



PRINCE EDWARD COUNTY
BOARD OF SUPERVISORS
February 9, 2016

AGENDA

7:00 p.m.	1.	The Chairman will Call to Order the <u>February</u> meeting of the Board of Supervisors.	1
	2.	Invocation	1
	3.	Pledge of Allegiance	1
	4.	<u>PUBLIC PARTICIPATION:</u> <i>Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.</i>	3
	5.	Board of Supervisors Comments	5
	6.	<u>Consent Agenda:</u>	
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		c. Review of Accounts & Claims	53
		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.	79
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	9.	<u>PUBLIC HEARING:</u> Amendment to County Zoning Ordinance – <i>The Board will receive citizen input prior to considering proposed amendments to add a Special Use Permit process for Day Care Centers in R2, General Residential Districts.</i>	93
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**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: February 9, 2016
Item No.: 1, 2, 3
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Call to Order, Invocation, Pledge of Allegiance

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

Attachments:

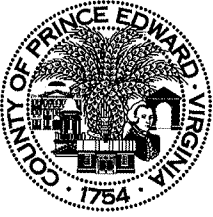
Recommendation:

Motion _____
Second _____

Cooper-Jones _____
Gray _____
Jones _____

Pride _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



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

Meeting Date: February 9, 2016
Item No.: 4
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 _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	

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 9, 2016
Item No.: 5
Department: Board of Supervisors
Staff Contact: W.W. Bartlett
Issue: Board of Supervisors Comments

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

Attachments: Protocol for Board of Supervisors Comments

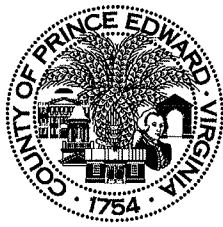
Recommendation: None.

Motion _____
Second _____

Cooper-Jones _____
Gray _____
Jones _____

Pride _____
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 9, 2016
Item No.: 6-a
Department: Treasurer
Staff Contact: Donna Nunnally
Issue: Treasurer's Report

Summary: The Treasurer's Report is attached.

Attachments: December 2015 Treasurer's Report

Recommendation: Approval

Motion _____ Cooper-Jones _____ Pride _____ Townsend _____
Second _____ Gray _____ Simpson _____ Wilck _____
Jones _____ Timmons _____

Prince Edward Board of Supervisors Treasurer's Report - December 2015

Name of Bank	Bank Balance		Available Balance
Benchmark Pooled Fund Account	\$ 13,317,746.00		\$ 13,317,746.00
Wells Fargo Social Services	\$ 126,038.50		\$ 126,038.50
Bank of America School Fund	\$ 87,802.97		\$ 87,802.97
Bank of America Food Service	\$ 4,425.00		\$ 4,425.00
Benchmark School Fund	\$ 1,405,981.39		\$ 1,405,981.39
Benchmark Food Service	\$ 362,709.08		\$ 362,709.08
TOTAL			\$ 15,304,702.94
Certificate of Deposits			
Benchmark			\$ 558,004.20
Citizens Bank Recreation			\$ 16,518.43
Citizens Bank Underground Storage			\$ 20,260.84
Farmers Bank			\$ 206,189.44
Wells Fargo Advantage Fund			
TOTAL			\$ 800,972.91
GRAND TOTAL			\$ 16,105,675.85

Prince Edward Board of Supervisors Treasurers Report - December 2014

Name of Bank	Bank Balance	Deposit in Transit/Adj.	Outstanding Checks	Available Balance
Benchmark Pooled Fund Account	\$ 13,864,931.21	\$ 4,295.21	\$ 989,450.08	\$ 12,879,776.34
Wells Fargo Social Services	\$ 384,186.22		\$ 64,717.19	\$ 319,469.03
Bank of America School Fund	\$ 1,040,257.31	\$ 0.33	\$ 510,767.01	\$ 529,490.63
Bank of America Food Service	\$ 144,101.72	\$ 309.94	\$ 4,106.48	\$ 140,305.18
Benchmark Food Service	\$ 120,757.14			\$ 120,757.14
TOTAL				\$ 13,989,798.32
Certificate of Deposits				
Benchmark				\$ 519,048.66
Citizens Bank Recreation				\$ 15,000.00
Citizens Bank Underground Storage				\$ 20,260.84
Planters Bank				\$ 204,819.58
Wells Fargo Advantage Fund				\$ 162,458.17
TOTAL				\$ 921,587.25
GRAND TOTAL				\$ 14,911,385.57



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

Meeting Date: February 9, 2016
Item No.: 6-b
Department: County Administration
Staff Contact: Karin Everhart
Issue: Approval of Minutes

Summary: Attached are draft minutes for the Board’s review and approval.

Attachments: January 12, 2016 Draft Meeting Minutes

Recommendation: Approval.

Motion _____ Cooper-Jones _____ Pride _____ Townsend _____
Second _____ Gray _____ Simpson _____ Wilck _____
Jones _____ Timmons _____

January 12, 2016

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

Pattie Cooper-Jones

Calvin L. Gray

Robert M. Jones

Odessa H. Pride

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

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

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

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

Supervisor Timmons made a motion, seconded by Supervisor Simpson, to propose that annually, at the first meeting in January of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice-Chairman, each of whom shall serve a term of one year, expiring on December 31st of the year elected, or until their respective successors have been elected. In the case of the absence of the Chairman, the Vice-Chairman shall preside at the meeting; in the absence of both the Chairman and Vice-Chairman, the members present shall choose one of its members as temporary Chairman. The position of Chairman and Vice-Chairman of the Board shall be rotated annually among the Board members. The rotation will be based on district number and begin with District 1, serving as Chairman, and District 2 serving as Vice-Chairman, then commence with Districts 301, 401, 501, 601, 701, and 801 in that order. In

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

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

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

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

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

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

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

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

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

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

Supervisor Wilck nominated Supervisor Cooper-Jones for Chairman.

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

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

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

Supervisor Jones nominated Supervisor Simpson.

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

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

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

Nay: Pattie Cooper-Jones
Jim R. Wilck

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

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

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

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

In Re: Adoption of Board By-Laws

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

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

PRINCE EDWARD COUNTY
RULES OF
THE BOARD OF SUPERVISORS

(As amended January 2016)

I. ATTENDANCE AND ADJOURNMENT

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

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

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

II. CHAIRMAN AND VICE-CHAIRMAN

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

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

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

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

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

III. CLERK

The County Administrator shall serve as Clerk to the Board.

