. The key issue in this case was whether the straight line hydraulic created by the low-head dam was "open and obvious" and whether the city had a duty to warn.
- Riparian landowners do not, in the absence of consideration, owe a duty to warn of the natural, "ordinarily encountered" hazards of a body of water.

Our risk control service is advisory only. We assume no responsibility for management or control of county safety activities nor for implementation of recommended corrective measures. This report is based on information supplied by the county and observations of conditions and practices at the time of the visit. We have not tried to identify all hazards. We do not warrant that requirements of any federal, state, or local law, regulation, or ordinance have or have not been met.

Options

Keep in mind that simply owning the reservoirs gives the County some liability, but those can be limited with the proper controls. VACORP's ability to successfully defend a suit would depend on many factors, some of which can not be predicted.

With that said, the County's options are (1) to not allow paddle boating/swimming; (2) to allow paddle boating/swimming and provide lifeguards; or (3) to allow paddle boating/swimming at the citizen's own risk.

(1) Do not allow paddle boating/swimming. The County is not *inviting* anyone to swim as further emphasized by making swimming therein a misdemeanor infraction. "No swimming" signs around the reservoir would be appropriate. Signs should be in all languages commonly spoken by citizens of the County. VACORP would recommend maintaining this position since it minimizes the County's risk.

(2) Allow paddle boating/swimming, but control access and provide a lifeguard(s) when open to the public. The lifeguard should be trained in open water rescue. Providing lifeguards would possibly limit the County's liability, IF the lifeguards are properly trained and doing their job. If the lifeguards are not properly trained or are not doing their job, this option opens the County to greater liability.

(3) Allow paddle boating/swimming with no lifeguard and allow residents to swim at their own risk. The County's ability to provide ample warning of known hazards that are not open and obvious to invitees is a key issue. What is considered open and obvious may depend on the age of the individual. Proper warning would include signs in languages common in the area, as well as establishing rules for use of the property and posting the same. Should the County choose this option, VACORP would be willing to work with the County to review plans, signs, and other controls to help limit the County's exposure.

Other Issues to Consider

- If you allow paddle boating at the reservoir, there will be pressure to allow other water sports activities.
- Once you open a reservoir for swimming, it will be politically difficult to stop if deemed necessary in the future.
- A sympathetic victim can heavily influence a jury verdict.
- The legal costs to defend these cases are often significant.
- Even if there is no liability, a suit can be filed against the County.
- Unrelated to liability, but very important is the quality of the drinking water. I have dealt with the issue at other localities and those responsible for drinking water quality are very opposed to recreational use of the water reservoirs.

I hope this helps Prince Edward County make an informed decision regarding this issue. As always, VACORP is ready to assist Prince Edward County should a change in policy be made or you need additional assistance.

Sincerely:

Jim McClellan, CSP
Manager, Risk Control Services

281 Va. 630
Supreme Court of Virginia.

S. Charles **VOLPE**, co-administrator of the Estate
of Charles Oliver **Volpe**, et al.
v.
CITY OF LEXINGTON.

Record No. 092583. | April 21, 2011.

Synopsis

Background: Estate of swimmer who drowned at riverside park operated by city brought action against city, alleging willful and wanton negligence, gross negligence, and public nuisance. The Circuit Court, Rockbridge County, Michael S. Irvine, J., entered judgment in favor of city. Estate appealed.

Holdings: The Supreme Court, William C. Mims, J., held that:

[1] issue of whether hydraulic created by unusually strong current at low-head dam was open and obvious was for the jury;

[2] issue of whether city was grossly negligent in failing to take safety precautions to protect invitees was for the jury; but

[3] estate could not prevail on claim of willful and wanton negligence.

Affirmed in part, reversed in part, and remanded.

West Headnotes (10)

[1] **Negligence**
☞Duty as question of fact or law generally

The issue whether a legal duty in tort exists is a pure question of law.

3 Cases that cite this headnote

[2] **Negligence**
☞Care required in general

A landowner owes an invitee the duty of using ordinary care to maintain its premises in a reasonably safe condition and to warn of any hidden dangers.

2 Cases that cite this headnote

[3] **Negligence**
☞Care required in general

An invitee has the right to assume that premises are reasonably safe unless a dangerous condition is open and obvious.

1 Cases that cite this headnote

[4] **Negligence**
☞Duty to warn

Riparian landowners do not, in the absence of consideration, owe a duty to warn of the natural, "ordinarily encountered" hazards of a body of water.

[5] **Water Law**
☞Hearing, determination, and relief

Issue of whether straight-line hydraulic created by unusually strong current at low-head dam was open and obvious, for purposes of determining city's duty to invitee, was for the jury in action brought against city by estate of swimmer who drowned when swept over dam while swimming in millpond in city park.

millpond in city park.

[6]

Trial

⚡ Motion to strike out or exclude evidence

When ruling on a motion to strike a plaintiff's evidence, a trial court is required to accept as true all evidence favorable to a plaintiff and any reasonable inferences that may be drawn from such evidence.

2 Cases that cite this headnote

[7]

Trial

⚡ Motion to strike out or exclude evidence

When ruling on a motion to strike a plaintiff's evidence, the trial court is not to judge the weight and credibility of the evidence, and may not reject any inference from the evidence favorable to the plaintiff unless it would defy logic and common sense.

2 Cases that cite this headnote

[8]

Appeal and Error

⚡ Demurrer to evidence

On appeal, when reviewing a trial court's decision to strike a plaintiff's evidence, the appellate court views the evidence in the light most favorable to the plaintiff.

1 Cases that cite this headnote

[9]

Water Law

⚡ Hearing, determination, and relief

Issue of whether city was grossly negligent in failing to take safety precautions to protect invitees from straight-line hydraulic created by unusually strong current at low-head dam was for the jury in gross negligence action brought against city by estate of swimmer who drowned when swept over dam while swimming in

[10]

Water Law

⚡ Right and duty to prevent injury; contributory negligence

Estate of swimmer who drowned at riverside park operated by city could not prevail on claim of willful and wanton negligence against city based on city's failure to take safety precautions to protect invitees from straight-line hydraulic created by unusually strong current at low-head dam; although city knew dam could present dangers in certain conditions, there was no evidence city had a conscious disregard for swimmer safety or that, prior to swimmer's death, city even knew that swimmers would attempt to climb on dam and jump to waters below.

Attorneys and Law Firms

**825 Mark D. Obenshain (Richard C. Armstrong; Andrew S. Baugher; Lenhart Obenshain, on briefs), Harrisonburg, for appellants.

John W. Zunka (Alvaro Inigo; Zunka, Milnor & Carter, on brief), Charlottesville, for appellee.

Virginia Trial Lawyers Association (Andrea J. Geiger; Marks & Harrison, on brief), Richmond, amicus curiae in support of appellants.

Present: KINSER, C.J., LEMONS, MILLETTE, and MIMS, JJ., and LACY and KOONTZ, S.JJ.

Opinion

OPINION BY Justice WILLIAM C. MIMS.

*633 The primary issue in this appeal is whether the City of Lexington, which owned and operated a riverside park that included a low-head dam, owed a duty to warn its invitees of the dangers posed by the dam. We also

consider whether the circuit court properly struck claims of gross negligence and willful and wanton negligence.

BACKGROUND

On April 23, 2006, Charles O. Volpe (“Charles”) drowned in the Maury River below a low-head dam during a visit to a riverside park owned and operated by the City of Lexington, Virginia (“the City”). His parents, S. Charles Volpe and Kim A. Volpe (“the Volpes”), qualified as administrators of his estate and filed suit against the City seeking damages for gross negligence, willful and wanton negligence, and public nuisance. The matter proceeded to trial by jury, at the conclusion of which the circuit court struck the ordinary negligence claims and refused to instruct the jury on public nuisance.¹ The jury was unable to reach a verdict on the gross negligence claim, and the circuit court granted a renewed motion to strike that claim, finding that the danger posed by the dam was open and obvious and therefore the City had no duty to warn Charles. We awarded the Volpes this appeal.

*634 FACTS

In 1940, the City acquired the low-head dam, which traverses the Maury River in the City at a bend in the river known as Jordan’s Point.² The dam originally was constructed to raise the level of the river, forming a millpond, so water could be channeled into a millrace and used to power a mill. By the 1990s, the mill had ceased operating but the dam and the millpond remained.

The Jordan’s Point dam is described as “low-head” because water cascades over, rather than through, it. As the water level rises, more water flows over the top of the dam and the velocity of the flow increases. However, the surface of the millpond remains calm and the heightened currents are not apparent to common observation. The pooled water may not appear higher than normal even when the volume of water flowing over the dam is several times greater than the normal rate.

When the water flow is high, it generates a dangerous condition on the downhill side of the dam called a hydraulic. The greater the flow of water over the dam, the more powerful the hydraulic. When a person is pulled into a powerful hydraulic, he may not be able to escape. The presence of such a potentially deadly hydraulic may not

be apparent to common observation.

The hydraulic created by a low-head dam is unusually dangerous because it is uniform and spans the entire river. By contrast, *826 naturally occurring hydraulics, often formed by boulders, are limited in size and uneven in shape. Consequently they usually will “kick [a person] to the left or right.”

In January 1997, City officials formed a committee to plan a public park at the City-owned riverfront at Jordan’s Point. At the initial committee meeting, participants offered a variety of suggestions regarding the proposed park, including “regained public access to the water.” City officials planning the park viewed it as “a place where people should be able to swim.”

In 1998 the City hired an architecture firm to create a master plan for the park. According to notes from its September 2, 1998 meeting, the committee and the park’s architect were “concerned about safety from the beginning, but we want swimming.” The master plan, dated August 23, 1999, set forth as a purpose of the park: “To provide a place for the citizens to access the River.” The plan proposed using *635 an existing tire dock, located 85 feet upstream from the dam, as the flatwater canoe launch. Part of the City’s plan was to encourage and provide an opportunity for people to swim in the millpond. The City envisioned swimmers accessing the water from the tire dock and a grassy bank between the tire dock and the dam.

Thereafter, the committee met in October 1999. The minutes reflect that Andrew P. Wolfe, representing the Maury River Traditional Small Craft Association, questioned the location of the canoe launch due to concern of flooding. Committee member Carlton Abbott “acknowledged that the currently shown boat launch location is not ideal given the dam’s proximity and crosscurrents.” The minutes state that Abbott “also mentioned that techniques are available such as a cable with drop straps to prevent boating accidents at dams.”³

In 2001 the City submitted a grant application for the proposed park to the Virginia Department of Transportation (“VDOT”). The application stated that the “Safety Impact,” in part, would be that “[s]afe flatwater and whitewater canoe launches will be established using [previous] pavement and other stream bank stabilization measures.” City Manager T. Jon Ellestad testified that moving the canoe launch away from the dam was a justification for the grant. The City received \$462,000 in grants from VDOT to create the Jordan’s Point Park and implement the safety features proposed in the grant

application. However, the City did not move the canoe launch from the tire dock. Likewise, prior to Charles' death the City did not take any safety precautions with respect to swimming in the river.

As planned, swimmers visiting the park accessed the millpond from the canoe launch. On most days, with very little water flowing over the top of the dam, the millpond was a placid pool with little detectable current. Swimmers climbed onto the dam without difficulty, and some jumped from the dam into the river below the dam.

On the day he died, Charles visited the park with his friend Bryc Talley ("Bryc"). Charles and Bryc planned to swim to the dam, climb onto it, and jump into the water below, as they previously had done many times without incident. Bryc testified that the river appeared "like it did on any other day. The water was pretty smooth and flat." Bryc jumped into the millpond from the grassy bank between the tire dock and the dam. He swam over to the tire dock *636 and got out. Then Charles entered the river from the grassy bank, and Bryc jumped in behind him. The two swam toward the center of the dam, and the water "seemed pretty much how it did on any other day."

According to Bryc, "it wasn't until we got right up next to it that you could tell a significant difference in the current." The current "was just instant how it picked up." It swept Charles, and then Bryc, over the dam. Bryc found himself spinning in a hydraulic which he had never experienced, but managed to escape to shore. Charles did not escape the hydraulic. Police recovered his body more than 22 hours later at the base of the dam.

**827 Defense witnesses testified that they also visited Jordan's Point on April 23, 2006, but would not swim because the river appeared dangerous. They testified that it had rained for several days and the river was "high," "turned up," "really white and brown," "muddy," and "obviously dangerous." From the park, they saw the water pour over the dam faster than usual. Emily J. Heizer testified that she entered the river at the tire dock, but got out immediately because she felt a powerful current. She stated: "the edge of the dam was all white, with the water rolling back, I guess, hitting it, all white." She testified that the sound of water rushing over the dam was amplified, and that the conditions on that day were the worst she had seen.

DISCUSSION

A. DUTY TO WARN

^[1] The *Volpes* first assign error to the trial court's ruling that the City, as a matter of law, did not have a duty to warn Charles. We review the trial court's ruling de novo, as "[t]he issue whether a legal duty in tort exists is a pure question of law." *Kellermann v. McDonough*, 278 Va. 478, 487, 684 S.E.2d 786, 790 (2009).

^[2] It is undisputed that Charles had the status of an invitee, as the park and the millpond were "thrown open to the public and [Charles] enter[ed] pursuant to the purposes for which [the park was] open." *City of Richmond v. Grizzard*, 205 Va. 298, 302, 136 S.E.2d 827, 830 (1964). In Virginia, a landowner owes an invitee "the duty of using ordinary care to maintain its premises in a reasonably safe condition and to warn ... of any hidden dangers." *Amos v. NationsBank, N.A.*, 256 Va. 344, 346, 504 S.E.2d 365, 366 (1998). In *Blacka v. James*, 205 Va. 646, 649, 139 S.E.2d 47, 50 (1964), we explained:

*637 the owner of a swimming pool or lake to which the general public is invited for a consideration must exercise ordinary care for the safety of his patrons. He must make reasonable provisions to guard against those accidents which common knowledge and experience teach are likely to befall those engaged in swimming and other aquatic sports for which he has provided facilities, but the owner is not an insurer of the safety of his patrons.

See also Knight v. Moore, 179 Va. 139, 146, 18 S.E.2d 266, 269 (1942).

^[3] An invitee has the right to assume that premises are reasonably safe "unless a dangerous condition is open and obvious." *Roll 'R' Way Rinks, Inc. v. Smith*, 218 Va. 321, 327, 237 S.E.2d 157, 161 (1977); *see also Fobbs v. Webb Bldg. Ltd. P'ship*, 232 Va. 227, 229, 349 S.E.2d 355, 357 (1986) ("owner has no duty to warn its invitee of an unsafe condition which is open and obvious to a reasonable person exercising ordinary care for his own safety"); *Knight*, 179 Va. at 146, 18 S.E.2d at 269 ("such notice is not required where the dangerous condition is open and obvious, and is patent to a reasonable person exercising ordinary care for his own safety").

^[4] This Court has held that the danger of drowning in an excavated quarry was "natural, open, and obvious,"

despite a sheer, manmade drop-off from a shelf of knee-deep water. *Washabaugh v. Northern Virginia Construction Co.*, 187 Va. 767, 773, 48 S.E.2d 276, 279 (1948). We explained:

While tragic accidents of the nature disclosed are always possible, they are not any more likely to happen in this artificial pond than in a natural stream of water. Such danger is natural, open, and obvious, and is ordinarily encountered in most places where children gather to wade or swim.

Id. Under *Washabaugh*, riparian landowners in Virginia do not, in the absence of consideration, owe a duty to warn of the natural, “ordinarily encountered” hazards of a body of water. *Id.*

^[5] While we agree with the City that the natural, “ordinarily encountered” dangers of the Maury River at Jordan’s Point were as a matter of law open and obvious to Charles, we do not agree that a deadly, hidden hydraulic created by the unusually strong current at the low-head dam was open and obvious as a matter of law.

*638 A case from our neighboring jurisdiction of West Virginia is instructive on the matter. **828 In *White v. Kanawha City Co.*, 127 W.Va. 566, 34 S.E.2d 17 (1945), the Supreme Court of West Virginia reviewed the drowning of a twelve-year-old child in a pool of water created by a dam. *Id.* at 18. The court observed that “the mere existence of an unguarded [body] of water ... does not of itself render the owner liable for the death of a child drowned therein,” but “if some feature or element of the instrumentality or premises operates as a hidden danger or trap, liability may arise against the owner.” *Id.* at 19. The court held that the plaintiff failed to allege facts “which would indicate that the pool or dam in question was more dangerous than an ordinary pool or dam would inherently and unavoidably be.” *Id.* at 19–20.

In *Perkins v. Byrnes*, 364 Mo. 849, 269 S.W.2d 52 (1954), the Supreme Court of Missouri reviewed a drowning that occurred in a hydraulic at the base of a mill dam within a waterfront resort. It found that the evidence was that the river was “ ‘up’ or ‘swollen,’ even ‘high,’ ” when decedent entered the water. *Id.* at 54. It held that the question of the resort’s negligence was for the jury, as “a swollen river with a hidden or deceptive undercurrent is a circumstance upon which reasonable minds could differ.” *Id.* at 55.

The record in this case shows that the hydraulic at

Jordan’s Point was unlike any naturally occurring feature of a river. Specifically, the increased current above the manmade dam and the hydraulic created below were not always visible to a swimmer and were not always present. Unlike a natural hydraulic, the hydraulic in which Charles drowned spanned the river in a straight line, making escape exceptionally difficult.

Therefore, the circuit court erred in holding as a matter of law that the dam presented an open and obvious danger.⁴ See *Washabaugh*, 187 Va. at 773, 48 S.E.2d at 279. This factually specific determination was an issue for the jury. See *Hoar v. Great Eastern Resort Management, Inc.*, 256 Va. 374, 386, 506 S.E.2d 777, 784–85 (1998) (conflict in testimony as to whether a steep drop-off at edge *639 of ski slope was an open and obvious condition “ presented a typical issue for jury determination”); *Fultz v. Delhaize America, Inc.*, 278 Va. 84, 89, 677 S.E.2d 272, 274–75 (2009) (where reasonable minds could differ, question as to whether defect is open and obvious was for the jury).

B. GROSS NEGLIGENCE

^[6] ^[7] ^[8] We now turn to the issue of the circuit court striking the **Volpes’** evidence of the City’s gross negligence. We recently have explained the applicable standard of review:

When ruling on a motion to strike a plaintiff’s evidence, a trial court is required to accept as true all evidence favorable to a plaintiff and any reasonable inferences that may be drawn from such evidence. The trial court is not to judge the weight and credibility of the evidence, and may not reject any inference from the evidence favorable to the plaintiff unless it would defy logic and common sense. On appeal, when this Court reviews a trial court’s decision to strike a plaintiff’s evidence, we likewise view the evidence in the light most favorable to the plaintiff.

TB Venture, LLC v. Arlington County, 280 Va. 558, 562–63, 701 S.E.2d 791, 793 (2010) (internal citations and quotation marks omitted).

In *Chapman v. City of Virginia Beach*, 252 Va. 186, 475 S.E.2d 798 (1996), we defined gross negligence as:

the utter disregard of prudence amounting to complete neglect of the safety of another. It is a heedless and palpable violation of legal duty respecting the rights of others which amounts to the absence of slight diligence, or the want of even scant care. Several acts of negligence which separately may not amount to gross negligence, when **829 combined may have a cumulative effect showing a form of reckless or total disregard for another's safety. Deliberate conduct is important evidence on the question of gross negligence. Whether gross negligence has been established is usually a matter of fact to be decided by a jury.

Id. at 190, 475 S.E.2d at 800–01 (internal citations and quotation marks omitted).

¹⁹¹ *640 The **Volpes** argue that the circuit court erred in finding their evidence insufficient for a jury to find that the City had acted in a grossly negligent manner. Applying the standard as set forth in *Chapman*, and viewing the evidence in the light most favorable to the **Volpes**, we agree.

City Manager Ellestad testified that he knew the river could be particularly dangerous in certain conditions because of the proximity of the low-head dam and could be hazardous even when the millpond appeared “relatively normal.” Director of Public Works David Woody testified that he was aware of the existence of the hydraulic during the planning of the park, and he knew that the accelerating currents at the top of the dam and the hydraulic below were present only in certain conditions. He also knew that in certain conditions, the hydraulic would be deadly. It is undisputed that despite the City’s knowledge of these dangers, prior to Charles’ death the City did not take any safety precautions for its invitees swimming in the river.

On these facts, we find that “reasonable persons could differ upon whether the cumulative effect of these circumstances constitutes a form of recklessness or a total disregard of all precautions, an absence of diligence, or lack of even slight care.” *Id.* at 191, 475 S.E.2d at 801. We hold that there was credible evidence to support a jury finding of gross negligence. The trial court erred in striking the **Volpes**’ evidence when the jury failed to

return a verdict.

C. WILLFUL AND WANTON NEGLIGENCE

¹⁹¹ The **Volpes** next assign error to the circuit court striking their claim for willful and wanton negligence. As set forth above, in deciding whether the **Volpes** established a prima facie showing of willful and wanton negligence, the circuit court was “required to accept as true all evidence favorable” to the **Volpes**. *TB Venture*, 280 Va. at 562–63, 701 S.E.2d at 793. We also view the evidence in the light most favorable to the **Volpes**. *See id.*

The tort of willful and wanton negligence has been characterized as “a spirit of mischief, criminal indifference, or conscious disregard for the rights of others.” *Infant C. v. Boy Scouts of America, Inc.*, 239 Va. 572, 581, 391 S.E.2d 322, 327 (1990). In *Infant C.*, we explained:

The hallmark of this species of tortious conduct is the defendant’s consciousness of his act, his awareness of the dangers or *641 probable consequences, and his reckless decision to proceed notwithstanding that awareness. Because such consciousness and awareness are prerequisites, the use of the term “negligence,” in defining the tort, is a misnomer.

Id. at 581–82, 391 S.E.2d at 327.

Here, taking the evidence in the light most favorable to the **Volpes**, we accept that the City knew that the dam could present dangers in certain conditions. The evidence, however, did not establish that City officials acted with a spirit of mischief, criminal indifference, or conscious disregard for the rights of swimmers. In fact, the evidence did not establish that the City, prior to Charles’ death, even knew that swimmers climbed on the dam and jumped into the water below.

Accordingly, the circuit court properly granted the City’s motion to strike the evidence for the claim of willful and wanton negligence.⁵

CONCLUSION

For the reasons stated above, we will reverse the judgment of the circuit court holding that the City had no duty to warn and striking the **Volpes**' claim of gross negligence, affirm the circuit court's judgment ****830** striking the **Volpes**' claim of willful and wanton negligence, and remand the case for further proceedings consistent with this opinion.

Parallel Citations

708 S.E.2d 824

Affirmed in part, reversed in part, and remanded.

Footnotes

- 1 It appears from the record that the trial court's refusal to instruct on nuisance was based on the **Volpes**' failure to submit jury instructions. The circuit court did not reach the merits of the nuisance claim.
- 2 At the time of Charles' death, City officials did not realize that the City owned the dam, which was part of a larger acquisition of riverside property.
- 3 In 2004, City Manager T. Jon Ellestad approached the owner of the property across the river from the city park about running a safety cable from the park to his property. The City never installed a safety cable.
- 4 The question of whether the dam presented an open and obvious danger initially was presented to the jury, prior to the court granting the renewed motion to strike when the jury could not reach a verdict regarding the gross negligence claim. Instruction 11, agreed to by the parties, stated, in part: "An occupant of premises does not guarantee an invitee's safety, but has the duty ... to warn an invitee of any unsafe condition about which the occupant knows, or should know, unless the unsafe condition is open and obvious to a person using care for his own safety."
- 5 Because the circuit court did not reach the nuisance claim on the merits, we need not address that assignment of error, and that cause of action will be available to the **Volpes** on retrial.



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

Meeting Date: February 11, 2014
Item No.: 10
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, 2014:

District 101 – Linda Leatherwood (Supervisor Howard Simpson)

District 801 – Lawrence C. Varner, M.D. (Supervisor Pattie Cooper-Jones)

Below is a listing of the current members of the Prince Edward County School Board:

District	School Board Member	Term Expiration
101 (Farmville)	Linda Leatherwood	6/30/14
801 (Farmville)	Lawrence C. Varner, MD	6/30/14
201 (Lockett)	Susan Southall Lawman	6/30/15
601 (Prospect)	Darin Edward Thomas	6/30/15
301 (Leigh)	Timothy W. Corbett, Sr., MD	6/30/16
501 (Buffalo)	Russell L. Dove	6/30/16
401 (Hampden)	Beulah M. Womack	6/30/17
701 (Farmville)	Sherry Honeycutt	6/30/17

Attachments: Criteria for Selection of School Board Members

Recommendations:

1. Vice Chair Cooper-Jones and Chairman Simpson will announce their respective Citizen Committees at the February Board meeting.
2. The Board will authorize the advertisement of the Citizen Committees for the purpose of encouraging citizens to submit nominations to the Committee.
3. The Board will authorize a public hearing for the March Board meeting, at which, citizens will have an opportunity to submit names of candidates to be considered for appointment to the School Board.
4. Vice Chair Cooper-Jones and Chairman Simpson will wish to ask the members of their Citizen Committees to attend the Public Hearing at the March Board meeting.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____



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: February 11, 2014
Item No.: 11
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: Granite Falls Community Development Authority

Summary:

While inactive the Granite Falls CDA still exists. The Prince Edward County Board of Supervisors comprises the Granite Falls CDA Board. The Ordinance of Creation contained a section with a sunset date which stated the CDA shall be dissolved, if the developer had not acquired the real estate within two years after adoption of the ordinance.

Per advice from our bond attorney and Section 15.2-5109 of the *Code of Virginia*, the sunset provision in the ordinance does not automatically terminate the CDA. Per 15.2-5109 both the CDA and the Board of Supervisors must adopt resolutions of dissolution and then the Board must file articles of termination with the State Corporation Commission. These actions have not been taken.

The CDA provides a valuable economic development tool for attracting and assisting business in the County. A CDA provides the opportunity for a business to receive financing that would not otherwise be available.

To resolve any confusion concerning dissolution, our Bond Attorney recommends the ordinance be amended by either deleting or amending the dissolution date. I recommend the sunset provision of the ordinance be deleted. The section recommended for deletion is item 8 and reads as follows –

8. Dissolution. The CDA shall be dissolved if the Real Estate has not been acquired by the Purchaser, or its designee, within two years after the date of adoption of this Ordinance.

Such action will require a public hearing be held following three publications of notice of the public hearing.

Attachments: Proposed Amending Ordinance
Notice of Public Hearing

Recommendation: Authorize the advertisement of the Notice of Public Hearing to amend the Ordinance creating the Granite Falls Community Development Authority.

Motion _____ Campbell _____ McKay _____ Townsend _____
Second _____ Cooper-Jones _____ Simpson _____ Wilck _____
Jones _____ Timmons _____

**AN ORDINANCE AMENDING THE ORDINANCE CREATING THE
GRANITE FALLS COMMUNITY DEVELOPMENT AUTHORITY**

WHEREAS, the Board of Supervisors of the County of Prince Edward, Virginia (the "Board of Supervisors") authorized the creation of the Granite Falls Community Development Authority (the "CDA") by ordinance entitled "Ordinance Creating the Granite Falls Community Development Authority", adopted November 17, 2009 (the "Ordinance") and amended on March 8, 2010; and

WHEREAS, a public hearing has been held on March 11, 2014, by the Board of Supervisors on the adoption of this Ordinance and notice has been duly published in accordance with the requirements of Section 15.2-5156 of the *Code of Virginia of 1950*, as amended (the "Act"); and

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of the County of Prince Edward, Virginia as follows:

1. Amendment of Paragraph 8 of Ordinance. The Ordinance is hereby amended so that Paragraph 8 of the Ordinance is hereby deleted, as follows:

~~8. Dissolution. The CDA shall be dissolved if the Real Estate has not been acquired by the Purchaser, or its designee, within two years after the date of adoption of this Ordinance.~~

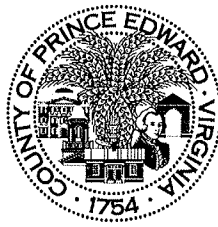
2. Articles of Incorporation. The County Administrator is authorized and directed to execute and file Articles of Incorporation with the State Corporation Commission in substantially the form on file with the County Administrator with such changes or corrections as the County Administrator may approve prior to filing.

3. Recordation of Ordinance. In accordance with Section 15.2-5157 of the Act, a copy of this Amending Ordinance, together with the Ordinance, shall be recorded in the land records of the Clerk's Office of the Circuit Court of the County of Prince Edward for each tax map parcel in the CDA District and the CDA District shall be noted on the land records of the County.

4. Effective Date. This Ordinance shall take effect immediately upon its adoption.

Adopted at a regular meeting of the Board of Supervisors of the County of Prince Edward, Virginia, held on March 11, 2014.

Clerk, Board of Supervisors, County of
Prince Edward, Virginia



Please publish the following on Friday, February 14, 2014, Friday, February 21, 2014 and Friday, February 28, 2014 editions of The Farmville Herald. Please provide a Certificate of Publication to the County Administrator's Office.



NOTICE OF PUBLIC HEARING ON PROPOSED
AMENDMENT TO ORDINANCE CREATING THE
GRANITE FALLS COMMUNITY DEVELOPMENT AUTHORITY

Notice is hereby given that the Board of Supervisors of the County of Prince Edward, Virginia (the "County") will hold a public hearing in accordance with Sections 15.2-5110 and 15.2-5156 of the *Code of Virginia of 1950*, as amended, on a proposed amendment (the "Amendment") to the ordinance adopted November 17, 2009 and as amended on March 9, 2010, (the "Ordinance") creating the Granite Falls Community Development Authority (the "CDA"). The Amendment deletes Section 8. Dissolution. of the Ordinance.

A complete copy of the Ordinance and the Amendment are on file in the Prince Edward County Administrator's office at the address shown below and also on the County's web site at www.co.prince-edward.va.us. The public hearing, which may be continued or adjourned, will be held at 7:30 p.m. or as soon thereafter as the matter may be heard on Tuesday, March 11, 2014 in the Board of Supervisors' Meeting Room, Prince Edward County Courthouse Annex, 111 South Street, 3rd Floor, Farmville, Virginia.

It is the County's intent to comply with the requirements of the Americans with disabilities Act. Should you need special accommodations, please contact W.W. Bartlett, County Administrator, at 434-392-8837, prior to March 7, 2014.

By Order of the Board of Supervisors
W.W. Bartlett, County Administrator



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

Meeting Date: February 11, 2014
Item No.: 12
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Appointment to Library Committee

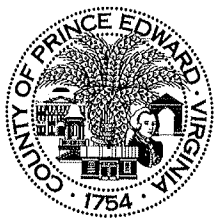
Summary: The Board of Supervisors has a Library Committee (2 members of the Board) that meets jointly with the Town Library Committee (2 members of Council) and representatives from the Library Board/Friends of the Library, as needed, when issues arise related to the Farmville-Prince Edward Community Library. A meeting has been requested by the Library to discuss the funds in the escrow account. This account was established and is housed to the Town Treasurer for revenues generated from the lease of the old library building. It may be used for capital projects and the disbursement of funds must be approved by both governing bodies.

The existing Library Committee for the County is Supervisors Howard Simpson and former Board member William G. Fore, Jr.

Attachments:

Recommendation: The Chairman will wish to appoint a Board member representative to the Library Committee to fill the vacancy created by the retirement of William G. Fore, Jr.

Motion _____ Campbell _____ McKay _____ Townsend _____
Second _____ Cooper-Jones _____ Simpson _____ Wilck _____
Jones _____ Timmons _____



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

Meeting Date: February 11, 2014
Item No.: 13
Department: Economic Development Office
Staff Contact: Sharon Lee Carney, Director
Issue: Eco. Development Office Update of 2013 Activities

Summary:

Attached is an update of the activities of the Prince Edward County Office of Economic Development for 2013. This information is being provided to give the Board of Supervisors an overview of the duties and responsibilities of the Economic Development Office and summarize the results obtained in 2013.

Recently we are seeing an increase in the number of businesses interested in expanding or new businesses wishing to locate to Prince Edward County.

The Prince Edward County Economic Development Office has still been successful in acquiring financing and grants for economic development projects even though project financing is still very difficult to obtain. The continued strong support by the Prince Edward County Board of Supervisors and IDA members has been the primary reason for the success of the Economic Development Office and Prince Edward County.

HIGHLIGHTS OF THE REPORT

1. Working with 5 businesses that are either expanding or locating in Prince Edward County. These businesses will generate 94 jobs and invest \$25,775,000.
2. Working with two new clients for possible location in Prince Edward County.
3. Administering 6 grant projects with a total of \$1,220,019 in grant funds.
4. Managing local incentives approved for 4 businesses.
5. Completed the 2013 Enterprise Zone Grant Process – had 3 grants which will provide \$255,743 to the 3 businesses.
6. Managing 5 outstanding loans with balances over \$9 million, over \$8 million is the Hampden-Sydney Loan used to build their Library.
7. Completed the Route 786 project with a revenue sharing grant of almost \$2.3 million.
8. Completed the Expansion of the Enterprise Zone by adding over 485 acres.
9. Hosted a regional Enterprise Zone Workshop – were 96 attendees.
10. Continue to work and manage the Prospect Depot Revitalization Project.

Attachments: Economic Development Office Update of 2013 Activities

Recommendation: No action to be taken

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

**ECONOMIC DEVELOPMENT OFFICE
UPDATE OF 2013 ACTIVITIES
February 11, 2014**

The two primary functions of the Prince Edward County Office of Economic Development is to recruit new businesses or assist existing businesses and to apply and manage various grants. The goal is to create new sustainable jobs with benefits and/or invest in real property improvements and obtain outside funding through the application for grant. This will enhance the quality of life for all the citizens of Prince Edward County and the surrounding community. Currently, the Economic Development Office is a staff of one, but often-times utilize Longwood University interns to assist with clerical duties. Under the auspice of the Economic Development Office, there are a number of responsibilities assigned to the Director. Below is a list of general duties and accomplishments by the Economic Development Office for 2013. Over the years, Prince Edward's economic development efforts have been very successful in improving the economic prosperity of the County.

Business recruitment and assistance to existing businesses and industries:

The recruitment of new businesses and industries to Prince Edward County, and to assist existing County businesses and industries is the primary responsibility of the Economic Development Office. This includes the development, fabrication and distribution of economic development marketing materials (excluding tourism efforts). The Economic Development Director is a primary point of contact and coordinator on behalf of Prince Edward County with various agencies such as Virginia Economic Development Partnership (VEDP), Workforce Development Board (WIB), Longwood Small Business Development Center (LUSBDC), Virginia Growth Alliance (VGA), the local Farmville Area Chamber of Commerce, Commonwealth Regional Council (CRC), commercial realtors/brokers, business site locators, the Virginia Department of Housing and Community Development (DHCD), the Tobacco Commission, and the Virginia Jobs Investment Program (VJIP).

The Prince Edward Economic Development Office is currently working with the following businesses:

• Tri-Boro Rack & Storage Products (expansion)	25 jobs	\$ 1,500,000	investment
• Luck Stone (new company)	35 jobs	\$20,000,000	investment
• Tharpe Trucking (relocation)	25 jobs	\$ 2,000,000	investment
• Helton House (Greater Purpose)(expansion)	28 jobs	\$ 1,025,000	investment
• <u>Lapp Metal Associates, LLC (relocation)</u>	5 jobs	\$ 1,250,000	investment
Total	94 jobs	\$25,775,000	investment

The showing of properties, the negotiation with companies, and coordination with various grant programs, the Board of Supervisors and the IDA is a time consuming process. Sometimes the Economic Developer works for weeks or months with a company whose project doesn't work out. Currently there is one company (UXB) that the Economic Development Office and the Tobacco Commission are working on together to relocate the company to Prince Edward County. There are also two new perspective clients the Economic Developer is working with who are just beginning their interviews, thus too premature to make any announcements. In addition, there were two new companies over the past year that were unable to put together a viable business plan and have since cancelled.

Grant writer, grant administrator and project coordinator:

Grant writing, grant administration, including local incentives, and grant project coordination are important responsibilities of the Economic Development Director. A significant portion of time is expended in writing grants and in grant administration. The accurate administration of grants is critically important to the successful reimbursement to Prince Edward County and to pass State and Federal audits. Access to grant funds and financing is also vital to the business recruitment and economic development efforts, often times making the pivotal difference in the successful recruitment or expansion of an industry.

Currently there are 6 open grant projects totaling \$1,220,019

• Prince Edward Cannery: Tobacco Commission Grant (to close out in 2014)	\$ 350,000
• Depot Revitalization: VDOT Enhancement Grant (4)	\$ 501,000
• Depot Revitalization: Tobacco Economic Devel. Grant	\$ 99,019
• Tobacco Region Opportunity Funds (TROF) Tri-Boro Rack	\$ 95,000
• Tobacco Region Opportunity Funds (TROF) Tharpe Trucking	\$ 95,000
• <u>Tobacco Region Opportunity Funds (TROF) Helton House</u>	<u>\$ 80,000</u>
Total	\$1,220,019

Local Incentives being managed by Economic Development Office:

- Tri-Boro Rack and Storage Products, LLC:
 - Real Estate Investment Grant (5 years)
 - Machinery & Tools Investment Grant (5 years)
- Timothy R. Tharpe, LLC:
 - Real Estate Investment Grant (5 years)
 - Machinery & Tools Investment Grant (5 years)
 - Personal Property Investment Grant (5 years)
- Helton House:
 - Real Estate Investment Grant (3 years)
 - Personal Property Investment Grant (3 years)
- Lapp Metal Associates, LLC:
 - Real Estate Investment Grant (3 years)

Enterprise Zone Administrator:

The Economic Development Director is the appointed Enterprise Zone Administrator for the Prince Edward County portion of the joint zone #48 with Charlotte, Lunenburg and Prince Edward Counties. Prince Edward's Enterprise Zone now consists of 2,608 acres and over 800 properties throughout the County and parts of the Town of Farmville. From January 1 until April 1 each year, Enterprise Zone Grant applications to the Commonwealth of Virginia are open for submittal. The Zone Administrator is responsible for the preparation of all marketing materials, annual notification of Zone benefits to all property owners within the Prince Edward County Zone, review of all local zone applications, coordination of application submittals, responsible for the preparation of the County's annual report to the Virginia Department of Housing and Community Development and prepares Enterprise Zone Amendments whenever needed. For the 2012 Enterprise Zone Grant year there were (2) Real Property Grants and (1) Job Creation Grant valued at \$255,743. Since **2004 through 2012**, there have been **49 Enterprise Zone grant applications submitted by businesses from Prince Edward County's Zone totaling awards of over \$3,648,743**. Grants for the 2013 cycle have yet to be submitted. Considering the Nation's slow economic recovery, Prince Edward County has produced an excellent grant application ratio in comparison to other Zones in

our region. A recent review by the Virginia Department of Housing and Community Development (VDHCD) in March 2013 gave Prince Edward County a favorable review.

Industrial Development Authority Secretary:

The Economic Development Director also functions as the Secretary to Prince Edward’s (7) member Industrial Development Authority (IDA) and as such is responsible for preparation of all meeting packets; typing of minutes and various clerical responsibilities; managing all the IDA funds; and over-site of all outstanding IDA loans and financing instruments. The Prince Edward County IDA has been supportive in the financing of various business endeavors and is responsible for the administration of Local Business Incentives for the County. Maintaining a pro-business IDA is critically important in the recruitment of businesses/industries bringing good paying jobs with benefits and encouraging investment in Prince Edward County.