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

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

IV. ORDER OF BUSINESS

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

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

V. PREPARATION OF AGENDA

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

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

VI. CONSENT AGENDA

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

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

VII. CONDUCT OF BUSINESS

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

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

VIII. TAKING THE VOTE

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

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

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

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

IX. RECONSIDERATION

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

X. WITHDRAWAL OF EXHIBITS

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

XI. MANUAL AND RULES

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

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

XII. APPOINTMENTS

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

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

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

XIII. PUBLIC HEARINGS

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

XIV. CLOSED SESSIONS

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

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

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

ROBERT'S RULES OF ORDER, NEWLY REVISED

PROCEDURE IN SMALL BOARDS

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

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

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

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

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

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

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

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

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

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

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

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

Aye:	Pattie Cooper-Jones Calvin L. Gray 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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In Re: Appointments: Personnel Committee, Finance Committee, and Land Development Committee

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

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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Supervisor Jones made a motion, seconded by Supervisor Townsend, to appoint Supervisor Cooper-Jones (Chair), Supervisor Timmons, Supervisor Jones, and Supervisor Simpson to the Finance Committee; the motion carried:

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

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

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

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

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

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

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

BOARD OF SUPERVISORS PUBLIC HEARINGS
RULES OF PROCEDURE

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

The order of speakers will be:

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

- d. Additional rules:

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

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

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

In Re: Adoption of Board Protocol for Public Participation

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

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

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

Protocol for Public Participation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

On motion of Supervisor Gray, seconded by Supervisor Townsend, and carried

Aye:	Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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the Prince Edward County Board of Supervisors readopted the Protocol for Board of Supervisors
Comments:

Protocol for Board of Supervisors Comments

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

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

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

In Re: Public Participation

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

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

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

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

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

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

In Re: Board of Supervisors Comments

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

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

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

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

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

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

Supervisor Wilck welcomed Supervisor Pride.

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

In Re: Consent Agenda

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

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

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

Prince Edward Treasurer's Report - November 2015

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

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

MISCELLANEOUS

Mildred B. Hampton	Life insurance withdrawal	1,127.62
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BOARD OF SUPERVISORS

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

COUNTY ADMINISTRATOR

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

LEGAL SERVICES

VACORP	Workers compensation	7.03
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INDEPENDENT AUDITOR

Stanley Hunt Dupree & Rhine	OPEB report	7,190.00
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COMMISSIONER OF REVENUE

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

ASSESSOR

Business Card	Meals		127.83
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TREASURER

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

INFORMATION TECHNOLOGY

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

ELECTORAL BOARD AND OFFICIALS

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

REGISTRAR

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

CIRCUIT COURT

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

GENERAL DISTRICT COURT

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

CLERK OF THE CIRCUIT COURT

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

LAW LIBRARY

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

COMMONWEALTH'S ATTORNEY

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

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

VICTIM WITNESS ASSISTANCE PROGRAM

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

SHERIFF

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

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

SHERIFF - COURTS

VACORP	Workers compensation		888.55
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FARMVILLE VOLUNTEER FIRE DEPARTMENT

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

RICE VOLUNTEER FIRE DEPARTMENT

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

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

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

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

HAMPDEN-SYDNEY VOLUNTEER FIRE DEPARTMENT

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

PAMPLIN VOLUNTEER FIRE DEPARTMENT

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

MEHERRIN VOLUNTEER FIRE DEPARTMENT

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

FIRST RESPONDERS

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

AMBULANCE AND RESCUE SERVICES

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

EMERGENCY SERVICES

Timmons Group	E-911 Addressing		315.00
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REGIONAL JAIL & DETENTION

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

BUILDING OFFICIAL

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

ANIMAL CONTROL

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

REFUSE DISPOSAL

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

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

	Sheriff Department shed	6.59	
	Worsham Clerk office	83.35	
	Lights at Rice	111.01	
	Ag building	1,371.50	
	Shop	26.25	
Town of Farmville	Water & sewer		178.84
AT&T	Phone		42.33
CenturyLink	Phone		134.99
US Cellular	Phone		119.39
Ronald Van Eps	Cell phone case		42.11
O. O. Stiff, Inc.	Monthly service		100.00
Aramark	Janitorial supplies		598.06
Diamond Paper Company	Trash bags / paper products		1,297.59
Walmart Community / RFCSLLC	Mop & broom		38.55
Cavalier Hose & Fittings	Safety glasses		11.79
Diamond Springs Water, Inc.	Equipment rental		8.95
Farmville Wholesale Electric	Bulbs / ballasts	1,358.70	
	Knife / bit / phone wire	22.78	
	Bulbs / tie straps	75.93	1,457.41
Fisher Auto Parts, Inc.	Towels & WD-40	9.94	
	Wipers / fog light bulb	13.41	23.35
Hampden Sydney College	Bulb disposal		1,441.76
Lowe's	Staples	2.73	
	Battery / marker	13.25	
	Batteries / keys	22.68	38.66
Cintas Corporation #524	Uniform rental		357.24
Sherwin Williams Company	Paint / primer / brush		122.55
East End Chevron	Gas	95.66	
	Oil	12.00	107.66
Prince Edward County Public Schools	Diesel		48.48
NAPA of Farmville	Funnel / treatment		13.38
	<u>CANNERY</u>		
VACORP	Workers compensation		79.05
Virginia Food Works	Contract payment		2,916.67
Doli/Boiler Safety	Boiler inspections		80.00
Southside Electric Cooperative	Electric service		672.76
Ellington Energy Service	Heating fuel		760.03
CenturyLink	Phone		239.85
Farmville Printing	Receipts		242.00
Dixie Canner Company	Can opener		83.22
Patty Gulick	Drinking water hose		48.38
	<u>COMPREHENSIVE SERVICES ACT</u>		
Acewall Scholars	Professional service		100.00
Bear Creek Academy	Professional service		2,970.00
Blue Ridge Autism & Achievement Center	Professional service		8,700.00
Rescare / Braley & Thompson	Professional service		6,030.00
Center for Pediatric Therapies	Professional service		1,200.00
Centra Health	Professional service		34,450.00

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

OTHER WELFARE / SOCIAL SERVICES

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

CONTRIBUTIONS TO COLLEGES

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

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

MUSEUMS

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

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

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

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

COMMUNITY DEVELOPMENT

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

ECONOMIC DEVELOPMENT

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

TOURISM

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

SOIL & WATER CONSERVATION DISTRICT

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

CenturyLink	Phone		107.64
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GENERAL EXPENSE

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

CAPITAL PROJECTS

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

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

In Re: Highway Matters

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

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

In Re: Appointments – Board of Supervisors Members

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

Commonwealth Regional Council

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

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

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

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

YMCA Board

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

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

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

Nay: None

South Central Workforce Development Area Consortium

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

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

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

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

Nay: None

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

Granite Falls Community Development Authority

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

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

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

Virginia's Heartland Water & Sewer Authority

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

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

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

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

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

In Re: School Board Appointments

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

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

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

In Re: Appointment – Piedmont Community Criminal Justice Board

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

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

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

In Re: Agreement with Constitutional Officers

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

Mr. Bartlett added Ms. Clark is in agreement.