Currently there are 5 loans outstanding with balances of over \$9,124,216

• Hampden-Sydney College Bond(\$10m Library)	\$8,178,055
• Paris Ceramics:	
○ Building finance (\$1.2 million)	\$ 713,500
○ Equipment (\$164,000) balance due June 2014	\$ 76,142
○ Equipment (\$170,000)	\$ 129,335
○ <u>Equipment (\$155,000 Draw Note) not fully drawn</u>	<u>\$ 27,184</u>
Total	\$9,124,216

Below is a list of successful economic development projects since May 2013 - Jan. 2014:

- Completion of Route 786: The grant administration for the Route 786 project was very involved due to the size of the project, the VDOT oversight requirements and State Funding requirements. The VDOT Revenue Sharing Grant for \$2,270,633 is now completely closed out and the County received full payment of available VDOT funds due. The project came in under budget by \$47,898, and there is a Revenue Sharing Grant Funds balance of \$186,629 available for future VDOT road projects.
- Expansion of Prince Edward’s Enterprise Zone: In 2013 the Prince Edward Enterprise Zone was expanded by over 485 acres. Completion of the Enterprise Zone Expansion took over 9 months with final approval being received from VDHCD in December of 2012. This approval precipitated the preparation of all new zone maps, the development and printing of new updated brochures and mailing of the new brochures to property owners within the zone. Since this updating in January 2013 was occurring at the same time the 2012 EZ Grant Program was opening, a concentrated effort by the County Economic Development Director had to be made to get the information out in a timely manner to be beneficial to eligible property owners. To help promote the Region #48 Enterprise Zone, in October of 2013, the Economic Development Office hosted a regional Enterprise Zone Workshop in partnership with Charlotte and Lunenburg Counties. There were 96 attendees for the lunch meeting that was fully sponsored by local businesses. Guest speakers included a representative from VDHCD and Certified Accountants experienced in the preparation of Enterprise Zone Grant applications. The Workshop was considered very successful by VDHCD and suggested as a model for other communities around the Commonwealth.
- Prospect Depot Revitalization: Since 2000 the Prospect Historical Society has been struggling to restore the historic train depot in Prospect. In 2012 the County Economic

Development Director was successful in working with Eric Hougland, the High Bridge Trail State Park Director, and the Department of Conservation and Recreation (DCR), to work with the Prospect Historical Society Members to share the Train Depot Facility as a DCR Ranger Office once restoration is complete. Getting the Depot Project to move forward after being stalled for years has been extremely tedious requiring numerous meetings and negotiations with Administrators of the VDOT Enhancement Grant Program and Federal Funds Coordinator, architect and engineers. Construction bids for the Depot were received in December 2013, but unfortunately all bid submittals exceeded the project budget. At the recommendation of the Enhancement Grant Program Director, the building plans are currently being redesigned and will go out to bid again in summer of 2014. This type of project delay is extremely disappointing but according to VDOT this seems to be a trend which they are trying to improve.

Respectfully submitted,
Sharon Lee Carney, Director
Economic Development



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

Meeting Date: February 11, 2014
Item No.: 14
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: County Administrator's Report

Summary:

A. Southside Electric Cooperative (SEC) Rate Increase –

The County received notice that Southside Electric has applied for a rate increase with the State Corporation Commission (SCC). On average customers will see an 8% increase in their monthly electric bills. SEC requested the SCC allow the rates to take effect on an interim basis and subject to refund, for bills rendered on or after January 1, 2014. A public hearing on this request will be convened on June 3, 2014 at 10 a.m. in the SCC's Courtroom in the Tyler Building at 1300 East Main Street, Richmond, Virginia.

B. Reassessment Report –

The assessors are proceeding on schedule and have now visited slightly more than one-half of the properties in Prince Edward County. At this time it is too early to determine any possible outcome of the reassessment. But the 2013 sales data will be available in the near future.

Attachments:

Recommendation:

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



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

Meeting Date: February 11, 2014
Item No.: 15 a.
Department: County Administration
Staff Contact: Wade Bartlett
Issue: Committee Report - YMCA

Summary:

The YMCA Committee met on December 18, 2103 and January 28, 2014. The Committee is comprised of Supervisor Jones – Chair, Supervisor McKay and Supervisor Wilck. Also present at one or both of the meetings were Supervisor Timmons, Mrs. Gwen Eddlemen, Mrs. Jane Schirmer, Mr. Tim Tharpe, Mr. Brad Watson, and County Administrator Wade Bartlett.

As a result of a request by the YMCA (Attachment 1) for the County to assist in the restructuring of the existing debt service for the YMCA building, the Board established the YMCA committee to review the request and make a recommendation to the full Board. The request received consideration due to the partnership agreement the Board entered into with the YMCA in 2006, attachment 2. The stated purpose of the partnership was to “bring quality recreation, fitness and educational programs to all citizens of Prince Edward County regardless of race and financial disposition.” The agreement also stated every effort would be made to help the impoverished have access to the YMCA and this outreach effort on the part of the Board would improve the quality of life and be an economic development asset. An unstated purpose for the partnership would be that it would relieve the County from having to develop an expensive recreation department.

During the December meeting of the Committee the representatives of the YMCA provided statistics concerning the YMCA and the benefit they provide to the County, attachment 3 and 4. Also provided was a financial review conducted by Davenport & Company, attachment 5. The report shows that revenues have consistently been in the range of \$1.1 - \$1.2 million each year. Operating revenues have stabilized around the \$1 million level and debt service is approximately \$230,000 annually. Attachment 6 is the 2012 Audit which shows a decrease in cash of \$85,202. Attachment 7 is a report showing the financial results of 2013. This report indicates a decrease in cash of \$71,983 for 2013. On the positive side membership revenue has increased 29.5% since 2009.

At the December meeting the Committee reviewed the information provided, heard from representative from the YMCA and asked questions. The Committee held a second meeting on January 28, 2014. Prior to the second meeting the Line of Credit Note, the deed of trust and Mortgage agreement and membership billing information was provided to the Committee.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



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

Discussion centered on membership billing, how the County benefits from the presence of the YMCA, the savings expected from refinancing the existing note, and actions the YMCA could take to solve their cash-flow problems.

It was determined that with a 3% interest rate and a 17 year term the annual savings would be approximately \$50,000. The Committee voiced concern that even with the savings from a refinancing; the YMCA would face financial challenges. The YMCA pledged to take actions to control expenditures and collect new sources of revenue.

The Committee expressed concern with both the idea of co-signing any loan or providing the funds necessary to pay off the existing debt with the YMCA then repaying the County. There was considerable reluctance on the part of the Committee for the County to assume a liability of \$2.6 million but due to the benefits the YMCA provides to the County and its citizens they wanted to assist the YMCA and at the same time limit the Counties liability.

Mr. Wilck proposed the Committee discuss the idea of providing a no interest loan to the YMCA, the amount to be equal to the savings that would have resulted from a loan refinancing which was determined to be \$50,000. The committee realized that \$50,000 would not solve all of the challenges faced by the YMCA. It was determined the YMCA would need to address its operational and cash-flow issues and make necessary changes to solve these issues. The Committee wanted to ensure the YMCA would take action. After discussion the recommendation listed below was agreed upon.

Attachments:

1. Letter dated December 4, 2013 from the chair of the YMCA Board.
2. July 14, 2006 Partnership Agreement between the County and YMCA.
3. YMCA Demographic data
4. Summary points from the YMCA – September 2013.
5. Davenport & Company Financial Review of the YMCA.
6. YMCA audit for 2012.
7. YMCA financial report for 2013

Recommendation:

The YMCA Committee unanimously (to include the citizen members) recommends the Board approve the request to loan, at no interest, the YMCA \$50,000 per year for three years with payment to occur each March. Repayment of the loan to begin 5 years after the first payment on terms to be determined at that time. The loan is contingent upon a bi-annual review by the YMCA committee to ascertain if the YMCA has made adequate progress in addressing their cash-flow challenges.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SOUTHSIDE VIRGINIA FAMILY YMCA
580 Commerce Road, Farmville, VA 23901

December 4, 2013

Mr. William G. Fore, Jr.
Chairman, Prince Edward County Board of Supervisors
P.O. Box 382
Farmville, Virginia 23901

Dear Chairman Fore and Board of Supervisors members,

The Southside Virginia Family YMCA appreciates the support that has been demonstrated through the Prince Edward County Board of Supervisors. The Y is a community asset that serves over 20% of the county's population. The diversity of the citizens that access the Y is all embracing and reflects the profile of our Prince Edward citizens.

On December 10, 2013, the Y will be requesting that Prince Edward County assist the Y with the restructuring of existing debt service for our building. In 2008 the Y built a \$4,268,000 facility. The Y was planned and built to be supported by Capital Campaign pledges, gifts, and the sale of the former Y building. The pledges were to be received within 5 years. Based on the expectation of paid pledges, gifts, and the sale of the former Y property, the balance of the debt service fell within acceptable guidelines to be supported by the Y within its operating budget.

The downturn of the economy in the Fall of 2008 failed to produce the pledges made toward the Y's Capital debt service. The Y has the burden of supporting the debt through operations thereby restricting cash flow. This has hindered the Y's ability to refinance the debt service through conventional means. The Y debt service is currently at \$2,249,421. The anticipated debt service at this time was scheduled to be \$1,500,000. The current interest rate on the debt service is exceedingly high at 6.95%. The Y is requesting that Prince Edward County assist the Y with a reduction of the interest rate on the existing debt.

The Y continues to remain current with the financial obligations that we are responsible for. The need to prepare for the future community's recreation services and the ability to plan for maintenance and operating needs for our Y going forward is critical.

The request to Prince Edward County reflects the due diligence of being fiscally responsible to our citizens by reducing the interest rate at a time in our economy that lower rates are

available and achievable with the support of the County. Our Y leadership has and will continue to be utmost mindful of our resources to continue to sustain our operations. Ultimately, the reduction of our interest rate on our debt service would greatly give the Y the ability to build reserves for our future.

Your consideration is most appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gwen S. Eddleman". The signature is fluid and cursive, with a large initial "G" and "E".

Gwen S. Eddleman
Board of Directors, Chair



Final Proposal ATT. 2

COUNTY OF PRINCE EDWARD, VIRGINIA
WWW.CO.PRINCE-EDWARD.VA.US

POST OFFICE BOX 382, FARMVILLE, VA 23901
(434) 392-8837 VOICE • (434) 392-6683 FAX
INFO@CO.PRINCE-EDWARD.VA.US

July 14, 2006

Mr. Dan Albert, Director
Southside Virginia Family YMCA
P. O. Box 95
Farmville, VA 23901

Dear Mr. Albert,

It is the sincere desire of the Prince Edward County Board of Supervisors to develop an on going working relationship with the Southside Virginia Family YMCA to bring quality recreation, fitness and educational programs to all the citizens of Prince Edward County regardless of race and financial disposition. In an effort to establish such a partnership between Prince Edward County and the YMCA, the Board of Supervisors offers the following preliminary Partnership Agreement.

**PRINCE EDWARD COUNTY AND SOUTHSIDE VIRGINIA YMCA
PRELIMINARY PARTNERSHIP AGREEMENT**


- Prince Edward County will transfer to the Prince Edward County Industrial Development Authority (IDA) 31.86 +/- acres at the Prince Edward County Industrial Park for the construction of a regional YMCA inclusive of building, parking lot, athletic fields and park facilities.
- Prince Edward County IDA will pledge \$1.5 million for the construction of the new YMCA facility through bond financing.
- The IDA will submit a zoning request change to the Prince Edward County Planning Commission and the Prince Edward County Board of Supervisors to provide for a recreation facility and further the IDA and Southside Virginia Family YMCA will hold a joint public information meeting seven to nine days prior to the Planning Commission public hearing on the re-zoning request.
- All terms of this agreement are subject to public hearings for the requested zoning change and approval of said zoning change by the Board of Supervisors and further subject to approval of the \$1.5 million bond financing.

- The Southside Virginia YMCA Board will authorize the appointment of two board member positions to the YMCA Board by the Prince Edward County Board of Supervisors.
- The Southside Virginia YMCA will extend a 15% fee discount to all Prince Edward County residents on all programs. *(This does not include annual membership fees.)*
- The Southside Virginia YMCA pledges to provide flexible, custom, programming designed to the specific needs of citizens of Prince Edward County and the surrounding region.
- The Southside Virginia YMCA will work with the Prince Edward County Department of Social Services or any other approved similar agency to help pre-qualify citizens who may need scholarship assistance to help defray the cost of programs and membership fees for those citizens who are financially disadvantaged. *(Every effort to help the impoverished to have full and fair access to the YMCA facilities, while retaining their anonymity should be made.)*
- The proposed commitments above are not in lieu of annual YMCA program funding requests to Prince Edward County.

The proposed partnership between the County of Prince Edward and the Southside Virginia YMCA will be invaluable to the citizens of the region for years to come by providing state of the art recreation, fitness and educational opportunities. This progressive community outreach effort will greatly improve the quality of life in Prince Edward County and prove to be a huge economic development asset in the recruitment of businesses and industries.

If you have any questions, please feel free to contact the County Administrator Mildred B. Hampton, at (434) 392-8837 or myself. The County Board of Supervisors looks forward to working with the Southside Virginia YMCA as we move forward in building the future for all the citizens of the Prince Edward County and the Heartland Region.

Sincerely yours,


 William G. Fore, Jr., Chairman
 Prince Edward County Board of Supervisors

LeAnne Emert, Board President
 Southside Virginia Family YMCA

Southside Virginia Family YMCA Active Members- 6089

Member Demographics	Members	% Members	General Population	% in County
<u>Prince Edward County</u>	4212	69.17%	23,368	17.96%
- Prospect (23960)	288	4.7%	1990	14.47%
- Rice (23966)	437	7.2%	2369	18.44%
-Farmville (23901)	1576	25.5%	10210	15.44%(non-town)
- Town of Farmville	1255	20.61%	8216	15.28%
- Meherrin (23954)	256	4.2%	2017	12.69%
- Hamp-Syd (23943)	14	0.23%	225	6.2%
- GreenBay (23942)	147	2.4%	1112	13.2%
- Pamplin (23958)	242	3.97%	2995	8.08%
Charlotte County	565	9.28%	12586	4.49%
- Charlotte CH (23923)	107	1.76%	2592	4.13%
- Cullen (23934)	61	1%	681	8.96%
- Drakes Branch (23937)	72	1.18%	1970	3.65%
- Keysville (23947)	270	4.43%	4293	6.29%
- Phenix (23959)	25	0.41%	1264	1.98%
- Red House (23963)	18	0.3%	587	3.07%
- Saxe (23967)	16	0.26%	1118	1.43%

Southside Virginia Family YMCA Active Members- 6089

Buckingham County	267	4.38%	17146	1.56%
- Buckingham(23921)	27	0.44%	1991	1.36%
- Dillwyn(23936)	240	3.94%	8212	2.92%
Cumberland County	196	3.22%	10052	1.95%
- Cartersville (23027)	6	0.01%	1413	0.42%
- Cumberland (23040)	190	3.12%	4661	4.08%
Nottoway County	501	8.23%	15853	3.16%
- Blackstone (23824)	105	1.72%	7214	1.46%
- Burkeville (23922)	149	2.44%	3785	3.94%
- Crewe (23930)	247	4.06%	5690	4.34%
Lunenburg County	69	1.13%	12914	0.53%
- Victoria (23974)	61	1%	5012	1.22%
- Kenbridge (23944)	8	0.13%	4261	0.19%

Southside Virginia Family YMCA Active Members- 6089

Appomattox	261	4.29%		
- Pamplin(23958)	233	3.83%	2995	7.78%
- Appomattox(24522)	28	0.46%	9213	0.3%
Amelia County	152	2.5%		
- Amelia CH (23002)	78	1.28%	10439	0.75%
- Jetersville (23083)	74	1.22%	1732	4.27%
Other	100	1.6%		

Southside Virginia Family YMCA
Board of Directors

September 2013

STATISTICS TO OPEN

- **6,089 people served through the facility with over 12,000 adult visits on average per month.**
- Households using the Y is 2,250 with nearly 1,000 of the households **having a member over of 60 years of age.**
- **5,172 youth swim lessons** in 2012, 116 children in **summer day camp** in 2012, serving Prince Edward and Cumberland County Public Schools with **2nd grade Learn to Swim program**, Prince Edward **Middle School** children with physical activity classes at the Y Monday thru Thursdays during the 2012-2013 school year utilizing 21st Century Community Learning Center funding.
- **LIVESTRONG at the YMCA** program for cancer survivors as the Y is one of only 90 Ys out of 900 across the country to deliver this program.
- In 2014 the Y will offer a Diabetes Prevention Program that is supported through the Center for Disease Control and other nationally recognized health care systems.
- **Over \$275,000 in financial assistance given back to our community through programs and services in 2012.**
- **Provided showers to the community with the loss of power during storms** in 2012 and 2013.
- Commonwealth of Virginia Department of **Rehabilitative Services employer of the year for Southside Virginia 2012.**

- **Community Service hours** for ASAP clients.
- **Organic farm fresh foods drop off site to more than 40 participants** each week and site for **community garden in 2014.**
- **Showers** for church mission youth groups, for bicyclists – two groups riding across America, and showers, exercise and hosted dinners for the Navy working on the Appomattox River and hosted dinners in 2012 and 2013.

SITUATION/CASE

- 2008 The Y built a **\$4,268,800 facility**
- The Y had **pledges and gifts totaling \$3,325,000** with an anticipated **debt service of \$943,800.**
- The Y planned and **built its facility based on the pledges and gifts grant dunging estimates, and estimated profit from the sale of an asset to total \$3,325,000.**
- **The remaining debt service fell within acceptable debt service guidelines** and the Y Board felt we could handle it within the operating budget.
- **The 2008 Economic Downturn failed to produce the pledges made toward the Y's debt service.** The Y has had the burden of rolling the remaining debt into operations restricting the available cash flow needed to be sustainable.
- This burden is **hampering the Y's ability to be sustainable**

ATTEMPT TO CORRECT

- **Fall 2013 the Y asked Central Virginia Bank, the current mortgage holder, to consider lowering our interest of 6.95%. The bank declined but did offer to reduce the rate to 6.15% with a penalty for early pay off. We did not feel this was a solution.**
- **March 2013 the Y engaged with a Davenport Financial Advisor to research and attempt to find a mortgage servicer for our debt service. We were not successful in that attempt based on our cash flow limits. In August 2013 Davenport concluded the search and suggested other options.**
- **The Y Board of Directors options are to have meaningful exchange with local county and town councils to reduce the current debt interest rate on the existing \$2,200,000.**
- **The Y Board of Directors will also explore the embarking of a new Capital Campaign that will serve the Y and community in the future to come.**

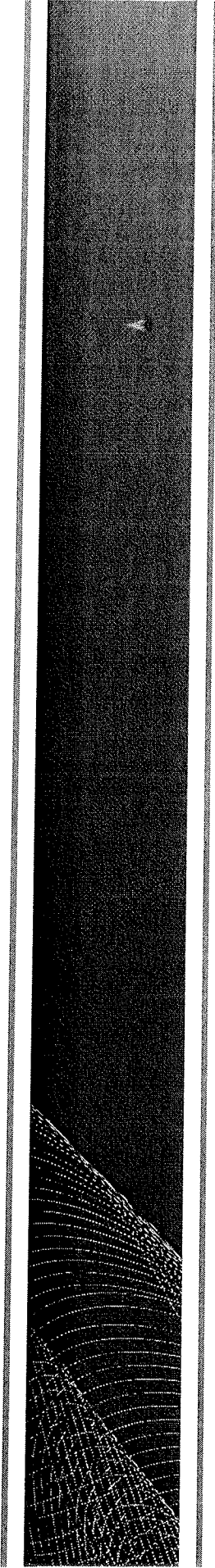
RAMIFICATIONS

- **Y programs, services, and building will be more severely restricted**
- **The ability to maintain and fund maintenance and depreciation for the stability and upkeep of the facility is and will continue to be challenged**
- **The Y will not be able to build the infrastructure of staff and volunteers that are needed to develop and continue our service to the community**

- **Accounts payable will not stay current** and in good standing with our vendors

IT IS CRITICAL THAT we increase our cash flow by reducing debt service.

- **Key Programs and their impact** on lives such as LIVESTRONG, Older Adults, Prince Edward 2nd Grade Learn to Swim and others must continue
- **Improve and grow the depth of community health and service and impact** that has been demonstrated thus far needs to continue
- **Continue the demonstration of the strength of support** since 1992 for the continued growth of the presence and impact of the Y



Financial Review (2008-2012)

Refinancing Feasibility for Central Virginia Bank Loan



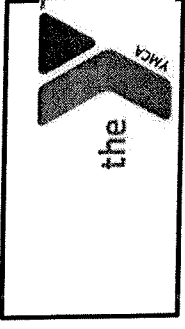
Southside Virginia Family YMCA

AF

August 8, 2013

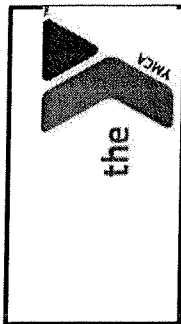
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Financial Review



- Davenport has reviewed in detail the historical financials of the Y from 2008-2012.
- Davenport has spoken with staff and auditors of the Y.
- Davenport has spoken with a select number of lenders to gain feedback on the possibility of refinancing the existing debt.