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

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

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

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

ARTICLE I – SCOPE OF AGREEMENT

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

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

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

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

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

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

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

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

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

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

ARTICLE II – TIME OF PERFORMANCE

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

ARTICLE III – LAWS, PERMITS AND RESTRICTIONS

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

ARTICLE IV – POLICIES

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

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

ARTICLE V – AMENDMENT TO POLICIES

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

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

ARTICLE VI – TERMINATION

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

ARTICLE VII – PERSONNEL RECORDS AND REPORTS

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

In Re: Sheriff's Department At-Will Program

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

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

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

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

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

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

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

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

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

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

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

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

Nay: None

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

In Re: County Administrator's Report – Courthouse Roof

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

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

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

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

Nay: None

FY 2016 Budget Amendment						
REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
3 (Rev)	100	41050	0100	From General Fund Balance		205,500
4 (Exp)	100	94000	0024	Physical Plant	205,50	

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

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

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

In Re: Closed Session

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

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

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

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

Nay: None

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

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

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

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

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

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

Nay: None

In Re: Animal Warden's Report

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

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of December 2015, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery Report

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

In Re: Prince Edward County Public Schools

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

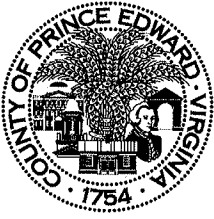
In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of December 2015, which was reviewed and ordered to be filed with the Board papers.

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

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

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



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

Meeting Date: February 9, 2106
Item No.: 6-c
Department: County Administration
Staff Contact: Barbara Poulston
Issue: Review of Accounts & Claims

Summary: The January bill list is attached for the Board's reviews.

Attachments: January 2016 Bill List

Recommendation:

Motion _____
Second _____

Cooper-Jones _____
Gray _____
Jones _____

Pride _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

2/01/2016

FROM DATE- 1/01/2016
TO DATE- 1/31/2016

ACCOUNTS PAYABLE CHECKS
PRINCE EDWARD

PAGE 1

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
100	GENERAL FUND	\$739,274.27
115	CDA SPECIAL LEVY FUND	\$20,297.00
301	SCHOOL CONSTRUCTION FUND	\$3,900.00
501	WATER FUND	\$28.62
502	SEWER FUND	\$268.16
732	RETIREMENT BENEFIT FUND	\$1,129.00
741	PIEDMONT COURT SERVICES FUND	\$4,450.71
	TOTAL	769,347.76

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PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
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MAJOR#	VENDOR NUMBER	VENDOR NAME	INVOICE#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
011010	BOARD OF SUPERVISORS					
3600	15241	Advertising FARMVILLE HERALD	CO ADMR 116	ADVERTISING	271.63	271.63 *
5510	16679	Travel-Mileage GRAY CALVIN	JAN 1-13 2016	MILEAGE	158.76	158.76
	16679	GRAY CALVIN	OCT-DEC 2015	MILEAGE	46.57	46.57
	19875	JONES ROBERT M	OCT-DEC 2015	MILEAGE	17.25	17.25
	28425	SIMPSON HOWARD F	HOMESTEAD 2015	MILEAGE	196.65	196.65
	28425	SIMPSON HOWARD F	OCT-DEC 2015	MILEAGE	538.20	538.20
	29269	TIMMONS C ROBERT JR	OCT-DEC 2015	MILEAGE	328.90	328.90
5530	28425	Travel-Subsistence & Lodg SIMPSON HOWARD F	HOMESTEAD 2015	TIPS	1,286.33	1,286.33 *
5540	31707	Travel-Convention & Educa VML	2015 259	FINANCE FORUM	45.00	45.00 *
012110	COUNTY ADMINISTRATOR				55.00	55.00 *
5230	30440	Telecommunications US CELLULAR	816442183 116	PHONE	138.48	138.48
	30440	US CELLULAR	816442183 116A	PHONE	138.48	138.48
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	3722 PUCKETT116	MEALS	276.96	276.96 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	1309 2015	NORTON UPDATES	65.48	65.48 *
	13369	DIAMOND SPRINGS WATER INC	11393100 116	WATER & EQUIP RENTAL	59.90	59.90
	13369	DIAMOND SPRINGS WATER INC	11393100 116A	WATER & EQUIP RENTAL	22.85	22.85
	15380	FARMVILLE PRINTING	CO ADMR 116	BUSINESS CARDS	15.90	15.90
	20600	KEY OFFICE SUPPLY	476113	COPY PAPER	39.00	39.00
	20600	KEY OFFICE SUPPLY	477075	NAME PLATES	239.60	239.60
	25120	PAIRET'S INC	23857	PLAQUES	24.00	24.00
6012	22210	Books and Subscriptions MATTHEW BENDER & CO INC	7932844X	VA ADV CRT RULES	164.60	164.60
012310	COMMISSIONER OF REVENUE				565.85	565.85 *
5230	13325	Telecommunications TREASURER OF VIRGINIA	T294292	ONLINE SERVICE	96.08	96.08 *
					1,004.37	1,004.37 **
					76.86	76.86 *

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PRINCE EDWARD
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MAJOR# ACCT# 5810	VENDOR NUMBER 31448	VENDOR NAME Dues & Association Member VRAO	INV# DUES 2016	DESCRIPTION DUES	AMOUNT 30.00 30.00 * 106.86 **
012320	ASSESSOR				ACCOUNT TOTAL MAJOR TOTAL
3600	15241	Advertising FARMVILLE HERALD	CO ADMR 116	ADVERTISING	153.75 153.75 * 153.75 **
012410	TREASURER				ACCOUNT TOTAL MAJOR TOTAL
5210	22058	Postal Services M&W PRINTERS INC	100514P	POSTAGE-DELINQ RE	615.00
	22058	M&W PRINTERS INC	100515P	POSTAGE-DELINQ PPTY	2,327.00 2,942.00 *
5230	11250	Telecommunications BENCHMARK COMMUNITY BANK	7596 TREAS 116	PAYFLOW/PAYPAL	12.90
	13325	TREASURER OF VIRGINIA	T294292	ONLINE SERVICE	76.86 89.76 *
5510	21547	Travel-Mileage LEE BARBARA	MILEAGE 116	RABIES CLINIC MILEAG	9.87
	23965	NUNNALLY DONNA	MILEAGE 116	RABIES CLINIC MILEAG	30.08
	999999	BAPPERT STEPHANIE M	MILEAGE 116	RABIES CLINIC MILEAG	16.52
	999999	CURTIS SHERIDAN L	MILEAGE 116	RABIES CLINIC MILEAG	4.86
	999999	POWELL JENNA C	MILEAGE 116	RABIES CLINIC MILEAG	16.20 77.53 *
5540	30378	Travel-Convention & Educa UNIVERSITY OF VIRGINIA	26234	ACCOUNTING COURSE	200.00 200.00 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	1309 2015	NORTON UPDATES	89.85
	20600	KEY OFFICE SUPPLY	476341	INK CARTRIDGES	338.97
	20600	KEY OFFICE SUPPLY	476478	COPY PAPER	73.90
	20600	KEY OFFICE SUPPLY	476479	GREENBAR PAPER	113.18
	20600	KEY OFFICE SUPPLY	476932	POST-ITS/TAPE/INK	89.87
	20600	KEY OFFICE SUPPLY	476969	PLANNER	13.95
	22058	M&W PRINTERS INC	100216	WINDOW ENVELOPES	339.06 1,058.78 *
6012	15241	Books & Subscriptions FARMVILLE HERALD	TREAS 67653	SUBSCRIPTION	38.00 38.00 *
6014	28866	Other Operating Supplies STEPS, INC	11546	SHREDDING SERVICE	35.00 35.00 * 4,441.07 **

MAJOR# ACCT# 012510	VENDOR NUMBER INFORMATION TECHNOLOGY	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3160		Professional Services			
	11902	BUSINESS DATA OF VA, INC.	DECEMBER 2015	CONTRACT AGREEMENT	3,700.00
	11902	BUSINESS DATA OF VA, INC.	JANUARY 2016	CONTRACT AGREEMENT	3,700.00
	11902	BUSINESS DATA OF VA, INC.	1309 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1311 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1312 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1315 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1317 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1318 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1319 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1320 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1322 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1324 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1325 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1327 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1329 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1331 2015	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	1333 2015	TRAVEL EXPENSE	125.00
				ACCOUNT TOTAL	9,275.00 *
3320	12762	Maintenance Service COMPUTERPLUS SALES/SERVIC	MC00000181620	PRINTER MAINT CNTRCT	79.00
				ACCOUNT TOTAL	79.00 *
				MAJOR TOTAL	9,354.00 **
013100		ELECTORAL BOARD AND OFFICIALS			
6001	20214	Office Supplies UNILECT CORPORATION	15 1710	BALLOT CARDS/RIBBONS	340.41
				ACCOUNT TOTAL	340.41 *
				MAJOR TOTAL	340.41 **
013200		REGISTRAR			
5530	32961	Travel-Subsistance & Lodg WRIGHT LYNETTE	EXPENSES 116	MEAL	16.00
				ACCOUNT TOTAL	16.00 *
5810	31033	Dues & Association Member VRVAV	2016 DUES	DUES	170.00
				ACCOUNT TOTAL	170.00 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	1309 2015	NORTON UPDATE	29.95
				ACCOUNT TOTAL	29.95 *
				MAJOR TOTAL	215.95 **
021100		CIRCUIT COURT			
6012	22210	Books & Subscriptions MATTHEW BENDER & CO INC	77994086	CRIM LAW CASE FINDER	300.31

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MAJOR# ACCT#	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
021200	GENERAL DISTRICT COURT			
5230	Telecommunications			
	30440 US CELLULAR	816442183 116	PHONE	24.21
	30440 US CELLULAR	816442183 116A	PHONE	24.21
			ACCOUNT TOTAL	48.42 *
			MAJOR TOTAL	
6001	Office Supplies			
	28866 STEPS, INC	11477	SHREDDING SERVICE	35.00
	28866 STEPS, INC	11542	SHREDDING SERVICE	70.00
			ACCOUNT TOTAL	105.00 *
6030	Non-Capital Equipment			
	20600 KEY OFFICE SUPPLY	476411	STOOLS	249.98
			ACCOUNT TOTAL	249.98 *
6095	Office Supplies - Juv Pro			
	20600 KEY OFFICE SUPPLY	476447	PLANNER	14.39
			ACCOUNT TOTAL	14.39 *
			MAJOR TOTAL	417.79 **
021300	SPECIAL MAGISTRATES			
6001	Office Supplies			
	20600 KEY OFFICE SUPPLY	476208	INK CARTRIDGE	95.99
			ACCOUNT TOTAL	95.99 *
			MAJOR TOTAL	95.99 **
021600	CLERK OF THE CIRCUIT COURT			
5210	Postal Services			
	29715 TREASURER OF VIRGINIA	16 147C JMS	JURY QUESTIONNAIRES	875.00
			ACCOUNT TOTAL	875.00 *
5230	Telecommunications			
	21319 CENTURYLINK	309863799 116	PHONE	48.48
			ACCOUNT TOTAL	48.48 *
5880	Technology Trust Funds			
	29715 TREASURER OF VIRGINIA	16 147C RMS 1	RECRD MGT SYST MAINT	4,000.00
			ACCOUNT TOTAL	4,000.00 *
6001	Office Supplies			
	20600 KEY OFFICE SUPPLY	476110	INK CARTRIDGES	446.97
	20600 KEY OFFICE SUPPLY	477022	COPY PAPER	110.97
	20600 KEY OFFICE SUPPLY	477074	SIGN	12.00
	20600 KEY OFFICE SUPPLY	477091	INK/LABELS/HNDTOWELS	466.96
	29715 TREASURER OF VIRGINIA	16 147C JMS	JURY QUESTIONNAIRES	909.00
			ACCOUNT TOTAL	1,945.90 *
			MAJOR TOTAL	6,869.38 **

MAJOR# ACCT#	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
021800	LAW LIBRARY			
5230	Telecommunications			
	10105 AT&T	0542720100 116	PHONE	42.84
	21319 CENTURYLINK	309478607 116	PHONE	40.78
	21319 CENTURYLINK	309478607 116A	PHONE	40.85
			ACCOUNT TOTAL	124.47 *
6012	Books and Subscriptions			
	21761 LEXISNEXIS	3090412423	MONTHLY SUBSCRIPTION	268.00
	22210 MATTHEW BENDER & CO INC	78186404	CODE SERVICE	74.96
	22210 MATTHEW BENDER & CO INC	78598745	SUPP SET & INDEX	616.61
			ACCOUNT TOTAL	959.57 *
			MAJOR TOTAL	1,084.04 **
022100	COMMONWEALTH'S ATTORNEY			
5230	Telecommunications			
	13325 TREASURER OF VIRGINIA	T294720	IPAD SERVICE	131.22
			ACCOUNT TOTAL	131.22 *
5510	Travel-Mileage			
	11190 BAUER ROBERT	EXPENSES 116	MILEAGE	139.14
			ACCOUNT TOTAL	139.14 *
5530	Travel-Subsistence & Lodg			
	11190 BAUER ROBERT	EXPENSES 116	LODGING	104.00
	11190 BAUER ROBERT	EXPENSES 116	MEALS	42.51
			ACCOUNT TOTAL	146.51 *
5899	Miscellaneous			
	12177 CAPITOL PROCESS SERVICES	1502424	PROCESS SUBPOENAS	65.00
	15241 FARMVILLE HERALD	COMM ATTY 116	ADVERTISING	117.00
	28866 STEPS, INC	11543	SHREDDING SERVICE	340.00
			ACCOUNT TOTAL	522.00 *
6001	Office Supplies			
	20600 KEY OFFICE SUPPLY	476241	MESH ROTARY/STACKLTR	20.21
			ACCOUNT TOTAL	20.21 *
6012	Books and Subscriptions			
	22210 MATTHEW BENDER & CO INC	79948103	VA POLICE CRIMES	428.01
			ACCOUNT TOTAL	428.01 *
			MAJOR TOTAL	1,387.09 **
031200	SHERIFF			
3310	Repairs/Maintenance-Radio			
	12742 COMMTRONICS OF VIRGINIA	217706	RADIO REPAIRS	77.94
			ACCOUNT TOTAL	77.94 *
3311	Repairs & Maint-Auto & Eq			
	14300 EAST END MOTOR CO INC	125208	ENGINE FUSE BOX	1,460.00
	14300 EAST END MOTOR CO INC	130704	BRAKE PADS & ROTORS	449.98
	14300 EAST END MOTOR CO INC	130851	FLAT REPAIR	23.00
	14915 EXPRESS CARE	18631	OIL CHANGE	109.79