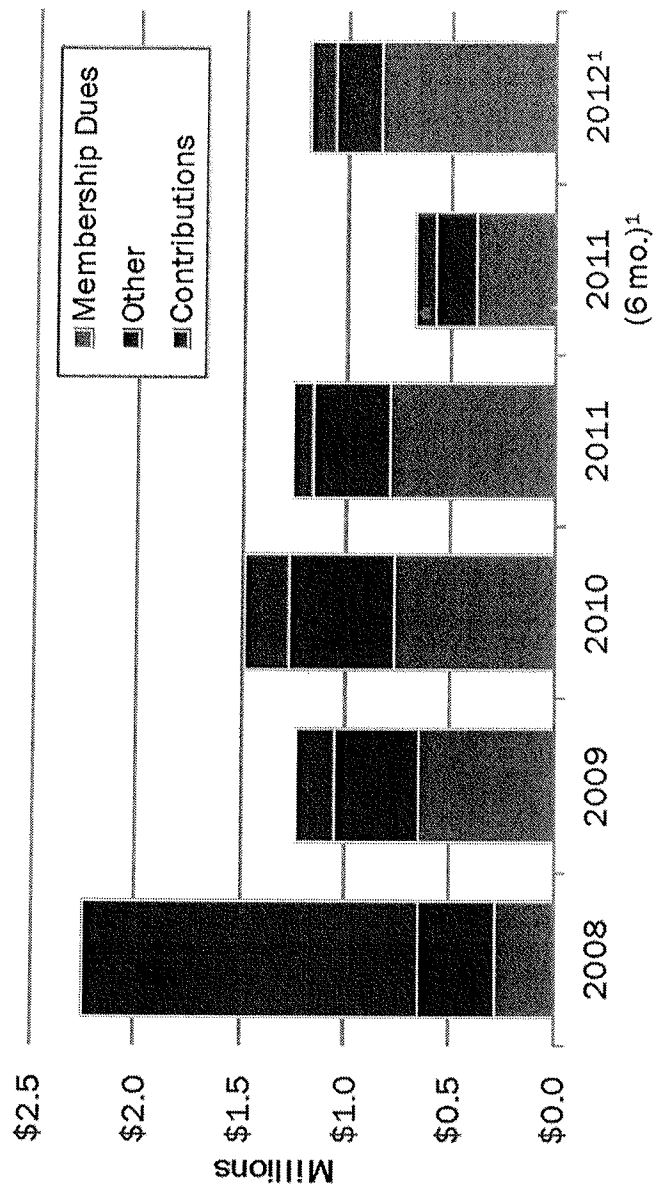
Historical Revenues



Observations

- Operating Revenues have been largely consistent with contributions varying annually.

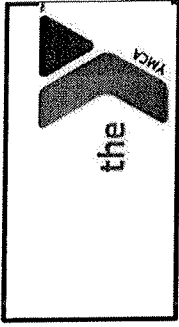
Historical Revenue



Note: Other consists of Joining Fees, Daily Passes, Fundraising Events, Aquatic Program Fees, Health & Wellness Program Fees, Sale of Assets, Dividends, Interest Income, Merchandise Sales, Facility Rent, and miscellaneous.

¹ Change in fiscal year end from 6/30 to 12/31

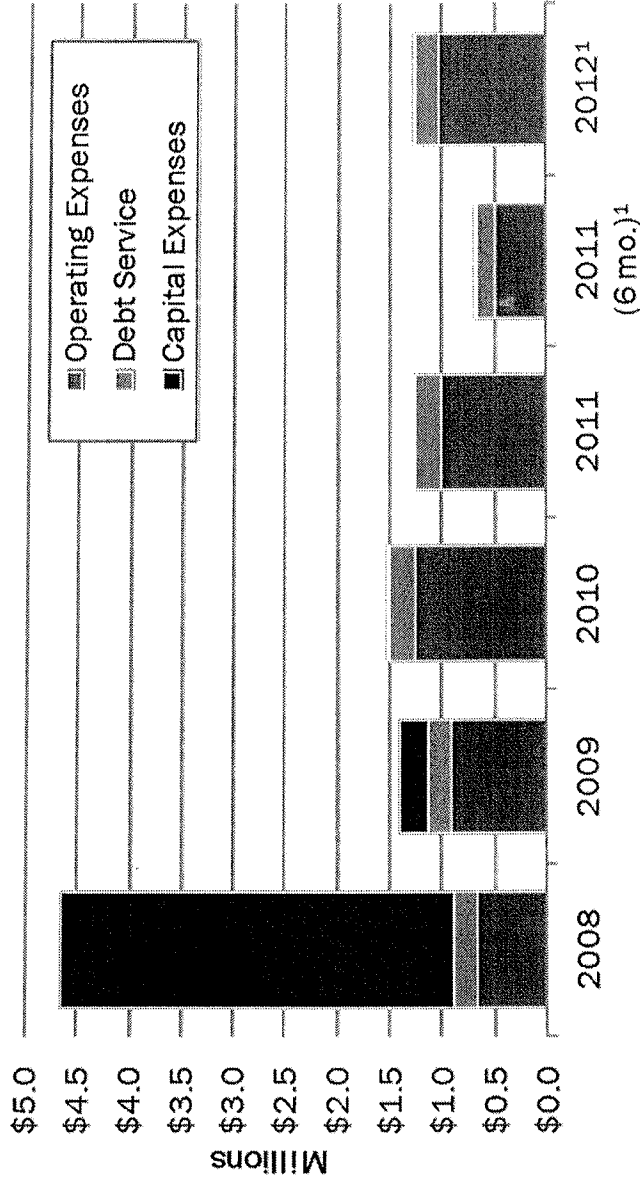
Historical Expenses



Observations

- Historical expenses have been consistent.
- Minor capital expenses annually.

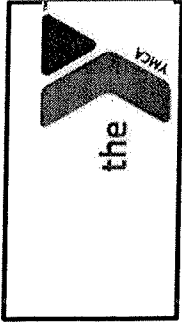
Historical Expenses



Note: (1) Operating Expenses are net of interest expense and depreciation; (2) Debt service in 2008 and 2009 is equal to the minimum CVB loan payment; (3) Capital Expenses is equal to the Purchase of Fixed Assets on the Statement of Cash Flows.

¹ Change in fiscal year end from 6/30 to 12/31

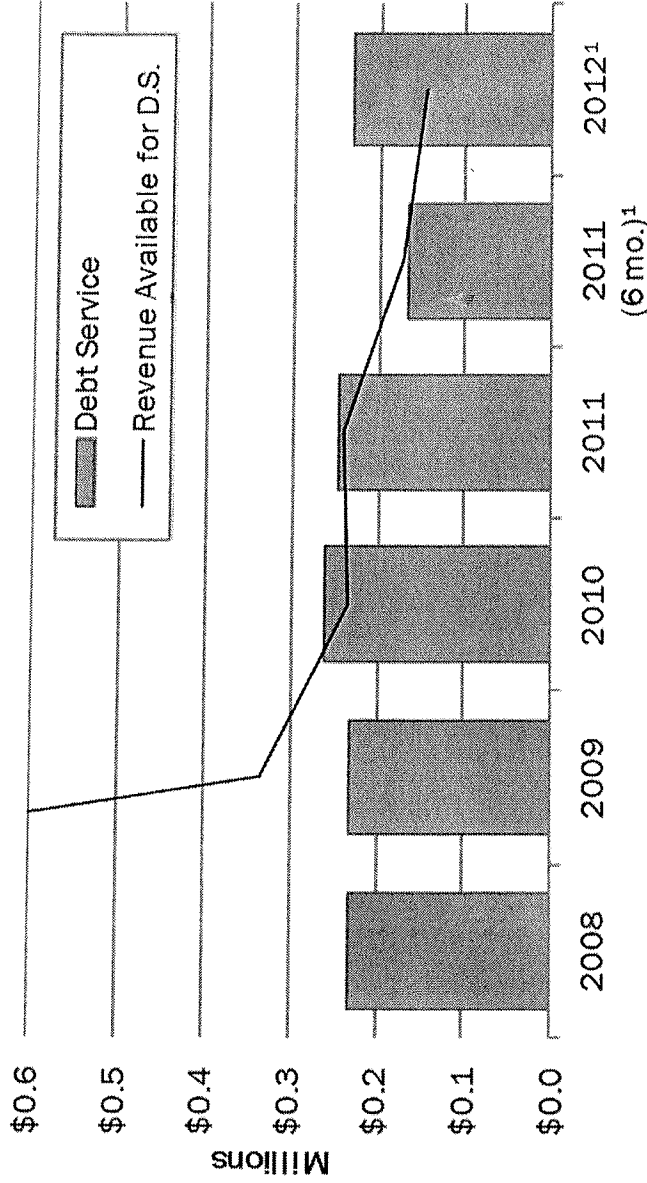
Debt Service Coverage



Central Virginia Bank Loan

- \$2,255,216.35 in Principal Outstanding, as of August 12, 2013.
- Matures February 12, 2030
- 6.950% Interest Rate.
- Annual debt service of \$233,154.84

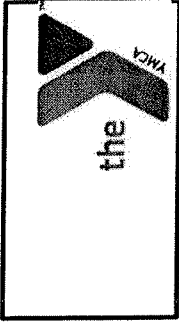
Debt Service vs. Revenue Available for D.S.



Note: (1) Net Revenues in 2008 were \$1.6 million; (2) Debt service in 2008 and 2009 is equal to the minimum CVB loan payment;

¹ Change in fiscal year end from 6/30 to 12/31

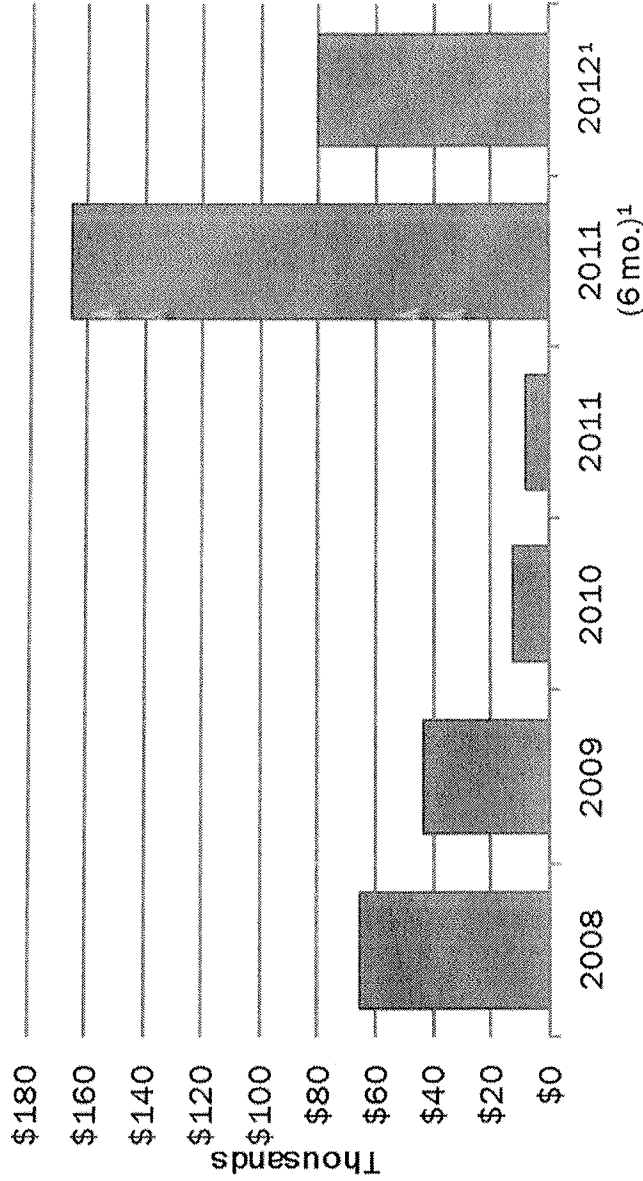
Cash Fund Balance



Observations

- Fund Balance continues to decline.
- Sale of Assets in 2011 allowed for payments of debt service in 2011 and 2012.

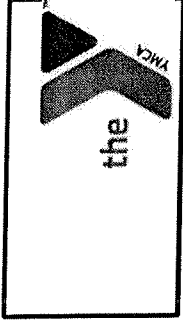
Fund Balance at End of Fiscal Year



Note: Sale of property for \$155,000 in 2011;

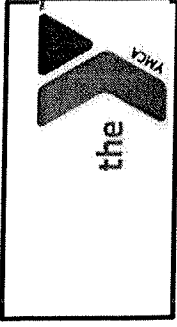
¹ Change in fiscal year end from 6/30 to 12/31

Observations



- Membership revenue has increased by 29.5% since 2009.
- Debt Service is 18.5% of annual budget.
- Available revenues were insufficient in 2010, 2011, and 2012 to cover expenses and debt service.
- Absent the Sale of Assets in FY 2011, the cash balance in FY 2012 would be negative.
- If trend continues for FY 2013, most of the operating reserves will be diminished.

Observations

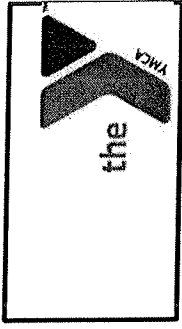


Debt Service	
Current Annual D.S.	\$230,155
Refinance at 6.00%	\$215,200
Refinance at 5.50%	\$207,586
Refinance at 5.00%	\$200,122
Refinance at 4.50%	\$192,811

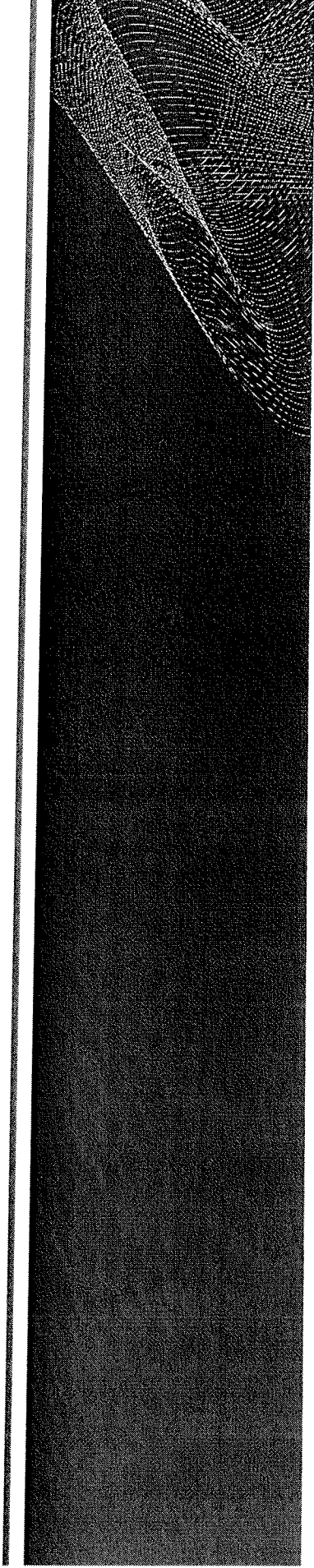
- The ability to refinance the Y's debt could potentially reduce annual debt service by \$40,000.
- A bank's willingness to lend this money is extremely hindered by recent financial performance.

	Current CVB (6.95%)	Refi at 6.00%	Refi at 5.50%	Refi at 5.00%	Refi at 4.50%
2012 Net Revenue Available for Debt Service	\$ 145,965	\$ 145,965	\$ 145,965	\$ 145,965	\$ 145,965
Debt Service	\$230,155	\$215,200	\$207,586	\$200,122	\$192,811
Debt Service Coverage	0.63x	0.68x	0.70x	0.73x	0.76x

Next Steps



- Discuss financial situation with Executive Committee.
- Review options to put the Y in a stronger Financial Position.
- Review Potential Refinancing options available to the Y.



Richmond — Headquarters

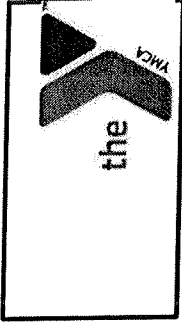
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Version 6/1/2012 CHJS

**SOUTHSIDE VIRGINIA FAMILY YMCA
AUDITED FINANCIAL STATEMENTS
DECEMBER 31, 2012**

BURNETT & SNEED, LLC

CERTIFIED PUBLIC ACCOUNTANTS

Larry P. Sneed, CPA
Kelly S. Phillips, CPA

J. Richard Burnett, CPA, Retired

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Southside Virginia Family YMCA

We have audited the accompanying statements of financial position of Southside Virginia Family YMCA (a nonprofit organization) as of December 31, 2012, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Southside Virginia Family YMCA as of December 31, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.


Certified Public Accountants

South Boston, Virginia
May 30, 2013

-MEMBERS-
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
VIRGINIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

SOUTHSIDE VIRGINIA FAMILY YMCA
STATEMENT OF FINANCIAL POSITION
December 31, 2012

ASSETS

Cash and cash equivalents	\$ 80,511
Unconditional promises to give	26,245
Property and equipment	<u>4,326,132</u>

TOTAL ASSETS

\$ 4,432,888

LIABILITIES

Accounts payable	\$ 24,652
Notes payable	<u>2,322,721</u>

TOTAL LIABILITIES

\$ 2,347,373

NET ASSETS

Unrestricted	1,782,011
Temporarily restricted	<u>303,504</u>

TOTAL NET ASSETS

2,085,515

TOTAL LIABILITIES AND NET ASSETS

\$ 4,432,888

See accompanying notes to financial statements.

SOUTHSIDE VIRGINIA FAMILY YMCA
STATEMENT OF ACTIVITIES
For The Year Ended December 31, 2012

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public Support, Revenues, and Reclassifications				
Contributions:				
Capital Campaign	\$ 800	\$ -	\$ -	\$ 800
Annual Support Campaign	119,351	-	-	119,351
United Way	1,250	-	-	1,250
Membership Dues:				
Household	471,530	-	-	471,530
Active Older Adult Individual	76,151	-	-	76,151
Active Older Adult Family	114,345	-	-	114,345
Adult	175,337	-	-	175,337
Program membership	2,123	-	-	2,123
Guest fees	2,685	-	-	2,685
Joining fees	17,237	-	-	17,237
Youth	2,561	-	-	2,561
Return service fees	1,966	-	-	1,966
Mangement contract fees	5,105	-	-	5,105
Fundraising events	2,231	-	-	2,231
Aquatic Program Fees	16,181	-	-	16,181
Health & Wellness Program Fees	147,694	-	-	147,694
Interest income	599	-	-	599
Facility rent	3,300	-	-	3,300
Merchandise sales	986	-	-	986
Net assets released from restrictions				
Restrictions satisfied by payments	21,755	(21,755)	-	-
Total Public Support, Revenues, and Reclassifications	\$ 1,183,187	\$ (21,755)	\$ -	\$ 1,161,432
Expenses				
Programs:				
Aquatics	\$ 75,569	\$ -	\$ -	\$ 75,569
Youth	106,200	-	-	106,200
Health & Wellness	157,351	-	-	157,351
Supporting Services:				
Administration	870,803	-	-	870,803
Membership	122,565	-	-	122,565
Fundraising	5,511	-	-	5,511
Total Expenses	1,337,999	-	-	1,337,999
Change in assets	(154,812)	(21,755)	-	(176,567)
Net assets at beginning of year	1,936,823	325,259	-	2,262,082
Net assets at end of year	\$ 1,782,011	\$ 303,504	\$ -	\$ 2,085,515

See accompanying notes to financial statements.