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
		14915	EXPRESS CARE	18664	OIL CHANGE	66.95
		14915	EXPRESS CARE	18888	OIL CHANGE	66.95
		14915	EXPRESS CARE	18897	OIL CHANGE	63.95
		14915	EXPRESS CARE	19138	OIL CHANGE	46.95
		14915	EXPRESS CARE	19223	OIL CHANGE	79.95
		14915	EXPRESS CARE	19271	OIL CHANGE	70.95
		14915	EXPRESS CARE	19359	OIL CHANGE	65.97
		14915	EXPRESS CARE	19453	OIL CHANGE	126.79
		14915	EXPRESS CARE	19476	OIL CHANGE	66.95
		14915	EXPRESS CARE	19609	OIL CHANGE	49.95
		14915	EXPRESS CARE	19805	OIL CHANGE	57.97
		14915	EXPRESS CARE	20018	OIL CHANGE	41.97
		14915	EXPRESS CARE	20021	OIL CHANGE	66.95
		14915	EXPRESS CARE	20201	OIL CHANGE	79.94
		14915	EXPRESS CARE	20213	OIL CHANGE	57.97
		14915	EXPRESS CARE	20293	OIL CHANGE	93.93
		15688	FIRST CHOICE MOBILE	501	AUTO DETAILING	90.00
					ACCOUNT TOTAL	3,236.86 *
3600			Advertising			
		15240	FARMVILLE NEWSMEDIA	SHERIFF 116	ADVERTISING	876.42
					ACCOUNT TOTAL	876.42 *
5210			Postal Services			
		30402	UPS	RY9495515	UPS	28.40
					ACCOUNT TOTAL	28.40 *
5230			Telecommunications			
		13325	TREASURER OF VIRGINIA	T294685	VCIN	52.74
		20904	KINEX NETWORKING SOLUTION	160101 0015	REMOTE DATA BACKUP	19.95
		21319	CENTURYLINK	309468839 116	PHONE	10.36
		21319	CENTURYLINK	309558628 116	VCIN	7.97
		30440	US CELLULAR	850361128 116	PHONE	40.81
		30440	US CELLULAR	918210747 116	PHONE	810.45
					ACCOUNT TOTAL	942.28 *
5530			Travel-Subsistence & Lodg			
		11894	BUSINESS CARD	0555 SHERIFF116	MEALS	23.41
					ACCOUNT TOTAL	23.41 *
5540			Travel-Convention and Edu			
		18851	INTERNATIONAL ASSOCIATION	SEMINAR	TRAINING SEMINAR	375.00
					ACCOUNT TOTAL	375.00 *
5810			Dues & Association Member			
		18600	IAPE	L1505361	MEMBERSHIP DUES	50.00
		18600	IAPE	M16 32471	MEMBERSHIP DUES	50.00
		18600	IAPE	M16 32472	MEMBERSHIP DUES	50.00
					ACCOUNT TOTAL	150.00 *
6001			Office Supplies			
		11894	BUSINESS CARD	0555 SHERIFF116	BUSINESS CARDS	19.39
		11894	BUSINESS CARD	0555 SHERIFF116	NAPKINS	50.58
		11902	BUSINESS DATA OF VA, INC.	1309 2015	NORTON UPDATES	59.90
		13369	DIAMOND SPRINGS WATER INC	27961300 116	WATER & EQUIP RENTAL	86.65
		20600	KEY OFFICE SUPPLY	476116	INK CARTRIDGES	284.96

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6003	20600	KEY OFFICE SUPPLY	476919	FLASH DRIVES	39.98
	20600	KEY OFFICE SUPPLY	477030	COPY PAPER	149.75
	28757	STAPLES ADVANTAGE	8037523209	BATTERIES/OFFICE SUP	258.04
	32138	WALMART COMMUNITY/RFCSLLC	5907	SUGAR/PLATES	14.80
	32138	WALMART COMMUNITY/RFCSLLC	9884	CREAMER/CUPS/PLATES	63.83
				ACCOUNT TOTAL	1,027.88 *
6004	23214	Public Education/Crime Pr	1512946	SIGNS	239.50
	23214	NATL NEIGHBORHOOD WATCH	1601961	SIGNS	911.50
	27141	NATL NEIGHBORHOOD WATCH	90751	FRESBEES/BRACELETS	1,158.01
	27141	RDJ SPECIALTIES INC	90993	PENS	484.20
				ACCOUNT TOTAL	2,793.21 *
6004	28640	Virso Comm Center Crime P	526776002 116	VIRSO COMMUNITY SITE	9.84
		SOUTHSIDE ELECTRIC COOP			9.84 *
6008	11894	Vehicle & Powered Equip F	0555 SHERIFF116	GAS	112.27
	999999	BUSINESS CARD	GAS 116	GAS	15.00
				ACCOUNT TOTAL	127.27 *
6009	14300	Vehicle & Powered Equip S	131111	TIRES	300.08
	21038	EAST END MOTOR CO INC	522784	MOUNT WINDSHIELD	74.00
	32138	KUSTOM SIGNALS INC	170	JUMP STARTER	69.97
				ACCOUNT TOTAL	444.05 *
6010	28432	Police Supplies	236470	MATS FOR PRINTS	38.19
		SIRCHIE FINGER PRINT LABS			38.19 *
6011	16102	Uniforms & Wearing Appare	4519192	BOOTS	138.00
	16102	GALLS LLC	4581861	OXFORDS	115.05
	16102	GALLS LLC	4603053	BOOTS	129.45
	16102	GALLS LLC	4614512	OXFORDS	138.00
	16102	GALLS LLC	4621894	BOOTS	280.00
	16102	GALLS LLC	4633635	BOOTS -BAL DUE	23.99
	16102	GALLS LLC	4679138	WINDBREAKER	21.13
	16102	GALLS LLC	4679236	SHOES	112.50
	16102	GALLS LLC	4703147	BOOTS	156.11
				ACCOUNT TOTAL	1,114.23 *
				MAJOR TOTAL	11,264.98 **
032200		VOLUNTEER FIRE DEPARTMENT			
7001		Payment to Farmville VFD			
	15656	FIRE & SAFETY EQUIP CO	75077	BADGES	890.50
	15680	FIRE PROTECTION EQUIP CO	62508	FLOW TEST/O-RING KIT	274.04
	18860	ISG INFRASTRYS	46210	REFURB BATTERY	230.00
	20600	KEY OFFICE SUPPLY	476163	COPY PAPER	29.95
	23166	NAFECO INC	802676	BRAIDS	25.55
	23166	NAFECO INC	803039	DRESS UNIFORMS	1,151.39