SOUTHSIDE VIRGINIA FAMILY YMCA
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended December 31, 2012

	PROGRAM SERVICES				SUPPORTING SERVICES				Total Expenses
	Aquatics	Youth	Health & Wellness	Administration	Membership	Fundraising	Administration	Membership	
Salaries	\$ 62,700	\$65,014.00	\$ 85,737	\$ 169,966	\$ 84,681	\$ -	\$ 169,966	\$ 84,681	\$ 468,098
Payroll taxes	5,419	5,836	7,921	15,007	7,504	-	15,007	7,504	41,687
Employee benefits	1,207	-	351	31,878	1,374	-	31,878	1,374	34,810
Contract services	-	355	7,616	101,148	-	-	101,148	-	109,119
Membership expenses	-	-	-	-	10,259	-	-	10,259	10,259
Bank service charges	-	-	-	5,763	-	-	5,763	-	5,763
Criminal background checks	-	-	-	194	-	-	194	-	194
Equipment rent	-	-	35,339	-	12,824	-	-	12,824	48,163
Licenses and permits	-	266	-	35	-	-	35	-	301
National dues	-	1,591	-	17,916	-	-	17,916	-	19,507
Interest expense	-	-	-	167,607	-	-	167,607	-	167,607
Office supplies and postage	-	-	-	4,617	-	-	4,617	-	4,617
Miscellaneous	-	6,368	-	109	-	-	109	-	6,477
Training	1,530	2,498	3,885	9,366	1,888	-	9,366	1,888	19,167
Employee expenses	-	735	152	8,607	403	-	8,607	403	9,897
Supplies	4,509	12,836	7,644	6,692	3,005	5,511	6,692	3,005	40,197
Vehicle and mileage	204	4,998	68	127	-	-	127	-	5,397
Advertising and printing	-	1,072	13	10,319	557	-	10,319	557	11,961
Repairs and maintenance	-	-	8,205	62,657	-	-	62,657	-	70,862
Utilities	-	4,631	-	108,096	-	-	108,096	-	112,727
Dues and subscriptions	-	-	420	1,801	70	-	1,801	70	2,291
Insurance	-	-	-	19,575	-	-	19,575	-	19,575
Uncollectible pledges	-	-	-	4,396	-	-	4,396	-	4,396
Depreciation	-	-	-	124,927	-	-	124,927	-	124,927
	<u>\$ 75,569</u>	<u>\$ 106,200</u>	<u>\$ 157,351</u>	<u>\$ 870,803</u>	<u>\$ 122,565</u>	<u>\$ 5,511</u>	<u>\$ 870,803</u>	<u>\$ 122,565</u>	<u>\$ 1,337,999</u>

See accompanying notes to financial statements.

**SOUTHSIDE VIRGINIA FAMILY YMCA
STATEMENT OF CASH FLOWS
For The Year Ended December 31, 2012**

Operating Activities:	
Change in net assets	\$ (176,567)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	133,268
Net unconditional promises to give	26,152
Accounts payable and accrued liabilities	<u>(4,495)</u>
Net cash provided (used) by operating activities	<u>(21,642)</u>
Investing Activities:	
Purchase of fixed assets	<u>(821)</u>
Net cash provided (used) by investing activities	<u>(821)</u>
Financing Activities:	
Net decrease in notes payable	<u>(62,739)</u>
Net cash provided (used) by financing activities	<u>(62,739)</u>
Net increase (decrease) in cash	(85,202)
Cash at January 1, 2012	<u>165,713</u>
Cash at December 31, 2012	<u><u>\$ 80,511</u></u>
 Supplemental Information:	
Interest paid	<u><u>\$ 167,607</u></u>
Taxes paid	<u><u>\$ -</u></u>

See accompanying notes to financial statements.

SOUTHSIDE VIRGINIA FAMILY YMCA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012

NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Southside Virginia Family YMCA (the Organization) is a community center focusing on life long recreational opportunities for youth, teens, adults, and seniors. The Organization is committed to servicing the counties of Buckingham, Charlotte, Cumberland, Nottoway and Prince Edward with programs that promote health and wellness to its members and the community at large. The Organization is supported primarily through donor contributions, membership dues, and program fees. Approximately 11% of the Organization's support for the year ended December 31, 2012 came from donor contributions.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Organization uses the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

Contributed Services

During the year ended December 31, 2012, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization, but these services do not meet the criteria for recognition as contributed services.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Financial Statement Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

SOUTHSIDE VIRGINIA FAMILY YMCA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012

NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Property and Equipment

It is the Organization's policy to capitalize all property and equipment regardless of cost. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets as that time. Property and equipment are depreciated using the straight-line method over 39 years and MACRS 200% declining-balance method over 3, 5, and 7 years.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence or nature of any donor restrictions.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c) (3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

Investments

Investments are composed of money market funds and are classified as part of cash and cash equivalents on the statement of financial position.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

SOUTHSIDE VIRGINIA FAMILY YMCA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012

NOTE B – RESTRICTIONS ON NET ASSETS

Substantially all of the restrictions on net assets at the year ended December 31, 2012 are related to funds raised through the Capital Campaign, a drive to raise funds to construct a new facility. In October 2006, the Organization received a donation of 34 acres of land from Prince Edward County and began the construction of a new facility. The Organization solicited contributions for the facility through the Capital Campaign. Cash and promises to give raised through the Capital Campaign are restricted to payment of the note payable secured by the land and building. Those restrictions are considered to expire when payments are made. Interest earned on the temporary investments of such support is unrestricted.

NOTE C – PROMISES TO GIVE

Unconditional promises to give consist of the following:

Restricted to payment of note payable	\$ 26,520
Less: Unamortized discount	<u>(275)</u>
Net unconditional promises to give	<u>\$ 26,245</u>
Amounts due in:	
Less than one year	\$ 21,645
One to five years	1,850
Thereafter	<u>3,025</u>
	<u>\$ 26,520</u>

Unconditional promises to give due in more than one year are recognized at fair value, using present value techniques and a discount rate of 1.7%, when the donor makes an unconditional promise to give to the Organization.

NOTE D – PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

Land	\$ 1,008,543
Building and improvements	3,721,792
Facility equipment	92,030
Fitness equipment	328,287
Swim and pool equipment	42,815
Football equipment	7,508
	<u>5,200,975</u>
Accumulated depreciation	<u>(874,843)</u>
	<u>\$ 4,326,132</u>

SOUTHSIDE VIRGINIA FAMILY YMCA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012

NOTE E – NOTES PAYABLE

The Organization's notes payable consist of the following:

Deed of Trust note payable to Central Virginia Bank, interest of 6.95% payable monthly with principal balance due in full at maturity date. Secured by YMCA building and Approximately 32 acres of land located in Prince Edward Industrial Park, Farmville, Virginia	\$ 2,302,910
Commerical line of credit payable to Benchmark Community Bank, interest of 2.65% payable monthly with principal balance due in full at maturity date of July 18, 2013, secured by a commercial security agreement dated July 24, 2012.	<u>19,811</u>
	<u>\$ 2,322,721</u>

Southside Virginia Family YMCA
END OF YEAR 2013

Fund: All
Branch: All
Department: Administration 01, Health Fitness Recreation 03,
Youth Teen Family 04, Membership 05, School

Account Group	Account Group Name	EOY ACTUAL 2013
Revenue		
10	Contributions	133,071
11	Membership Fees	852,490
13	Revenue Sources	187,087
14	Sales	2,750
15	Interest Income	246
Total Unrestricted Revenue		1,175,644

Total Revenue 1,175,644

Expenses

21	Salary/Wages	469,762
22	Benefits	46,031
23	Payroll Expenses	46,151
24	Contracts	137,493
25	Supplies	36,192
26	Telephone	12,794
27	Postage/Delivery	1,276
28	Operation Expenses	298,542
29	Furniture/Equipment	45,377
31	Advertising/Marketing	7,446
32	Vehicle/Mileage	1,150
33	Volunteer/Employee Expenses	19,637
35	Dues & Subscriptions	21,364
36	Interest Expense	174
37	Bank/Credit Card Fees	7,546
39	Mortgage Principal	69,208
53	Major Repairs	27,484
Total Unrestricted Expenses		1,247,627

Mortgage interest is included here at \$160,946

Mortgage Principal

-71,983

Total Expenses 1,247,627



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

Meeting Date: February 11, 2014
Item No.: 15 b.
Department: County Administration
Staff Contact: Wade Bartlett
Issue: Committee Report - Personnel

Summary:

SHERIFF’S REQUEST

The Personnel Committee met on January 30, 2014. The Committee is comprised of Supervisor Simpson – Chair, Supervisor Timmons and Supervisor Townsend. Also present was Sheriff Wesley Reed and County Administrator Wade Bartlett.

The Committee reviewed a request by the Sheriff to provide a local salary supplement to Chief Deputy Wilmoth. The Sheriff has promoted Deputy Wilmoth to the position of Chief Deputy. The State Compensation Board has set the state salary for the position at \$49,118. The Sheriff is requesting the County provide a local salary supplement of \$5,882 which will bring the total salary to \$55,000. This is the same salary that was provided Chief Deputy Eppes when he was promoted to the position. Chief Deputy Eppes’ final local supplement was \$4,567. The local supplement will increase by \$1,315 for that position. This promotion will require the Sheriff to make additional personnel moves.

The Sheriff will move a deputy into deputy Wilmoth’s old position. The result will be the local supplement provided to that deputy will fall to \$1,231. Deputy Wilmoth was receiving a local salary supplement of \$4,470. The savings to the County will be \$3,239 which more than offsets the increase of \$1,315.

PERSONNEL COMMITTEE REQUEST

On November 15, 2012 the Board of Supervisors approved the policy “to not allow salary increases, bonuses, vacation days, benefits or other monetary changes in pay except as set forth in the County’s annual budget...” - see the attachment.

The Personnel Committee felt this language was overly broad as it would not allow changes in salary for any reason. Therefore the committee recommends the policy be amended to –

Motion _____	Campbell _____	McKay _____	Townsend _____
Second _____	Cooper-Jones _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



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

Outside of the normal budget process no salary increases, bonuses, vacation days or other monetary changes in pay will be approved except in cases involving (1) promotion, (2) when an employee works in an acting capacity of a higher level position, (3) an increase in responsibility, (4) the employee's position is reclassified to a higher grade, (5) a meritorious salary increase or bonus, or (6) a new hire.

Attachments:

1. Copy of November 15, 2013 minutes of the Board of Supervisors

Recommendation:

1. The Personnel Committee unanimously recommends the Board approve the Sheriff's request to set Chief Deputy Wilmoth's salary at \$55,000.
2. The Personnel Committee unanimously recommends the Board approve the amendment to the personnel policy as stated above.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

In Re: Salary Adjustments

Mr. Bartlett stated that Vice Chairman Simpson and Chairman Fore requested that the discussion of adjusting the salaries by two steps of the three employees who are responsible for the cleaning of the AG building be revisited.

During the October Board meeting, the duties of these three employees were increased when the part-time employee who cleaned on-half of the building retired. That position will not be filled and the responsibility of the position was divided between the three full-time employees. Not filling the part-time position equates to an annual savings to the County of \$19,639.

Mr. Bartlett said with the increase in duties it is proposed to increase the three workers' salary by two steps. This equates to approximately a 4.5% increase for each employee. The total cost increase for all three including benefits of the proposal is \$4,460. After this proposed increase the County would realize a net savings of \$15,179 annually.

Discussion followed.

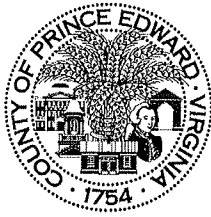
Supervisor Wilck made a motion to grant the proposed increase in salary to two maintenance staff.

Supervisor Gantt made a substitute motion to grant the proposed increase in salary to two maintenance staff members and to make a policy for handling of salary increases only at budget time.

After some discussion, Supervisor Wilck withdrew his motion.

Supervisor Gantt amended his motion, seconded by Supervisor Wilck, to grant the proposed increase in salary and to make a policy to not allow salary increases, bonuses, vacation days, benefits or any other monetary changes in pay except as set forth in the County's annual budget, effective November 1, 2012; the motion carried:

Aye:	Howard M. Campbell Pattie Cooper-Jones William G. Fore, Jr. Don C. Gantt, Jr. Robert M. Jones Charles W. McKay Howard F. Simpson Jim R. Wilck	Nay: None
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County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 16
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Correspondence/Informational

Summary: Please see the attached correspondence and informational items for your review and consideration.

Attachments:

- a. Letter from Justine Young, RE: YMCA,
- b. CRC Agenda and Meeting Minutes

Recommendations: None.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

Justine A. Young
715 Harris Creek Road
Prospect , VA 23960

Prince Edward County Board of Supervisors
c/o Mr. Wade Bartlett
County Administrator
Prince Edward County Board of Supervisors
P.O. Box 382
Farmville, VA 23901

January 27, 2014

Ref: YMCA support

Dear Prince Edward County Board of Supervisors,

This letter is in reference to the request by the Southside Virginia Family YMCA for the County of Prince Edward to assist them with debt restructuring. I am a strong supporter of the YMCA as I recognize this organization is so much more than a gym. I know that some county board members have not actually been out to the Y and I would strongly encourage them to do so before making decisions that affect the state of that community asset.

I have worked with the YMCA, their executive director and many of the staff on various grants and projects that benefited the community including LIVESTRONG@theYMCA. This program is the ONLY program in the entire region that offers healthy living support to cancer survivors at no charge. The program was started with a grant and has grown exponentially due to the lack of other cancer programs in our region. The YMCA was instrumental and fully participated in the PIEDMONT OUT WALKING grant written with the local health department. The YMCA also continues to participate and support the Piedmont Community Health Coalition, funded through grants the Y and partners worked to obtain.

The YMCA is one of the few, if not the only organization in this community, that is colorblind. Something this community really needs! Go down to the Y and take a look at who is present. Visit some of the classes where there is something for everyone, young and old. Swim classes, a swim team for local youth, dance classes for toddlers and the elderly, exercise classes for all ages are just a few of the programs offered.

Did you know that the Y teaches every second grader in this county to swim? What is that really worth over a lifetime? Some of these children would never have the opportunity to get in a pool or learn to swim. Some may survive a future potential drowning due to this experience.

The residents at Helton House and clients of Crossroads have a pool access program. This is such a wonderful break for these individuals. It is something they look forward to every week.

How many youth come to the Y instead of hanging out on the streets? Where would you rather have them? We do not have that many places for young men to go for activities. What about the after school program for local

children? Or the daycare available so parents (and I think particularly of single parents) can work out and set a fitness example for their children and the community.

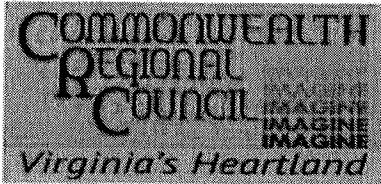
There is also the summer program for local children. I've witnessed some of the activities and the joy on these children's faces. Do we want to take this away? Does this exposure help our community in the long run?

I understand that the county cannot fund everything but I also understand why the YMCA is a community asset. The county has already supported and given to the Y. Some of that support was in place of the county running a recreation program. A wise decision. People are attracted to areas that offer the types of programs and resources that give them a higher quality of life. The Y is such an asset. It is not just a gym and I hope that the board members will invest the time to discover for themselves all that the YMCA has to offer.

Thank you for your time.

Regards,

Justine A. Young, Executive Director
Piedmont Senior Resources, Inc.



IN PARTNERSHIP WITH
The counties of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

MEETING AGENDA
Thursday, February 13, 2014, 12:00 Noon (Light lunch will be provided)
Commonwealth Regional Council Office
One Mill Street, Suite 101, Farmville, Virginia 23901

- I. Welcome & Call to Order Chairman Stish
- II. Invocation
- III. Approval of Minutes of January 2, 2014 Meeting Secretary Bennett
- IV. Treasurers' Report –January Financial Statement, **Attachment 1** Treasurer Fore
- V. Report of Officers & Committees
 - A. Chairman's Report Chairman Stish
 - 1) Report on Chief Administrative Officers Meeting, **Attachment 2**
- VI. Old Business..... Chairman Stish
 - A. President & Staff Reports
 - 1) Status CRC Charter Amendments-Attorney General Opinion, Chairman Stish
 - 2) Update on Submission of Berkley Group/Chandler Planning/CRC RFP Proposal for Buckingham Comprehensive Plan/Subdivision & Zoning Ordinance Update .. Mary Hickman
 - 4) Status Report - Letter to VAPDC Regarding PD Membership, **Attachment 3** Chairman Stish
 - 5) CRC Resolution to Preserve our Virginia Rural Way of Life, **Attachment 4** Mary Hickman
 - 6) Status Update – FY14-15 CRC Budget Request (Membership Fees) Mary Hickman
 - 7) Report on 2014 VACO/VML/VAPDC Local Government Day Melody Foster
 - 8) Report on 2014 VAPDC Winter Conference..... Melody Foster
 - 9) Status Report – CRC Projects, **Attachment 5**..... Mary Hickman
 - 10) Status Update – Regional Hazard Mitigation Plan Todd Fortune
 - 11) VA FY15-16 Biennial Budget – PDC Funding (Regional Cooperation Act) **Attachment 6** Mary Hickman
 - 12) Council Member Comments
- VII. New Business Chairman Stish
 - A. President & Staff Reports
 - 1) CRC FY 12-13 Annual Report Presentation Schedule, **Attachment 7** Mary Hickman
 - 2) Town of Dillwyn/CRC Amendment to Agreement for CDBG Business District Revitalization Project, **Attachment 8** Todd Fortune
 - 3) CRC Regional Funding Priorities for the VDOT SYIP, **Attachment 9**..... Melody Foster
 - 4) Rescue Squad Assistance Fund Grant Program (RSAF), **Attachment 10** Melody Foster
 - 5) VA Community Development Block Grant Program (VCDBG), **Attachment 11**. Mary Hickman
 - 6) 2013 Population Estimates for Virginia Counties & Cities, **Attachment 12** Mary Hickman
 - 7) CRC Hosting – Free Census Bureau Hands-On Training for CRC Member Localities Melody Foster
 - 8) Council Member Comments
- VIII. Commonwealth Intergovernmental Review Process, **Attachment 13**
- IX. Council Member Comments
- X. Other Business
- XI. Adjourn – Next Meeting Date- March 6, 2014

COMMONWEALTH REGIONAL COUNCIL
One Mill Street, Suite 101 | P.O. Box P
Farmville, VA 23901 | 434.392.6104 PHONE
www.virginiasheartland.org

**Commonwealth Regional Council
Farmville, VA 23901
January 2, 2014**

Welcome & Call to Order

The Chairman called the Meeting to order at 12:00 p.m. at the Commonwealth Regional Council Office located at One Mill Street, Suite 101, Farmville, Virginia.

Invocation

Mr. Bennett gave the invocation.

ROLL CALL**MEMBERS****PRESENT****ABSENT**

Amelia:

Mr. Ellsworth J. Bennett
*Mr. Ralph A. Whitaker, Jr.

Mr. Ellsworth J. Bennett
(Secretary)

Buckingham:

Ms. Cassandra Stish
*Ms. Rebecca Carter

Ms. Cassandra Stish
(Chairman)

Charlotte:

Mr. Gary Walker
*Mr. Haywood J. Hamlet

Mr. Gary Walker

Lunenburg:

Mr. David Wingold
* Ms. Beverley Hawthorne

Mr. David Wingold
(Vice-Chairman)

Prince Edward:

Mr. C.R. "Bob" Timmons, Jr.
*Mr. Charles W. McKay

Mr. C.R. "Bob" Timmons, Jr.
(Treasurer)

NOTE: *Denotes Alternates

STAFF

Ms. Mary Hickman, Acting President/CEO
Ms. Melody Foster, Regional Planner
Mr. Andre' Gilliam, Community Development Planner
Mr. Todd Fortune, Community Development Planner
Ms. Barbara Terry, Part-Time Planner

GUEST

Mr. Jordan Miles, *The Farmville Herald*

Approval Of Minutes Of December 5, 2013 Meeting

Mr. Walker moved and Mr. Wingold seconded to approve the minutes as presented. Motion carried.

Treasurer's Report

December Financial Statements: The Chairman stated the December Financial Statement was enclosed in the Council packet for review.

Mr. Wingold moved to accept the Financial Statement as presented. Motion carried.

Report of Officers & Committees

Chairman's Report:

Appointment of CRC Treasurer for FY 2014: Mr. Wingold moved and Mr. Walker seconded to appoint Mr. Timmons as Treasurer. Motion carried.

Report on Chief Administrative Officers Meeting: Ms. Hickman stated the December CAO meeting was canceled.

VMLIP Public Official Liability Insurance – Personnel Policy Review Services: The Chairman referred members to the Attachment enclosed in the Council packet. The Chairman stated this subject has been discussed at several past CRC meetings. The Chairman stated the coverage that the CRC was seeking for Personnel Policy Review is offered through the Public Official's Liability coverage which the CRC had previously discussed and thought was unnecessary due to each locality having Public Official Liability policies. However, since that time it has come to light that the localities coverage for Public Officials does not extend to cover members who are also serving on other boards/councils. Therefore, the Chairman stated it is now being proposed again to add the Public Official's Liability coverage to the VMLIP policy to cover the members, as well as provide the Personnel Policy Review service to the CRC. The VMLIP quote for Public Official's Liability is \$100 annually which would bring the total premium for the VMLIP (Property, General Liability, Workmen's Compensation and Public Official's Liability) to \$565 annually. This premium would still remain lower than the previous annual policy with Erie Insurance which was \$765 (Property, General Liability and Workmen's Compensation).

There was discussion on the matter.

Mr. Walker moved and Mr. Wingold seconded to approve adding the Public Official's Liability coverage to the VMLIP policy. Motion carried.

Old Business

President & Staff Reports:

Status Report – CRC Charter Amendments-Attorney General Opinion: The Chairman stated the CRC submitted this request to the prior Attorney General and never has received any notification from the Attorney General's office if this was ever addressed. Ms. Hickman stated the CRC Charter Amendment that was submitted to the Attorney General's office on March 9, 2012 via Prince Edward County's Attorney, Jim Ennis and dealt with expanding membership. The request discussed the desire of the CRC to seek membership from non-local government organizations, which presently is not

allowed through the Regional Cooperation Act. This would require a change in Virginia Code. Ms. Hickman stated the CRC is already allowed by General Assembly action, Longwood University and Hampden-Sydney (higher education institutions) as members for Planning District 14. The Chairman stated now that a new Attorney General has been elected maybe it should be resubmitted for consideration.

CTB Member Transportation Alternative Project Site Visits: Ms. Foster stated the CRC hosted a site visit to all three submitted VDOT Transportation Alternative Projects with Mr. Mark Peake, Commonwealth Transportation Board Member on Friday, December 13, 2013. The group traveled to Dillwyn and Buckingham and after eating lunch in Dillwyn, traveled to Charlotte Court House. Ms. Foster stated public officials from each locality met them at each location and a walking tour was taken of the sites. Mr. Peake was very appreciative of the site visits and also listened to the public officials concerns that were shared on other issues.

Update on Submission of Berkley Group/Chandler Planning/CRC RFP Proposal for Buckingham Comprehensive Plan/Subdivision & Zoning Ordinance Update: Ms. Hickman stated at last month's CRC meeting the Council voted to proceed with the CRC partnering with the Berkley Group and Chandler Planning to submit a joint RFP to Buckingham County for revisions to the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance. The deadline for submission was December 6, 2013. Mr. Darren Coffey of The Berkley Group hand delivered the proposal. Buckingham is forming a committee to evaluate the two proposals received. It is estimated the County will make a decision in February on the submitted proposals.

Draft Letter to VAPDC Regarding PD Membership: Ms. Hickman stated the Council discussed at it's November meeting the desire to contact VAPDC requesting the support for legislation to require mandatory membership of eligible localities to Planning District Commissions/Regional Councils. Ms. Hickman stated at the December CRC meeting the Council authorized the Chairman and Acting President/CEO to draft a letter to the VAPDC requesting their support for such legislation. Ms. Hickman stated she recently discussed this matter during a monthly VAPDC phone teleconference with PDC Directors to make them aware of the upcoming pending request. Ms. Hickman stated the draft letter is provided in the Council members' packet for their action.

Mr. Bennett moved and Mr. Walker seconded to approve the Draft letter as presented to be sent to the VAPDC requesting support for legislation to require mandatory membership of eligible localities to Planning District Commissions/Regional Councils. Motion carried.

Discussion continued on the matter.

Council Member Comments: Mr. Walker stated Virginia Senator Garrett has introduced a bill to allow hunting on Sunday's for Coyotes. Mr. Walker stated Charlotte County Board of Supervisors has passed a Resolution opposing any changes in the law on hunting on Sunday's. There was discussion on this matter.

Mr. Walker moved and Mr. Wingold seconded for the CRC to pass a resolution opposing changes in the current law regarding hunting on Sunday's using the language adopted by Charlotte County. Motion

carried.

New Business

President & Staff Reports

Status Report – FY14-15 CRC Budget Request (Membership Fees): Ms. Hickman reported she has not received, as of yet, any Budget Request for FY14-15. Ms. Hickman asked for the Council's directive on how it would like to proceed on Budget Request for eligible non-members. Ms. Hickman stated in the past a letter has been sent to eligible non-members requesting their membership. There was discussion on the matter.

The Council requested that the Chairman and Acting President/CEO hand deliver the request to non-members and also take County Administrator/Town Manager to lunch to discuss membership. Mr. Timmons also volunteered to sit in on the meeting with Farmville Town officials.

Prince Edward County CRC Representative/Alternate Appointments: Ms. Hickman stated Prince Edward County has appointed Mr. C.R. "Bob" Timmons Jr. as the County's representative and Mr. Charles W. McKay as the alternate on the CRC. Mr. Timmons was welcomed.

Governors FY 2015-2016 Biennial Budget: Ms. Hickman stated VACO has supplied a summary of Governor McDonnell's FY 2015-2016 Biennial Budget. Ms. Hickman stated a copy was included in the CRC members' packet for their review.

Ms. Hickman stated the Governor's Budget included maintaining level state funding for Virginia's PDC/Regional Councils. The Collaborative Governance Initiative, requesting additional state funding of \$500,000 for PDC/RCS, that was initiated by the VAPDC and supported by the CRC, was not included in the Governor's Budget proposal. However, on December 30, 2013 Ms. Hickman stated VAPDC notified her that there is a proposal made through Central Appropriations by the Virginia Department of Planning and Budget, to reduce the PDC/RC funding by \$70,000 which would amount to a reduction to the CRC of \$3,038.84. This has been confirmed through the Virginia Department of Housing and Community Development which is the pass-thru agency for PDC/RC funding. The VAPDC has talked with the new House Appropriations Chair, Delegate Chris Jones of Suffolk concerning both the Collaborative Governance Initiative and the reduced PDC/RC funding noted in the Central Appropriations portion of the budget. It is hoped that this will get both back on track. Ms. Hickman stated she will keep the CRC informed as information is provided on the subject.

Ms. Hickman stated budget hearings will be held across the state on the Governor's Budget on January 3, 2014 with one being held at the General Assembly Building, House Room D at 12:00 Noon. The purpose of these hearings is to receive comments on the Governor's proposed budget. Written comments can be forwarded to Chairmen of the House of Appropriations and Senate Finance Committees.

2014 VACO/VML/VAPDC Local Government Day: Ms. Hickman stated the 2014 VACO/VML/VAPDC Local Government Day will be held on February 6, 2014 at the Richmond Marriott. Ms. Hickman stated she and Ms. Foster would be attending the event and then would be visiting the

regions legislators at the General Assembly in the afternoon to present them the CRC's Annual Report and discussing the CRC's services.

2014 VAPDC Winter Conference: Ms. Hickman stated she and Ms. Foster would be attending the 2014 VAPDC Winter Conference which will also begin on February 6th and conclude on February 7, 2014.

Ms. Hickman stated the CRC's regular February meeting is in conflict with this event as they are both being held the same day. Ms. Hickman suggested that the CRC could attend the events in Richmond and a CRC meeting could be held there or the CRC's February meeting could be rescheduled.

Mr. Wingold moved to change the date of the February CRC meeting from February 6th to February 13th at the same time of 12:00 noon at the CRC offices. Motion carried.

Council Member Comments: There were none.

Commonwealth Intergovernmental Review Process (CIRP): Mr. Walker moved to give a level one comment was given on the following listed CIRP: USDA Rural Development/Charlotte County IDA – Rural Business Enterprise Grant for purchase of equipment (regional processing and further processing center for Virginia Aqua-cultured Products in the Heartland Regional Park). Motion carried.

Council Member Comments: There were none.

Other Business: Mr. Fortune stated the CRC's Regional Hazard Mitigation Plan is due to be updated every five years with the next update due in the Spring of 2017. However, funding for this has been targeted in the past for reduction and therefore it may be prudent to seek funding earlier than scheduled. Mr. Fortune stated the last time the Plan was updated there was a requirement for a 25% match which was provided by local government in-kind (staff time). Mr. Fortune asked if the Council would like him to contact all of the local governments to see if they would like to pursue a Regional Update. The CRC's Regional Hazard Mitigation Plan includes all localities in the PD14 including current non-members. Mr. Fortune stated at the time of the last update only Nottoway was a non-member and they provided an additional in-kind than other member localities.

It was the consensus of the members present for Mr. Fortune to contact each locality, including non-members, in writing to request their interest in pursuing an update.

Adjournment: The meeting adjourned at 12:45 p.m.

Mr. David Wingold, Secretary



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 11, 2014
Item No.: 17
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Monthly Reports

Summary: Please see the attached monthly reports for your review and consideration.

Attachments:

- a. Animal Control
- b. Building Official
- c. Cannery
- d. Prince Edward County Extension – Annual Report
- e. Prince Edward County Public Schools
- f. Tourism

Recommendations: None.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



Animal Control Monthly Report

"January 2014"

Dogs		Wildlife	
Surrendered	7	Handled	0
Picked Up	15	Euthanized	0
Claimed By Owner	6	Rabies Case	0
Adopted	3		
Died in Kennel	0	Livestock	
Euthanized	6	Returned to Owner	0
Transferred to SPCA	7	Died in Kennel	0
Dead on Arrival	0	Adopted	0
Stolen	0	Fees Collected	\$0.00
Fees Collected	\$330.00	Other Companion Animals	
		Returned to Owner	0
Cats			
Surrendered	1	Number of Calls to Shelter	167
Picked Up	0	Summons Issued	0
Claimed By Owner	0	Subpoenas Served	0
Adopted	0	Days in Court	0
Euthanized	1	Nuisance Dogs	16
Died in Kennel	0	Dangerous Dogs	0
Transferred to SPCA	0		
Dead on Arrival	0		
Fees Collected	\$0.00	Total Fees Collected	\$330.00
Bill the Town of Farmville			
0 Cats housed			
Total	\$0.00		

S. Ray Foster, Animal Control Officer

Building Official

Permits Issued Report
1/01/2014 Through 1/31/2014

BI411

ADDITIONS	- Issued	2
	- Value	\$250,000.00
	- Permit Fees	\$247.80
	- 2.00% STATE TAX	\$4.95
	- Fees Collected	\$.00
CHURCH (ADD/REN/E/P/M)	- Issued	1
	- Value	\$20,000.00
	- Permit Fees	\$192.00
	- 2.00% STATE TAX	\$3.84
	- Fees Collected	\$.00
DEMOLITIONS	- Issued	1
	- Value	\$3,500.00
	- Permit Fees	\$50.00
	- 2.00% STATE TAX	\$1.00
	- Fees Collected	\$.00
ONE & TWO FAMILY DWELLING	- Issued	5
	- Value	\$588,000.00
	- Permit Fees	\$1,482.60
	- 2.00% STATE TAX	\$29.64
	- Fees Collected	\$.00
ELECTRICAL	- Issued	13
	- Value	\$5,685.00
	- Permit Fees	\$620.00
	- 2.00% STATE TAX	\$12.40
	- Fees Collected	\$.00
MECHANICAL	- Issued	9
	- Value	\$.00
	- Permit Fees	\$450.00
	- 2.00% STATE TAX	\$9.00
	- Fees Collected	\$.00
MECHANICAL/GAS	- Issued	2
	- Value	\$15,772.00
	- Permit Fees	\$100.00
	- 2.00% STATE TAX	\$2.00
	- Fees Collected	\$.00
MANUFACTURED HOMES	- Issued	4
	- Value	\$171,071.27
	- Permit Fees	\$524.80
	- 2.00% STATE TAX	\$10.49
	- Fees Collected	\$.00
PLUMBING	- Issued	10
	- Value	\$500.00
	- Permit Fees	\$500.00
	- 2.00% STATE TAX	\$10.00
	- Fees Collected	\$.00
REMODELING	- Issued	1
	- Value	\$20,000.00
	- Permit Fees	\$240.00
	- 2.00% STATE TAX	\$4.80
	- Fees Collected	\$.00
Total Permits - Issued		48
Total Permits - Value		\$1,074,528.27
Total Permits - Permit Fees		\$4,407.20
- 2%Tax		<u>\$88.14</u>
Total -		\$4,495.34

PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road
Farmville, Virginia 23901

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

January 2014 Cannery Report

During the month of January the following number of cans were canned and meat processed:

410 (qt.)	@	.48 =	196.80
30 (pt)	@	.40 =	12.00
4 (gal.)	@	1.25 =	5.00
367 (lbs) meat	@	.25 =	91.75
22 Patrons usage	@	1.00 =	22.00
30% Out of County			<u>21.22</u>
TOTAL			\$348.77

L. Huddleston

kef



January 15, 2014

TO: County Administration and Board of Supervisors

FR: Jennifer Bowen
Jennifer R. Bowen, Sr. Extension Agent, 4-H Youth Development and Unit Coordinator

RE: Fourth Quarter/Year End Reports – VCE Prince Edward County Office

The following are brief updates on Virginia Cooperative Extension programs for the fourth quarter:

Administrative Updates:

- The Prince Edward staff and Extension Leadership Council submitted an updated version of the Unit Situation Analysis. This is a detailed demographic study and needs assessment designed to guide future extension programming efforts. A copy of the Situation Analysis may be obtained from the Extension Office.

4-H Program Updates – Jennifer Bowen, Sr. Extension Agent, 4-H:

- The 4-H in-school science enrichment program continues in seven 4th grade classes.
- All 6th and 7th grade students at PECMS participated in the 4-H Science Fair program. A team of volunteers judged a total of 310 projects. Overall winners in each of six categories will be invited to participate in the Central District 4-H Contests in Appomattox in April.
- Beginner Sewing Series, Cooking with Cloverbuds and Junior Master Gardener after-school programs wrapped up in the fall. Promotion and registration continued for spring after-school programs. These will include Fun with Foods cooking classes (two sections offered due to extensive waiting list), Junior Master Gardener II for older students, and Between the Pages reading enrichment program.
- A CSI forensics day camp was offered on a school workday in November. There were 6 participants.
- Three food preservation classes were offered in the fall. These included:
 - Applesauce Workshop at the Prince Edward Community Cannery (led by Lena Huddleston) – 20 participants (both youth and adults)
 - Cranberry Cider Jelly Workshop (using a hot water bath canner – 5 participants)
 - Cinnamon-Anise Jelly Workshop (using a hot water bath canner – 6 participants)

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.



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- We had 18 participants in the annual Family Gingerbread Workshop taught by volunteer Audrey Dobson-Maliangos.
- A team of volunteers met to plan the first annual STEM Careers Conference for youth enrolled in Algebra I, Algebra II, and Geometry. This event is planned for Feb. 2014 as part of the Rural Math Excel Program.
- A re-organization meeting for the Prince Edward 4-H Livestock Club was held, followed by an educational program on livestock selection. Several members of the club plan to participate in the Piedmont Area Junior Livestock Show and Sale in May.
- A meeting was held with a group of volunteers who plan to start a youth running club in the spring. The goals will include participation in events such as the 4-H 4K at Holiday Lake 4-H Center and the High Bridge 5K.

FCS Program Updates – Caitlin Miller, Extension Agent, FCS

- Through the fall the development of a demonstration garden continued. During this time 8 garden plots were constructed and a variety of plants were grown. A program on planning and preparation for fall gardening was held in the demo garden. It was also utilized for the Junior Master Gardener program and a tour was given to a local Girl Scout group interested in learning about how food moves from seed to table.
- In November, a facilitated session utilizing Martha Walker, VCE Community Viability Specialist, was organized to determine the focus of a local health group called the Piedmont Community Health Coalition. In this session, the group determined that one of the biggest health-related issues facing Piedmont Health District residents is obesity. The group adopted this issue as their area of focus.
- Working with the Piedmont Community Health Coalition executive committee, we applied and received a Virginia Department of Health Healthy Eating and Active Living grant to further develop the coalition's capacity to develop obesity prevention initiatives in the Piedmont Health District.
- In November I worked with a fellow agent to provide the Nora Lancaster Garden Club with a cooking demonstration. Thirteen program participants learned about various types of herbs that were grown in the demonstration garden. The participants also learned easy methods for using herbs in the kitchen.
- I was invited by the Farmville Library to give a presentation on local food. Program participants learned about the benefits a local diet and were given information about how to locate locally-grown food.
- After organizing a farm tour in which Bruce Davis, food services director of Prince Edward County Schools, and I visited a local fruit and vegetable farmer, Bruce purchased 1,741 pounds of produce totaling \$911. These locally-grown fruits and vegetables were utilized in the school cafeterias.

ANR Program Updates – Katy Overby, Extension Agent, ANR

- Work continued on the Vegetable Garden behind the extension office through November. There was a bountiful harvest including, broccoli, cauliflower, Brussels sprouts, red and green cabbage, leeks, spinach, radishes, beets, Swiss chard, and turnip, mustard and collard greens.



- The “Using your Landscape’s Resources to Decorate for the Holidays” program was presented on two other occasions in Prince Edward throughout the fall. I presented it at the Farmville Library and at the local American Association for Retired People (AARP) meeting. I had a pleasant turnout for both programs and got great feedback with one person saying, “I went right home and did a replica of one of the arrangements that you did at your demonstration”.
- In December, I, along with the Nottoway and Lunenburg Agents, developed the “Commercial Fruit Tree Production in Southside” conference where the fruit tree specialist came and met with producers on fruit tree production.
- There were multiple meetings held to plan the upcoming “Landscape for Life Sustainable Gardening Series” that will take place in late winter and early spring. I will be a presenter for multiple classes in this series.
- I am working very closely with Jennifer as a presenter for the upcoming STEM conference.
- I have assisted in quite a few regional programs for the public including, Fall Grazing School, Farm Safety Program, Small Ruminant Conference, and a Soils Workshop at Fuqua Schools.
- I am an observer for a Low Stress Cattle Handling Experiment constructed by one of my colleagues.
- I worked on the Buy Fresh Buy Local Annual Meeting committee in preparation for the upcoming annual meeting.
- Trainings I have attended:

- Food Preservation Training
- Virginia Beginner Farmer and Rancher Coalition In-Service, Blackberry Pruning Workshop in Charlotte County
- Soil Health Conference- Virginia Soil and Water Conservation Service's annual meeting
- Planning District Meeting
- Central District Fall Conference
- Virginia Cooperative Extension New Faculty Orientation
- New Employee Training
- Introduction to eFARS and Personal Action Plan Training

Food Safety/Security Program Update, Eric Bowen, Extension Agent

- Trained 21 Extension agents in Home Food Preservation. The training is a two part training involving hands-on canning and a food science portion. Training locations were Petersburg and Prince Edward. Agents completing the Food Science component will be able to offer canning classes.
- Assisted with 4-H canning classes
- Provided Area Food Safety program information to agents at Central and SouthEast District Fall meetings.
- Provided Food Safety overview for a Bed and Breakfast meeting attended by B&B owners.
- Provided Venison canning and Jerky making training for agents in Central District and make them aware of the new programming emerging for hunters.
- Provided food safety information to Prince Edward residents for holiday food safety, canned food items that had deteriorated and dehydration.
- Worked with 4 Prince Edward residents desiring to create value added food providing information about food laws, regulations and food testing information.
- Working with new business owner in Prince Edward to be able to sell smoked meats in the Worsham area.
- Provided timely news articles relating to food safety and food preservation to local newspapers and radio station.
- Assisted Va. Food Works with a Good Agricultural Practices certification request to help determine the need for the certification and cannery operations

Each year in December and January, agents are required to complete a faculty report detailing their accomplishments for the year and a personal action plan outlining planned programs for the coming year. **Included as a year-end report are copies of the “Responsibilities and Accomplishments” section and one “Impact Statement” from each agent.** Full copies of agent faculty reports are available to members of the Board of Supervisors and County Administration upon request.

Year End Report – Jennifer Bowen, Sr. Extension Agent, 4-H Youth:

Responsibilities

The goal of the Prince Edward 4-H program, through both staff-led and volunteer-led efforts, is to meet the identified needs of youth in order to develop the awareness, knowledge, life skills, and behaviors that they need to become productive and successful citizens. Responsibilities include the development, implementation and evaluation of in-school and after-school programming, day camps, Junior 4-H Camp, leadership programs for volunteers, support of existing 4-H clubs and volunteers, and recruitment of new members and leaders. Additional responsibilities include provision of leadership to district programming including Central District Contests. Marketing of the local 4-H program and fundraising are also areas requiring attention. External service includes membership on the Board of Directors at Holiday Lake 4-H Educational Center and the Prince Edward Department of Social Services foster care review panel. Additionally, responsibilities of the Unit Coordinator include supervision of the UAA, submission of budgets to the county and the district office, and facilitation of communication between VCE and the local government.

Accomplishments

In 2013, the Prince Edward 4-H utilized numerous delivery modes including in-school clubs, school enrichment programming, after-school programming, summer camps, workshops, and special interest clubs to cover a variety of program areas and reach a wide and diverse audience.