MAJOR# ACCT#	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
7002	23166 NAFECO INC	803050	DRESS UNIFORMS	231.06
	28792 STAR CITY COMMUNICATIONS	15156	PAGER/BATTERY	76.58
	Payment to Rice VFD			2,909.07 *
	31846 DOMINION VA POWER	4500495009 116	ELECTRIC SERVICE	282.82
	31846 DOMINION VA POWER	5487358649 116	ELECTRIC SERVICE	18.31
	32146 WATKINS INSURANCE AGENCY	AUTO INS FD 116	AUTO INSURANCE	4,023.00
	32146 WATKINS INSURANCE AGENCY	PKG INS FD 116	PRPTY/LIAB/CRIME INS	3,753.00
	Payment to Prospect VFD			8,077.13 *
7003	13166 DAVIS GMC TRUCK INC	40086	TRUCK REPAIRS	133.39
	13166 DAVIS GMC TRUCK INC	40923	TRUCK REPAIRS	657.17
	15721 FISHER AUTO PARTS, INC.	144173	BRUSH/WAX/GLASS CLNR	30.96
	15721 FISHER AUTO PARTS, INC.	144183	LIQUID PERF DIESEL	8.41
	15721 FISHER AUTO PARTS, INC.	144199	LIQUID PERF DIESEL	16.83
	15908 FOSTER FUELS INC	287205T	PROPANE	278.66
	15908 FOSTER FUELS INC	307661T	PROPANE	117.45
	25210 PAMFLIN EXXON	PROSPECT FD 116	FUEL	117.50
	25782 PRINCE EDWARD CO PBLC SCH	DIESEL-DEC 2015	DIESEL	111.10
	29440 PRINCE EDWARD CO TREAS	GAS DEC 2015	GAS	88.01
	32146 WATKINS INSURANCE AGENCY	AUTO INS FD 116	AUTO INSURANCE	5,193.00
	32146 WATKINS INSURANCE AGENCY	PKG INS FD 116	PRPTY/LIAB/CRIME INS	3,659.00
	Payment to Darlington VFD			10,411.48 *
7004	11263 BB&T	7841 DHVFD 116	INTERNET	87.41
	12996 CYRUS PEST CONTROL CO	DECEMBER 2015	EXTERMINATING SERVIC	45.00
	12996 CYRUS PEST CONTROL CO	JANUARY 2016	EXTERMINATING SERVIC	45.00
	14700 ELLINGTON ENERGY SERVICE	803219	GAS	354.57
	14700 ELLINGTON ENERGY SERVICE	803221	DIESEL	527.73
	25120 PAIRET'S INC	23882	PLAQUES/ENGRAVING	94.45
	25120 PAIRET'S INC	23883	PLAQUE ENGRAVING	36.80
	28640 SOUTHSIDE ELECTRIC COOP	38156001 116	ELECTRIC SERVICE	281.92
	28640 SOUTHSIDE ELECTRIC COOP	38156001 116A	ELECTRIC SERVICE	291.51
	32146 WATKINS INSURANCE AGENCY	AUTO INS FD 116	AUTO INSURANCE	3,170.00
	32146 WATKINS INSURANCE AGENCY	PKG INS FD 116	PRPTY/LIAB/CRIME INS	3,463.00
	Payment to Hampden-Sydney			8,397.39 *
7005	15908 FOSTER FUELS INC	307792T	PROPANE	215.06
	15908 FOSTER FUELS INC	308461T	PROPANE	98.27
	31846 DOMINION VA POWER	8350720002 116	ELECTRIC SERVICE	308.05
	31846 DOMINION VA POWER	8350720002 116A	ELECTRIC SERVICE	356.69
	32146 WATKINS INSURANCE AGENCY	AUTO INS FD 116	AUTO INSURANCE	5,335.00
	32146 WATKINS INSURANCE AGENCY	PKG INS FD 116	PRPTY/LIAB/CRIME INS	3,384.00
	Payment to Pamplin VFD			9,697.07 *
7006	10105 AT&T	05433346172 116	PHONE	22.52
	12742 COMMTRONICS OF VIRGINIA	218456	RADIO REPAIR	58.80
	15560 FARMVILLE WHSALE ELECTRIC	574486	BAND SAW & BLADES	244.76
	15560 FARMVILLE WHSALE ELECTRIC	576101	LIGHTBULB	5.01

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
7007	15908	FOSTER FUELS INC	307657T	PROPANE	264.26
	15908	FOSTER FUELS INC	324611T	PROPANE	157.07
	15908	FOSTER FUELS INC	342612T	PROPANE	175.30
	19139	JAMERSON BLDG SUPPLY	4337280	MOPHEAD/HANDLE/STICK	32.97
	31335	VERIZON	248 6100 116	PHONE	74.87
	31335	VERIZON	248 6100 116A	PHONE	74.63
	31335	VERIZON	248 6609 116A	PHONE	61.00
	31335	VERIZON	248 6690 116	PHONE	59.15
	31846	DOMINION VA POWER	4743517221 116	ELECTRIC SERVICE	324.61
	31846	DOMINION VA POWER	6280980001 116	ELECTRIC SERVICE	57.96
	32146	WATKINS INSURANCE AGENCY	AUTO INS FD 116	AUTO INSURANCE	4,894.00
	32146	WATKINS INSURANCE AGENCY	PKG INS FD 116	PRPTY/LIAB/CRIME INS	4,233.00
				ACCOUNT TOTAL	10,739.91 *
	25246	Payment to Meherrin VPD			
	25246	PARKER OIL CO INC	801055	PROPANE	174.32
	25246	PARKER OIL CO INC	809236	DIESEL	423.21
	25246	PARKER OIL CO INC	809244	GAS	233.70
	25246	PARKER OIL CO INC	815133	PROPANE	144.70
	31335	VERIZON	736 0633 116	PHONE	185.33
	31335	VERIZON	736 0633 116A	PHONE	186.48
	31846	DOMINION VA POWER	0519881510 116	ELECTRIC SERVICE	289.06
	31846	DOMINION VA POWER	1913347348 116	ELECTRIC SERVICE	30.89
	31846	DOMINION VA POWER	2725824417 116	ELECTRIC SERVICE	13.76
	32146	WATKINS INSURANCE AGENCY	AUTO INS FD 116	AUTO INSURANCE	8,145.00
	32262	WATTS AUTO SERVICE	PKG INS FD 116	PRPTY/LIAB/CRIME INS	5,928.00
	32262	WATTS AUTO SERVICE	36878	TIRES	900.00
				ALIGNMENT	89.95
				ACCOUNT TOTAL	16,744.40 *
				MAJOR TOTAL	66,976.45 **
033200		REGIONAL JAIL & DETENTION			
7001	25380	Piedmont Regional Jail-Pe	2681	INMATE DAYS-3RD QTR	282,220.13
		PIEDMONT REGIONAL JAIL			282,220.13 *
				ACCOUNT TOTAL	282,220.13 **
034100		BUILDING OFFICIAL			
5230	30440	Telecommunications			
	30440	US CELLULAR	816442183 116	PHONE	27.21
	30440	US CELLULAR	816442183 116A	PHONE	24.21
5510	12954	Travel-Mileage	625	MILEAGE	51.42 *
		CUMBERLAND COUNTY TREAS			144.90
				ACCOUNT TOTAL	144.90 *
5530	21498	Travel-Subsistence & Lodg			
	21498	LEATHERWOOD COY	DEC 2015	MEAL	7.63
	21498	LEATHERWOOD COY	JAN 2016	MEAL	7.96
				ACCOUNT TOTAL	15.59 *

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5540	21498	Travel-Convention & Educa LEATHERWOOD COY	DEC 2015	MTG REGISTRATION	15.00
	21498	LEATHERWOOD COY	JAN 2016	MTG REGISTRATION	15.00
5880	29642	2% Blg Permit Surcharge TREASURER OF VIRGINIA	LV201602	PERMIT LEVY-2ND QTR	30.00 *
035100		ANIMAL CONTROL			ACCOUNT TOTAL
5110	31846	Electrical Services DOMINION VA POWER	0890745003 116	ELECTRIC SERVICE	226.35
5230	21319	Telecommunications CENTURYLINK	310119726 116	PHONE	226.35 *
	30440	US CELLULAR	816442183 116	PHONE	468.26 **
	30440	US CELLULAR	816442183 116A	PHONE	ACCOUNT TOTAL
6002	32138	Supplies for Shelter WALMART COMMUNITY/RFCSLLC	2238 CO ADM 116	DOG FOOD	196.05 *
6005	32138	Janitorial Supplies WALMART COMMUNITY/RFCSLLC	2238 CO ADM 116	CLEANING SUPPLIES	159.84
6011	32138	Uniforms and Wearing Appa WALMART COMMUNITY/RFCSLLC	2238 CO ADM 116	BOOTS	159.84 *
035300		MEDICAL EXAMINER			ACCOUNT TOTAL
3110	29459	Professional Health Serv TREASURER OF VIRGINIA	DANIEL CHARLES	CORONER	26.35
	29459	TREASURER OF VIRGINIA	GARRELT LARISS	CORONER	26.35 *
	29459	TREASURER OF VIRGINIA	OWENS VALERIE	CORONER	ACCOUNT TOTAL
042300		REFUSE DISPOSAL			MAJOR TOTAL
3160	27191	Professional Services RESOURCE INTERNATIONAL	42320	GROUNDWTR MONITORING	85.94
	27191	RESOURCE INTERNATIONAL	42339	MISC WORK TASKS	85.94 *
	27191	RESOURCE INTERNATIONAL	42340	STORM WTR COMPLIANCE	853.36 **
3310	15560	Repairs/Maintenance FARMVILLE WHSALE ELECTRIC	575267	LIGHT BULBS/PLIERS	ACCOUNT TOTAL
	15560	FARMVILLE WHSALE ELECTRIC	575714	LIGHT FIXTURES	MAJOR TOTAL

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3311	21811 LOWE'S 28596 SOUTHERN STATES 28596 SOUTHERN STATES	901523 17337 24599	DRYWALL RAKE & GLOVES RAKE	29.22 21.98 18.99
			ACCOUNT TOTAL	427.67 *
3840	19033 Childress James P JR 19033 Childress James P JR 28596 SOUTHERN STATES 31884 VIRGINIA TRUCK CENTER 31884 VIRGINIA TRUCK CENTER	JAN 20 2016 JAN 4 2016 35003 10220882 1425112	TRUCK MAINTENANCE SERVICE CALL @ VIRSO GLOVES SEAT REPAIR REAR DRIVE	85.00 125.00 18.36 385.00 16,947.87
			ACCOUNT TOTAL	17,561.23 *
3841	10254 REPUBLIC SERVICES #974 10254 REPUBLIC SERVICES #974 10254 REPUBLIC SERVICES #974 32953 WRIGHT'S EXCAVATING LLC	471070 471071 471072 JANUARY 2016	TRASH COLLECTION TRASH COLLECTION TRASH COLLECTION LANDFILL OPERATION	176.13 115.03 115.03 48,093.75
			ACCOUNT TOTAL	48,499.94 *
5110	14723 EMANUEL TIRE OF VIRGINIA 14723 EMANUEL TIRE OF VIRGINIA 14723 EMANUEL TIRE OF VIRGINIA 14723 EMANUEL TIRE OF VIRGINIA 28866 STEPS, INC 29029 SYNERGY RECYCLING LLC 29029 SYNERGY RECYCLING LLC	479887 479921 479922 479988 DECEMBER 2015 1501218 1501253	TIRE RECYCLING TIRE RECYCLING TIRE RECYCLING TIRE RECYCLING RECYCLING FEE ELECTRONIC RECYCLING ELECTRONIC RECYCLING	639.60 608.40 541.20 799.20 3,544.92 1,803.85 2,118.25
			ACCOUNT TOTAL	10,055.42 *
5110	28640 SOUTHSIDE ELECTRIC COOP 28640 SOUTHSIDE ELECTRIC COOP 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER 31846 DOMINION VA POWER	114379001 116 114379003 116 0599507431 116 0670040567 116 0670040567 116A 1144204110 116 5181167213 116 5181167213 116A 7471653571 116 8601161519 116 8601161519 116A 8970737501 116 8970737501 116A 9176847250 116 9176847250 116A	DH SITE VIRSO SITE RICE SITE CELL C PUMP STATION CELL C PUMP STATION GREEN BAY SITE LEACHATE PUMP LEACHATE PUMP WORSHAM SITE PROSPECT SITE PROSPECT SITE SCALEHOUSE SCALEHOUSE LANDFILL SITE LANDFILL SITE	96.07 165.67 127.71 13.70 15.58 126.77 376.19 347.54 137.19 104.40 140.96 112.44 140.42 73.49 101.27
			ACCOUNT TOTAL	2,079.40 *
5230	10105 AT&T 21319 CENTURYLINK 21319 CENTURYLINK 21319 CENTURYLINK 21319 CENTURYLINK	0206193130 116 309326764 116 309480181 116 309480181 116A 309553498 116	PHONE PHONE PHONE PHONE PHONE	55.99 57.35 53.62 53.70 42.47
			ACCOUNT TOTAL	207.17