Prince Edward 4-H continued to benefit from a strong partnership with Prince Edward schools, with 4-H programming focusing largely on science enrichment. 4-H provided hands-on science programming for 4th graders through in-school clubs and to 6th and 7th graders through the science fair program. At the teachers' request, fourth grade lessons focused on weather instruments, magnetism, and phases of the moon. At the middle school, 6th and 7th grade lessons focused on the scientific method. In the spring, a total of 343 students were prepared for participation in the science fair through hands-on lessons covering each aspect of the scientific method. Eighty-nine percent of those students (305) successfully completed and presented projects. A new science fair schedule was implemented for the 2013-2014 school year with all 6th and 7th graders completing and presenting projects in the first semester. A total of 310 presentations were judged in December. Specific programming ideas and science fair lesson plans were shared with 13 agents and volunteer leaders at the fall conference of VAA4-HVL. Three agents asked for additional materials and assistance in implementing the program in their units.

In addition to science enrichment programming, seven 4th grade clubs followed the traditional format with elected officers and the use of parliamentary procedure. Officer elections and a model meeting introduced students to 4-H. All 4th graders participated in the 4-H presentations program in an effort to meet English SOL 4.1. Five classes also participated in the 4-H embryology program.

In 2012 - 2013, the 4-H science enrichment program was expanded to include Fuqua School. At the request of the 4th and 5th grade teachers, 4-H provided hands-on lessons on static electricity, magnetism, and animal adaptations to 60 students. For the first time, these students also participated in the 4-H presentations contest.

4-H offered a variety of after-school programs in 2013: Fun with Foods, Cooking with Cloverbuds, two Junior Master Gardener series, and a reading enrichment program called Club BTP. Fun with Foods is a series of cooking classes for youth ages 9 – 13 designed to build the following: knowledge of basic cooking terms, ability to demonstrate basic cooking skills (with a focus on measurement), ability to read and follow a recipe, and knowledge of basic food safety practices. Cooking with Cloverbuds is a similar program for youth ages 5 – 8. These programs benefit from excellent volunteer support through Longwood's Alpha Phi Omega service fraternity. In an email, one parent commented, "Sam had a great time cooking last night. You are such an asset to your community. We are lucky to have you, and you should be proud." Two youth canning workshops were also offered as well as an applesauce workshop held at the community cannery. The JMG program is a volunteer-led after-school program. JMgers partnered with a local Girl Scout troop to install two small demonstration garden plots at the Extension Office. Club BTP is a reading enrichment program based on the *Between the Pages* program developed by Extension educators in Minnesota.

Jesse Schrader, a senior biology major at Longwood and a participant in VCE's summer internship program, developed the S3: Saturday Science Series program in order address some of the problem areas with which middle school science teachers have seen students struggle. Specifically, the program addressed experimental design, emphasizing the difference between a demonstration and an experiment and the identification of one independent variable and a measurable dependent variable. Sixteen youth enrolled in the program. Parent and community response was extremely positive. One parent wrote, "Jake and Josh REALLY enjoyed the program this year! Thanks so much for opening their eyes to something other than sports." The Saturday Science Series was highlighted as an "Extension Success Story" on the VCE website. Schrader and the program were also featured on Longwood's website. The story was picked up nationally and Schrader was interviewed by the writers of several regional and national parenting blogs for tips on helping children develop quality science fair projects. (see also "Impact Statements" section)

In the spring of 2013, a new volunteer was recruited to teach an introductory sewing class. The class was offered over the course of three Saturday afternoons. Four youth participated, using machines and supplies borrowed from Buckingham 4-H. This small number of participants was actually fortuitous, as they required nearly one-on-one help in completing the project, a tote bag, using both machine and hand stitching. Many parents asked if the program would be offered again. The volunteer, Colleen Gleason, agreed to offer the class as an after-school program in the fall. The class filled quickly with 8 participants and several on the waiting list. The program was extremely well received by parents, with most volunteering to assist and several requesting

an adult class. Each participant was able to complete her project, demonstrating the ability to thread and operate the machine and mastery of some basic hand stitching skills. This program also helped 4-H develop a new relationship with a local business, Discount Fabrics, who offered fabric and supplies for the program at a deep discount and featured pictures of the participants and their finished bags on their website.

At the end of the school year, I received an email from a parent. She wrote, "I just wanted to drop a quick note to tell you thank you for the awesome quality programming you continue to provide. My kids have enjoyed the cooking, the science, and Matt has really enjoyed having you in class this year. I am so grateful to have you in our community. My children really benefit from your hard work!"

Summer programs included two overnight camps (Cloverbud Camp and Junior 4-H Camp) and four day camps (Between the Pages, Eat Your Heart Out, CSI: Farmville, and What's Cookin'). An evening JMG program was also offered over the summer. Prince Edward's delegation to Cloverbud Camp included 13 campers and 4 volunteers. The demand for spaces in Junior 4-H Camp remained strong. A total of 145 campers, CITs, teen leaders, and adult volunteers participated. A 4 day retreat for teen leaders helped them develop teamwork skills prior to camp. Between the Pages was a day camp for early readers very similar to the after-school program. Eat Your Heart Out was a new day camp program focusing on food production and preparation with an emphasis on local foods. (See "Impact Statements" for details.) 4-H partnered with Fuqua School to offer two community day camp programs: CSI: Farmville and What's Cookin', a program similar to Fun with Foods. VCE summer intern, Rachael Winston, took the lead on these programs. As part of the summer JMG program, two youth presented a vermiculture program at Cumberland Community Library for 26 youth and adult participants.

In 2013, I continued to serve as the program director for Camp Loud and Clear. This camp for deaf and hard-of-hearing youth filled with a waiting list. A teen leadership component continued. Camp Loud and Clear was originally a partnership between the United Methodist Church's Commission on Disabilities, Longwood's Center for Communication, Literacy, and Learning, and Holiday Lake 4-H Center. At the close of the summer, the United Methodist Church asked to end their partnership in order to focus on religious-based programming. The 4-H Center agreed to take over as fiscal agent. This change will allow 4-H more control in developing the program.

Nationally, 4-H recognizes STEM as one of its major initiatives. Locally, 4-H has been tasked with organizing a STEM career fair for students currently taking Algebra I, Algebra II, and Geometry as part of an i3 Rural Math Excel Program grant. The purpose of this program is to help students understand the importance of taking math courses and their impact on their future career choices. I put together a team of volunteers from the community, several of them new to 4-H, to plan a conference-style event for students in February 2014. The team has met multiple times and recruited additional volunteers as workshop presenters.

Volunteers continued to manage special interest clubs. The Riding Star 4-H Horse and Pony Club continued its work throughout the year, with its leader serving as vice president of the Central District Horse Council. This club also successfully hosted a Central District Qualifying Show. Eight local youth participated in the state show. A team of volunteers continued to work with the Shooting Education Club. The club received an NRA Foundation grant that supplied shotguns and equipment for the club and the shotgun program at camp. A new team of volunteers also began a livestock club. Four Prince Edward youth participated in the Piedmont

Area Junior Livestock Show and Sale in May. At least 5 additional youth are interested in showing in 2014. I also held a meeting with two volunteers who are interested in starting a running club for youth in 2014.

As Unit Coordinator, I worked to strengthen the unit's ELC. The group met quarterly and was instrumental in the completion of the unit situation analysis. I provided quarterly reports on local VCE programming efforts to the county administration and board of supervisors. I also secured funding and managed the hiring process for the VCE summer intern program, and served on the interview panel for the ANR position.

Impact Statement

4-H Offers Youth Hands-On Experiences with Local Foods

MSU Extension recently published an article that listed the benefits of local foods systems to both individuals and communities. These included: increased nutrient value of local foods, support of the local economy from money spent on food being reinvested in the community, increased food safety and positive impacts on the environment through the maintenance of local green space and open land. Prince Edward County has made significant investments in programs designed to encourage residents to increase their awareness of and involvement in local foods systems. This is evidenced by the submission of several substantial grants for improvements to and expansion of the local community cannery and through the support of the FCS agent position focusing on local foods.

Prince Edward 4-H utilized several delivery modes to expose children and families to the concept of local foods systems. A summer day camp called Eat Your Heart Out was designed and implemented for rising 2nd - 5th graders. This camp was developed to expose youth to various aspects of food production and preparation. The Junior Master Gardener after-school and summer programs offered youth hands-on experiences with soil, plant processes, and vegetable gardening. A workshop for parents and students was offered in partnership with the Prince Edward Community Cannery during which participants experienced each step of the process of preparing and canning applesauce from fresh apples. In addition, 4-H partnered with the local chapter of Holistic Moms to sponsor a Food Day poster contest.

Eat Your Heart Out was a new day camp program focusing on food production and preparation. Participants took a field trip to Longwood University and learned about the selection of quality fruits and vegetables. They also had a hands-on knife skills lesson from the chef. They visited the Southside Produce Auction and learned about marketing of locally raised produce. They watched the bidding process and were able to purchase the supplies needed to make salsa. The final field trip was a visit to Tomten Farm where they learned about day-to-day operations of an organic farm. Participants helped gather eggs, visited day old turkeys and chicks, identified weeds in a field, and helped gather potatoes. The owners also discussed their marketing techniques including food co-ops, farmers markets, and online marketing. The Junior Master Gardeners learned about local foods through the planning and installation of two vegetable garden plots at the Extension Office. These two plots eventually became part of a much larger demonstration garden. Twenty youth and parents participated in the applesauce workshop at the cannery. Of these participants only two had previously been to the cannery. Eight youth participated in the Food Day poster contest. Posters were designed to educate viewers about

the value of eating real, non-processed foods. Participants were divided into categories by age and winners received "scholarship bucks" good for discounts on local 4-H programs.

Year End Report – Caitlin Miller, Extension Agent, FCS:

Responsibilities

As an agent focused on local and regional food system development, my roles and responsibilities within Prince Edward County include the following:

- Establish and build a thriving local food system
- Build support, partnerships, and expand networks supporting the development of local food systems on the local and regional level
- Teach residents how to incorporate local foods into their diets and promote production and availability of local food choices
- Assist local producers with completion of registration and certification requirements to facilitate market access
- Work with farmers market vendors to develop a larger market presence in the community
- Help farmers and food entrepreneurs expand and find local vendors for their products
- Grow support of local foods among farmers, residents, restaurants and grocery stores
- Promote the expansion and creation of new products and market opportunities

Accomplishments

2013 marked my first full year with Virginia Cooperative Extension. As a new agent, my main objective for 2013 was to continue building and establishing positive, working relationships with members of the Prince Edward County community including residents, farmers, organizations, schools, businesses, and government officials. With this in mind, I worked to establish my programming efforts in a collaborative spirit in order to further develop my knowledge and experience with the Prince Edward and Southside communities.

This past year I worked closely with the Piedmont Community Health Coalition (PCHC) which consists of many key stakeholders throughout the Piedmont Health District. I was asked to serve on the executive committee in order to assist with a Virginia Department of Health Healthy Eating and Active Living (HEAL) mini-grant. The grant funded community wide health campaign involved three levels of engagement: targeted education aimed at small peer walking groups, consistent health messaging aimed at the general population, and improvement of the existing community health coalition. This opportunity allowed me to connect with key stakeholders and residents across seven counties by assisting in the organization and execution of grant activities, by providing educational workshops, and by conducting cooking demonstration at a community health expo and 5k walking challenge. In April, I collaborated with Karen Townsend, the local Women, Infants, and Children (WIC) program coordinator to provide the Piedmont Out Walking program participants with educational workshops on healthy eating and local food. We taught in 5 separate locations across Prince Edward, Buckingham, and Nottoway counties with a total of 36 participants. As a representative from Virginia Cooperative Extension, I was awarded \$800 in grant funding to conduct a cooking demonstration using locally-grown food and

the VCE mobile kitchen at the High Bridge Trail Community Health Challenge. I invited two volunteers, a local chef and retired Extension agent, Patsy Pelland, to assist me with the demo. Despite the rainy weather, we served 60 participants. This event was held at the Farmville Area Farmers Market and many of the participants purchased produce from farmers market vendors directly after sampling our two recipes. Working with the PCHC executive committee has provided several opportunities to step into a leadership role. In November, I collaborated with Martha Walker, VCE Community Viability specialist, and Dr. Alexander Samuel, Director of the Piedmont Health District, to organize a facilitated session for the PCHC. The session marked the beginning of the coalition's year-long commitment to capacity building in which I will plan and provide educational workshops on HEAL related topics, assist in conducting a community health assessment, and contribute to the development of a 5-year strategic plan. Once the PCHC has completed this process, we will begin implementing community-driven healthy eating and active living initiatives in Prince Edward and surrounding counties.

In response to the growing interest in local food and consumer concern regarding where one's food is derived, I along with several key partners developed two vegetable gardening sites. These sites were developed with \$3,300 in VCE end-of-year funding, \$500 in donations from the Heart of Virginia Master Gardeners, and \$100 in lumber donated by Colonial Forest Products located in Crewe, VA. I organized several community garden workdays in which volunteers from the Heart of Virginia Master Gardeners built 5 raised beds and a garden shed at the Southside Virginia Family YMCA. A demonstration garden has been developed by at the Prince Edward Agriculture and Natural Resources building to teach program participants about vegetable gardening. I worked with ANR agents Bob Jones and Katy Overby to install 8 plots in addition to the 3 existing raised beds one of which is dedicated to herbs. A variety of vegetables were grown in the garden including broccoli, cauliflower, cabbage, leeks, spinach, lettuce, kale, turnips, arugula, beets, carrots, radishes, and beans. The demonstration garden was used for several programs including Junior Master Gardeners, Fall Gardening: Planting and Preparation, and Cooking with Herbs. I also provided a tour of the garden for a local Girl Scout troop interested in learning about local food.

Throughout the year I worked closely with the Buy Fresh Buy Local Heart of Virginia Chapter to promote local food over an 11 county area. In January, I attended a Virginia Tobacco Indemnification and Community Revitalization Commission meeting along with Caroline Chewning, FCS agent in Mecklenburg County, and Bob Jones, ANR agent in Charlotte County, in which the BFBL HOV chapter was awarded \$29,410 in grant funding. Caroline and I collaborated with the Longwood University Design Lab to develop the 2013 food guide which showcased 95 farmers, food entrepreneurs, restaurants, farmers markets, and other retail outlets that either grow or sell local food and farm products. A total of 6,000 food guides were printed and distributed throughout the 11 counties. The latter part of 2013 has been dedicated to developing forums to engage the BFBL membership including an annual meeting that will feature speakers who will present a variety of ways in which the membership can, "go to market with Buy Fresh Buy Local." By the end of 2013, the BFBL Heart of Virginia chapter increased its member listing to 105.

In 2013 I collaborated with Bruce Davis, food services director, to begin developing a farm-to-school program for the Prince Edward County school system. After Bruce expressed an interest in working with local growers to incorporate fresh fruits and vegetables into the school lunch program, I organized a meeting and farm tour. Lar-Lyn farm is owned and operated by Larry and Laura Nead. During our visit, Larry provided a tour of his fields and facilitates and provided

information regarding seasonal availability of produce and on-farm food safety efforts. We also discussed a potential timeline, pricing, and distribution logistics. After the farm tour, I followed up with both Larry and Bruce to ensure both were committed to developing farm-to-school in Prince Edward County. In September and October, Bruce purchased 1,741 pounds of produce totaling \$911 in sales for Lar-Lyn Farm.

As a representative of VCE, I was approached to become a member of the Prince Edward County Agriculture Enterprise Development Work Group. In 2013, this group was responsible for supporting the pre-construction and project development coordination of the Southside Food Enterprise Center. Throughout this process, I provided feedback to Prince Edward County in reference to the feasibility of the development of a regional food processing facility. At the close of the study, we concluded that though there is significant demand for small food processing centers, additional anchor tenants would be necessary to carry forward with development of the Food Enterprise Center. The search for viable local options will continue in 2014. Also, in order to increase awareness and interest in both home canning and commercial canning, I assisted Virginia Food Works/Homegrown Virginia in their marketing and outreach campaign.

In 2013 several agents collaborated to create the "Product of the Week" food demonstration program at the Southside Produce Auction. The auction serves residents and farmers from a wide geographical region including Prince Edward County. Throughout the growing season agents showcased a variety of fruits and vegetables by cooking and providing samples of healthy recipes. Fruits and vegetables that were sampled include cantaloupe, beets, strawberries, kale, tomatoes, corn, and squash. These products were showcased using the following recipes cantaloupe soup, strawberry jam, kale chips, tomato-corn salsa, corn-bean salsa, and spaghetti squash spaghetti. Agents made 13 recipes over the course of 11 weeks. On average, each agent served 40 Southside Produce Auction customers resulting in 800 direct contacts. Many of these customers not only took information regarding the product of the week but also received publications on food preservation, vegetable production techniques, and local food.

Throughout the year, I was invited by several groups and organizations to speak on the subject of local food systems. Those who invited me to participate in their programs as a guest speaker include Farmville Rotary Club, Farmville AARP, Piedmont Community Health Coalition, Serendipity Club, Farmville Public Library, and Nora Lancaster Garden Club. During these presentations, I taught participants about the benefits of consuming locally-grown food and provided information on where to find these local products in Prince Edward and neighboring counties.

In 2013, I also collaborated with fellow agents on the following programs: Eat Your Heart Out 4-H day camp, On-Farm Food Safety, Poverty Simulation, Meat Preservation, Urban Agriculture Day, Vegetable Gardening Series, Sweet Sorghum Molasses Production, Prince Edward/Buckingham Junior Summer Camp, Junior Master Gardeners, and Beginner Sewing Series.

In order to further develop my knowledge and ability to establish local and regional food systems I was awarded funding to participate in the following professional development opportunities: 2013 Local Food Networks Conference, Virginia Farmers Direct Marketing Association "Simple Steps to Strategic Ag-Marketing", 28th Annual Sustainable Agriculture Conference, 2013 Virginia Farm to Table Conference

Impact Statement

Farm-to-School in the Making: Prince Edward County and Lar-Lynn Farm

In 2012, the food services director of Prince Edward County schools, Bruce Davis, expressed an interest in procuring locally-grown fruits and vegetables to be utilized in the school cafeterias. For the last several years, Bruce Davis has applied and received grant funding from the Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh) which allows schools to use their USDA Foods entitlement dollars to buy fresh produce. According to the USDA, DoD vendors are encouraged to purchase local products and about 15 to 20 percent of the produce DoD provides to schools is currently considered local (sourced within the state or adjacent states). Bruce Davis is looking to support farmers specifically from Prince Edward and the surrounding counties with DoD Fresh funding. However, his biggest challenge has been connecting with the local growers especially those working towards Good Agricultural Practices (GAP) certification.

After introducing Bruce Davis to Larry Nead, a local produce farmer who owns and operates Lar-Lyn Farm, via email a farm visit was quickly scheduled. During the farm visit, Larry gave a tour of the fields and facilities while explaining his production practices including food safety efforts and seasonal availability of various products. Other topics of discussion included a potential timeline, pricing, and distribution logistics. After the farm tour, there were several follow-up conversations with Larry and Bruce to ensure buy-in from both parties.

During the fall months an assortment of fruits and vegetables were purchased from Lar-Lyn Farm for use in the Prince Edward school system. This assortment included yellow cherry tomatoes (10 lbs), grape tomatoes (10 lbs), sweet potatoes (300 lbs), apples (20 bu.), golden zucchini (1/2 bu.), green zucchini (2.5 bu.), yellow squash (2.5 bu.), patty pan squash (3.5 bu.), acorn squash (46 lbs), and string beans (2.5 bu.). Bruce Davis purchased 1,741 pounds of produce totaling \$911 in added income for Lar-Lyn farm for the 2013 growing season. Both Bruce Davis and Larry Nead have expressed appreciation for their mutually beneficial farm-to-school relationship.

In 2014, Bruce Davis is looking to expand purchasing of local fruits and vegetables by making spring and fall purchases. With assistance from Extension, Bruce and the Prince Edward school system are also looking to develop the educational piece of the farm-to-school program by utilizing several raised beds on school premises.

Year End Report – Katy Overby, Extension Agent, ANR:

Responsibilities

I am the Agriculture and Natural Resources Extension Agent for Prince Edward County with a specialty in Horticulture. Because Prince Edward County is a college town with not only one, but two colleges within a few miles of each other, ornamental horticulture is an important concept in this community. In order to attract students and their parent to a college town and to the campus, aesthetics plays a huge role. Of course attractive architecture and overall cleanliness of a community is important, but have you ever imagined a place with no plants? Without

beautiful healthy plants, a place is just drab and monotonous. I feel that my responsibility as an Extension agent is primarily to answer any questions from Longwood University, Hampden Sydney College, the Town of Farmville, as well as any homeowners that deal with ornamental horticulture or any other plant question that they may encounter. In order to successfully fulfill this role, I believe that increasing my responsibilities with the Heart of Virginia Master Gardener's is a necessity. Virginia Cooperative Extension is not only a tool for them to use, but they are a vital tool for VCE. I cannot help to mention that since I began this job in August, I have been a resource for multiple surrounding county agents for my horticulture knowledge. Therefore, not only is my horticulture background going to benefit Prince Edward County, but hopefully the surrounding counties as well.

Horticulture aside, I do have many more responsibilities as the ANR Extension Agent in Prince Edward County. My job is to assist anyone with any agriculture related question that comes across my desk. That being said, my other responsibilities include:

- Being the liaison between farmers/residents and other agencies such as Soil and Water Conservation District, Natural Resources Conservation Service, Farm Service Agency, Animal Control, The Forestry Department, and many others.
- Being the liaison between farmers/residents and other Extension Agents, Extension Specialists, and Professors.
- Recognizing the needs of the community and providing programming that helps to assist in these needs.
- Help with programming that other agents may need assistance on and getting this program information publicized successfully and in a timely manner.
- Increasing my own knowledge daily by asking questions and taking advantage of professional development opportunities as often as possible, while always extending that knowledge to the community and making them aware of all that VCE has to offer.

Accomplishments

I began my career as Agriculture and Natural Resources Extension Agent on August 12 with an open mind and eager to know what this job is all about. I quickly realized, by all of the emails and phone calls that I received on my first day at work, that Virginia Cooperative Extension isn't just a group of people working toward a common cause, but rather it is a family. I immediately knew that the first thing I needed to do was get to know the members of this family. By the end of my first week of work, I had gone on a farm visit with my Amelia and Nottoway counterparts as well as the Conservation Specialist for Piedmont Soil and Water Conservation District to farmer in Amelia and then to one of my farmers in Prince Edward County. I felt that building relationships with my counterparts, other helpful organizations, and farmers was first and foremost on my list as a beginner agent. Since that first week I have gone on quite a few farm visits to just introduce myself, I have been involved with and consulted other organizations such as Piedmont Soil and Water Conservation District, Natural Resources Conservation Service, and Farm Service Agency, as well as befriended and worked with most of my colleagues in my office and agents in the surrounding counties.

I feel that I have achieved a lot in the four months that I have been an Extension Agent. I have attended, participated in and even presented at multiple programs, been a part of quite a few different organizations through meetings and programs of their own, and strengthened my stature as an Extension Agent with professional development opportunities.

One program that I created and have presented three times since I began as an Extension Agent is "Using Your Landscape's Resources to Create Holiday Arrangements". I presented this program to the Delta Alpha Chapter of Delta Kappa Gamma- International Honor Society for teachers, the Prince Edward Library, as well as the America Association for Retired Persons (AARP). All three audiences seemed to be interested and left with ideas that they could use in their everyday living.

Another program that I played a significant role in was the "Fall Gardening Series" that the FCS agent and I planned. We worked very hard to bring the demonstration garden behind our office back to life. We prepared and planted nine raised beds with a beautiful fall garden and had a successful harvest to prove it. We will continue to work toward using this garden for possibly a year-round gardening series in the future.

The "Commercial Fruit Tree Production in Southside" conference was held at Southern Piedmont Agriculture Research and Extension Center in December and was a huge success. In my first few weeks as an Extension Agent, I received multiple calls pertaining to fruit tree production. I emailed my surrounding colleagues to see if a fruit tree production program would be of interest in their counties as well. Everyone agreed that there was a need for fruit tree specialists to come to Southside Virginia so that farmers could meet them and get some questions answered. This program was a great achievement in my first months here because not only was to outcome of attendees successful, but the specialists were very helpful and informative. One participant stated to us "...this is the best program I have attended in the 20 years I have been involved with Extension."

One of my major goals starting out was to interact as best I could with the Heart of Virginia Master Gardeners Association. One major program that I have been involved in is the "Landscape for Life" series that the Master Gardeners along with Piedmont Soil and Water Conservation Service have had training in and are now in the process of figuring out how to teach this curriculum to the public. I have been working diligently with these two organizations to help teach this program. Even though the series has not happened yet, I still feel it a great achievement to be asked to teach a significant part of the course. The other program put on by the Master Gardeners that I was slightly involved in was the "Fall Gardening Symposium: Bringing Nature to Life". There was a large turnout for this program and great speakers there to talk about using native plants in your landscape while keeping in mind pollinators.

I was asked by the Environmental Science teacher at Fuqua School to come and give a presentation on sustainability to her class. I successfully presented what I feel like was a powerful presentation with a video of an example of a farmer using sustainable practices. High school aged children are a hard age group to reach but I feel that they were very attentive by answering all of my questions and even producing respectable questions for me. I felt accomplished when I left there and look forward to her asking me back for other subject matter.

STEM (Science, Technology, Engineering, and Math) is a large focus for our local 4-H agent. STEM education is one of the National 4-H Council's mission mandates and our local agent asked me to be a part of the STEM board to help with the Virginia Advanced Study Strategies' Rural Math Excel Program that is coming up in early February of 2014. Much planning has been involved to get this program organized. The goal is to teach local students how certain successful careers use math in their everyday jobs. This is basically to show the students the

necessities of learning and knowing Algebra I, Algebra II, and Geometry. As a previous landscape designer, the 4-H agent asked me to be one of the presenters at the program in February to demonstrate how I use math, especially geometry, in my career as a landscape designer.

I have assisted in a few other programs that were put on by the 4-H agent including "Cooking with Cloverbuds", "Beginner Sewing Series", and Junior Master Gardeners. Helping with these children oriented programs enlightens the children on the importance of Agriculture Extension as well as my specialty in horticulture, which more than likely will be discussed with their classmates and parents.

I participated in other programs that my colleagues have arranged by helping with registrations, evaluations, and food. These programs include the Fall Grazing School, Farm Safety Program, Small Ruminant Conference and a Soils Workshop at Fuqua Schools. During the Fall Grazing School I actually, along with another colleague, was put as a leader of a small group in a pasture exercise. We helped the attendees understand why a specific grazing plan is necessary and how to plan it. From this program as well as the others, I felt accomplished not only in the fact that I successfully helped the attendees, but more that I was there for my colleagues/family that we call Virginia Cooperative Extension.

I have been helping and will continue to help a specific colleague that is working on her Master's project with a Low Stress Cattle Handling Experiment. With this experiment, we are responsible for collecting data on the low stress handling group versus the traditional handling control group. This is an accomplishment to me because not only am I helping one of my counterparts, but I am also learning a lot about cattle- an area of agriculture that I am not necessarily familiar with.

I have attended numerous meetings with a variety of organizations and individuals to not only let them know of my existence in their community as an Extension Agent but to also see how I can help them as an agent. These meetings include: the Board of Supervisors meeting where I introduced myself as the new county ANR Agent, the Extension Leadership Committee, the Heart of Virginia Master Gardeners and their Executive Committee, Buy Fresh Buy Local, a few home/farm visits, meeting with a member of Piedmont Soil and Water Conservation Service at Fuqua Schools to talk about a rain garden project for the girl scouts, District Piedmont Soil and Water Conservation Service monthly meeting, and a meeting with a consultant for FDC Enterprises Grassland Services- an organization that specializes in creating bi-products of native grasses as a resource for renewable energy. Because Prince Edward is within the Tobacco Commission region, the county received funds from the Central Virginia Livestock Improvement Program. In efforts to be knowledgeable of the grant information and to make my presence known, I attended a meeting about this specific grant.

There have been many opportunities that I have used to my advantage as professional development. Any way that I can better myself and extend my knowledge as an Extension Agent where I do not play a significant role, I consider professional development. A few non-formal things that I have done/attended to extend my knowledge of my surroundings are farm/home visits just to meet the people in my community, the Produce Auction in Charlotte County where much of our local foods are sold, the state fair where I helped serve food to the public as a volunteer for the Block and Bridle Club at Virginia Tech.

A few formal trainings and workshops that I have attended include, a Molasses Production

Lunenburg County where we cut and produced molasses from cane sorghum, a Food Preservation Training, Master Gardener Leadership Development Training, the Virginia Beginner Farmer and Rancher Coalition Program in-Service, and a Blackberry Pruning Workshop in Charlotte County. I also attended the Pesticide Conference and the Soil Health Conference presented at the Virginia Soil and Water Conservation Service's annual meeting. As part of the planning process for the upcoming months and year, I attended the Planning District Meeting and the Central District Fall Conference. As new faculty I also attended the New Hire Orientation in August, VCE New Faculty Orientation in December, as well as New Employee Training and eFARS and Personal Action Plan Training from my supervisor.

Impact Statement

Demonstrating Vegetable Gardening at the Prince Edward Extension Office

There is a need for programming in community and home vegetable gardening in Prince Edward County. A demonstration garden is a perfect way for Virginia Cooperative Extension to present vegetable gardening techniques. Not only is there a need for vegetable gardening programming but there is also a need for programming regarding organic and sustainable production practices as well. Organizations such as Head-Start are interested in teaching their students where food comes from.

In response consumer concern regarding where one's food is derived and growing interest in eating fresh, locally-grown fruits and vegetables, a demonstration garden was installed at the Prince Edward Extension Office. This was a collaborative effort among the Prince Edward County FCS and ANR agents and the Charlotte County ANR agent. \$1,650 in end-of-year funds were used to purchase garden materials from local sources. The garden was planned, tilled, amended, planted, mulched, maintained and then harvested throughout the 2013 growing season. Deer fencing constructed to keep deer and other rodents out of the garden. Soon after planting, the parasitic wasps were present in the garden to assist in damaging pest control. Some examples of crops being planted include, broccoli, cauliflower, red and green cabbage, leeks, beets, radishes, turnip greens, mustard greens, Swiss chard, lettuce, spinach, arugula and Brussels sprouts. Due to the planting of native flowering perennial species by the Heart of Virginia Master Gardeners, there were multiple cocoons of parasitic wasps throughout the garden. Row cover was also used as a pest control technique. Minor setbacks included aphid damage and groundhog that was finally captured with the help of the USDA office. There was an introduction to the garden which consisted of a tour for the attendees and an explanation of the garden planning and planting process.

Several programs and garden tours took place in the demonstration garden. One such program was fall gardening: planting and preparation workshop in which there were 5 program participants. Junior Master Gardeners and a local Girl Scout Troop also received a tour of the garden and an explanation of the garden planning and planting process. The 2013 growing season was primarily dedicated to installation of the garden with more programming to come in future years. The garden harvest was used as a professional development exercise in which agents from the Prince Edward office harvested and cooked the fall vegetables using healthy recipes.

Prince Edward County Public Schools
2013-2014
Comparative Receipts and Expenditures
Year to Date

Month of January 2014

Receipts:	Fiscal 2013			Fiscal 2014			
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	Diff.
Sales Tax	2,777,205	1,587,302	57.15	2,812,502	1,576,054	56.04	-1.12
Basic Aid	6,337,921	3,503,561	55.28	5,997,516	3,317,473	55.31	0.03
Other State	5,139,072	2,187,559	42.57	5,249,510	2,252,449	42.91	0.34
Total State	14,254,198	7,278,422	51.06	14,059,528	7,145,976	50.83	-0.24
Federal Funds	2,849,940	1,119,137	39.27	2,235,517	1,168,098	52.25	12.98
Local Funds	8,106,652	4,074,635	50.26	8,346,800	4,458,741	53.42	3.16
Cash Book	455,290	197,842	43.45	455,290	189,461	41.61	-1.84
Total Revenue	\$25,666,080	\$12,670,036	49.36	\$25,097,135	\$12,962,276	51.65	2.28
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Instruction	19,413,030	9,568,035	49.29	18,943,400	9,650,243	50.94	1.66
Administration	1,686,308	795,605	47.18	1,714,393	907,494	52.93	5.75
Transportation	1,882,451	777,115	41.28	1,989,091	823,403	41.40	0.11
Maintenance	1,950,439	925,404	26.48	1,726,854	937,624	54.30	27.82
Food Service	11,455	7,774	67.87	12,048	7,976	66.20	-1.66
Facilities	150,000	26,206	9.19	150,000	76,584	51.06	41.87
Debt Service	572,397	569,896	99.56	561,348	558,952	99.57	0.01
Total Expenditures	\$25,666,080	\$12,670,036	49.36	\$25,097,135	\$12,962,276	51.65	2.28

Prince Edward County Public Schools
Summary Financial Report
January 31, 2014

<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	\$ 226,417	\$ 1,576,054	\$ 2,812,502	\$ 1,236,448	56.04
Basic School Aid	\$ 473,925	\$ 3,317,473	\$ 5,997,516	\$ 2,680,043	55.31
All Other	\$ 574,811	\$ 2,252,449	\$ 5,249,510	\$ 2,997,061	42.91
Total State	\$ 1,275,152	\$ 7,145,976	\$14,059,528	\$ 6,913,552	50.83
From the Federal Gov't.	\$ 241,565	\$ 1,168,098	\$ 2,235,517	\$ 1,067,419	52.25
General Fund (County)	\$ 639,512	\$ 4,458,741	\$ 8,346,800	\$ 3,888,059	53.42
Cash Book -Local	\$ 32,447	\$ 189,461	\$ 455,290	\$ 265,829	41.61
Total Revenues	\$ 2,188,676	\$ 12,962,276	\$25,097,135	\$ 12,134,859	51.65

<u>Expenditures</u>	Current Month	Year to Date	Outstanding Encumbrances	Budget	Expended & Encumbered (Over) Under Budget	Expen. & Encumbrance as a % of Budget
1000-Instruction	\$ 1,594,239	\$ 9,650,243	\$ 7,973,546	\$18,943,400	\$ 1,319,612	93.03
2000-Admin.,Health/Atten.	\$ 132,364	\$ 907,494	\$ 513,848	\$ 1,714,393	\$ 293,051	82.91
3000-Transportation	\$ 133,293	\$ 823,403	\$ 523,100	\$ 1,989,091	\$ 642,588	67.69
4000-Oper/Maintenance	\$ 167,615	\$ 937,624	\$ 229,862	\$ 1,726,854	\$ 559,367	67.61
5000-Food Service	\$ 1,018	\$ 7,976	\$ 1,018	\$ 12,048	\$ 3,054	74.65
6000-Facilities	\$ 9,418	\$ 76,584	\$ 24,624	\$ 150,000	\$ 48,792	67.47
7000-Debt. Service	\$ 150,730	\$ 558,952	\$ 1	\$ 561,348	\$ 2,395	99.57
Total Expenditures	\$ 2,188,676	\$ 12,962,276	\$ 9,265,999	\$25,097,135	\$2,868,860	88.57

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

2013-2014
Comparative Receipts and Expenditures
Food Service Department
Year to Date

Month of January 2014

Receipts:	Fiscal 2013			Fiscal 2014			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
State School Food	23,898	12,809	53.60	26,605	12,437	46.75	-6.85
Fresh Fruit & Vegetable	65,000	31,305	48.16	60,000	33,673	56.12	7.96
Total State	88,898	44,114	49.62	86,605	46,110	53.24	3.62
Federal Reimbursement	750,000	396,119	52.82	700,000	382,747	54.68	1.86
Cash Book - Local	248,172	142,844	57.56	395,071	145,998	36.95	-20.60
Total Revenue	\$1,087,070	\$583,077	53.64	\$1,181,676	\$574,855	48.65	-4.99
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Salary	382,622	202,947	53.04	407,597	214,096	52.53	-0.51
Fringe Benefits	161,565	67,979	42.08	143,344	77,823	54.29	12.22
Purchased Services	20,200	17,621	87.23	24,050	20,464	85.09	-2.15
Refunds	37	37	0.00	103	103	100.00	
Telephone	1,920	1,038	54.06	358	358	100.06	
Travel	2,500	389	15.56	2,500	592	23.70	
Materials & Supplies	54,769	21,601	39.44	22,000	8,907	40.48	1.04
Food Supplies	436,200	248,872	57.05	498,000	259,705	52.15	-4.90
Repairs & Maintenance	8,000	6,147	76.84	75,454	74,669	0.00	
Uniforms	1,500	1,193	0.00	1,500	0	0.00	0.00
Furniture/Equipment	17,758	8,803	49.57	6,769	6,769	100.00	50.43
Total Expenditures	\$1,087,070	\$576,625	53.04	\$1,181,676	\$663,486	56.15	3.10

Prince Edward County Public Schools
2013-2014

**Food Service Department
Summary Financial Report
January 31, 2014**

<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	\$ -	\$ 12,437	\$ 26,605	\$ 14,168	46.75
Fresh Fruit & Vegetable	\$ 4,024	\$ 33,673	\$ 60,000	\$ 26,327	56.12
Total State Funds	\$ 4,024	\$ 46,110	\$ 86,605	\$ 40,495	53.24
Federal Reimbursement	\$ 63,737	\$ 382,747	\$ 700,000	\$ 317,253	54.68
Cash Book - Local	\$ 22,253	\$ 145,998	\$ 395,071	\$ 249,073	36.95
Total Revenues	\$ 90,014	\$ 574,855	\$ 1,181,676	\$ 606,821	48.65

<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	\$ 28,069	\$ 214,096	\$ 178,916	\$ 407,597	\$ 14,586	96.42
Fringe Benefits	\$ 15,177	\$ 77,823	\$ 63,816	\$ 143,344	\$ 1,705	98.81
Purchased Services	\$ 2,474	\$ 20,464	\$ 1,783	\$ 24,050	\$ 1,803	92.50
Refunds	\$ 34	\$ 103	\$ -	\$ 103	\$ -	100.00
Telephone	\$ -	\$ 358	\$ -	\$ 358	\$ -	100.00
Travel	\$ 119	\$ 592	\$ -	\$ 2,500	\$ 1,908	23.70
Materials & Supplies	\$ 1,162	\$ 8,907	\$ 784	\$ 22,000	\$ 12,310	44.05
Food Supplies	\$ 53,380	\$ 259,705	\$ 38,427	\$ 498,000	\$ 199,868	59.87
Repairs & Maintenance	\$ -	\$ 74,669	\$ 290	\$ 75,454	\$ 496	0.00
Uniforms	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	0.00
Furniture/Equipment	\$ -	\$ 6,769	\$ -	\$ 6,769	\$ -	100.00
		\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$100,415	\$ 663,486	\$ 284,016	\$ 1,181,676	\$234,174	80.18

Tourism & Visitor Center Monthly Report for January 2014

VIRGINIA'S HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS:					
	Virginia Guests	Other States	Other Countries	Total Guests	Average Visitors per Month:
YTD 2014	159	16	2	177	177.0
2013	3,148	872	101	4,121	343.4
Total / 1 Month Total / ALL of 2013					
Virginia's Retreat Passport Program:					
Passports redeemed this month: 1					
Passports redeemed YTD: 1					
Requests for Information:					
Monthly Totals:					
	Phone Inquiries	Mail Requests	Center Visits	Tourism Web Hits	
January 2014	32	272	177	1173	1,684
January 2013	19	334	139	737	1,248
% Difference	68.42%	-18.56%	27.34%	59.16%	34.94%
TOTAL YTD					
2014 YTD	32	272	177	1,173	1,652
2013 YTD	19	334	139	737	1,248
% Difference	68.42%	-18.56%	27.34%	59.16%	32.37%

Stacked Arms Pins:
This Month: 0
YTD: 0

Report to February Board of Supervisors:

- A new column for tracking has been added for 2014. We will report on the virtual visitors from mobile devices for Tourism to our region. In 2013, we averaged 924 mobile hits per month to the tourism pages of Prince Edward; Virginia's Retreat and The Best Part of the Civil War ... The End combined. January started out strong with mobile hits to these tourism sites. We are seeking ways to convert these virtual visitors into physical visitors.
- The substantial increase in mobile hits tells us that while more folks are seeking us out via the web vs. print media - with the end of the Sesquicentennial less than 17 months away, potential visitors may be looking to see what we offer other than Civil War history for their pending visit. Our marketing is targeting this to increase overnight stays helping the family's of the Civil War Traveler to recognize the wide variety we offer to visitors.
- Additionally, we started the new year out with a solid increase in visitation as well as an increase in both phone inquiries and emailed requests for information on our region.