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5440	28869	Portable Toilet Rental STIFF O O INC	5092	MONTHLY SERVICE	702.50
				ACCOUNT TOTAL	702.50 *
6008	25782	Vehicle & Powered Equip F PRINCE EDWARD CO PBLC SCH	DIESEL-DEC 2015	DIESEL	1,155.45
	32139	WATKINS CHARLES	REIMB 116	DIESEL	20.00
				ACCOUNT TOTAL	1,175.45 *
6009	14300	Vehicle & Powered Equip S EAST END MOTOR CO INC	130788	TIRE	486.42
	23248	NAPA OF FARMVILLE	147299	DEF/OIL	53.96
	23248	NAPA OF FARMVILLE	147662	PLIERS/WRENCH SET	50.94
	23248	NAPA OF FARMVILLE	148296	DEF/BOLTS/LOCK/WSHRS	42.82
	31202	VANEPS RONALD	REGISTRATION116	TRAILER REGISTRATIONS	10.00
				ACCOUNT TOTAL	644.14 *
				MAJOR TOTAL	101,080.45 **
043200		GENERAL PROPERTIES			
3310	13730	Repairs/Maintenance DODSON BROS EXTERMINATING	158003 116	PEST CONTROL-CANNERY	38.00
	13730	DODSON BROS EXTERMINATING	158005 116	PEST CONTROL-WORSHAM	38.00
	13730	DODSON BROS EXTERMINATING	158006 116	PEST CONTROL-SCOPE	38.00
	13730	DODSON BROS EXTERMINATING	158007 116	PEST CONTROL-CH	85.00
	13730	DODSON BROS EXTERMINATING	158010 116	PEST CONTROL-VIS CTR	38.00
	29242	THYSSENKRUPP ELEVATOR	3002273699	SERV CONTRCT-JAN/MAR	2,696.82
				ACCOUNT TOTAL	2,933.82 *
3311	13166	Repairs & Maint-Auto & Eq DAVIS GMC TRUCK INC	41326	INSPECTION/FUSES	28.00
	14300	EAST END MOTOR CO INC	131052	INSPECTION	16.00
				ACCOUNT TOTAL	44.00 *
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	114379002 116	SRR LIGHTS	30.80
	31846	DOMINION VA POWER	1230385005 116	ROY CLARK MONUMENT	24.27
	31846	DOMINION VA POWER	1545926683 116	SCOPE BLDG	257.61
	31846	DOMINION VA POWER	2786281903 116	COURTHOUSE	11,054.59
	31846	DOMINION VA POWER	4951935099 116	SHERIFF DEPT SHED	6.59
	31846	DOMINION VA POWER	5856894620 116	WORSHAM CLERK OFFICE	170.15
	31846	DOMINION VA POWER	6669158583 116	LIGHTS AT RICE	111.01
	31846	DOMINION VA POWER	8105475944 116	AG BLDG	1,631.14

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5120		31846	DOMINION VA POWER	9670710004	SHOP	13,321.75 *
5130		14700	Heating Services ELLINGTON ENERGY SERVICE	803256	HEATING FUEL	2,214.00
5230		29332	Water & Sewer TOWN OF FARMVILLE	AG BLDG 116	WATER & SEWER	74.78
		29332	TOWN OF FARMVILLE	CH IRRIG 116	WATER	10.75
		29332	TOWN OF FARMVILLE	SCOPE BLDG 116	WATER & SEWER	33.65
		10105	Telecommunications AT&T	7305055660	PHONE	119.18 *
		21319	CENTURYLINK	310262069	PHONE	42.83
		21319	CENTURYLINK	310441360	PHONE	54.16
		30440	US CELLULAR	816442183	PHONE	80.90
		30440	US CELLULAR	816442183	PHONE	120.15
		30440	US CELLULAR	816442183	PHONE	119.64
5303		23790	Flood Insurance W A WATSON & SONS INSURAN	FLOOD INS 116	FLOOD INS	417.68 *
5440		28869	Portable Toilet Rental STIFF O O INC	5092	MONTHLY SERVICE	1,891.00
6005		10719	Janitorial Supplies ARAMARK	792482070	JANITORIAL SUPPLIES	100.00
		13367	DIAMOND PAPER COMPANY	160247	TRASHBAGS	100.00 *
		30239	UNIFIRST CORPORATION	2020856200	JANITORIAL SUPPLIES	321.28
		30239	UNIFIRST CORPORATION	2020857203	JANITORIAL SUPPLIES	203.28
		30239	UNIFIRST CORPORATION	2020858198	JANITORIAL SUPPLIES	34.38
		30239	UNIFIRST CORPORATION	2020859193	JANITORIAL SUPPLIES	34.38
		30239	UNIFIRST CORPORATION	2020860202	JANITORIAL SUPPLIES	35.68
		30239	UNIFIRST CORPORATION	2020861192	JANITORIAL SUPPLIES	35.68
		30239	UNIFIRST CORPORATION	2020861192	JANITORIAL SUPPLIES	34.38
6007		10172	Repairs and Maintenance S AIR CONDITIONING EQUIPMNT	3015	ACTUATOR	733.44 *
		13369	DIAMOND SPRINGS WATER INC	11393100	WATER & EQUIP RENTAL	360.75
		13369	DIAMOND SPRINGS WATER INC	11393100	EQUIP RENTAL	15.90
		15721	FISHER AUTO PARTS, INC.	144025	GOJO SOAP/HANDTOWELS	8.95
		16671	GRAINGER	9930939005	BALLASTS	33.47
		16671	GRAINGER	9933841679	REGULATOR KIT	55.52
		21811	LOWE'S	901891	HITCH/LOCK	50.46
		21811	LOWE'S	901931	GUTTER CAPS	59.81
		21811	LOWE'S	901994	GUTTER CAPS	196.35
		21811	LOWE'S	906938	DATA PLUG/BRACKETS	14.15
		27922	CINTAS CORPORATION #524	524 09428	UNIFORM RENTAL	41.14
		28596	SOUTHERN STATES	40366	GLOVES/SNOW SHOVEL	448.50
		28596	SOUTHERN STATES	40393	ICE MELT	35.37
		29083	TAYLOR-FORBES EQUIP CO	IN41073	PINS	133.80
						5.04
					ACCOUNT TOTAL	1,459.21 *

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6008	14287	Vehicle & Powered Equip F EAST END CHEVRON	DEC 31 2015	DIESEL	30.00
	25782	PRINCE EDWARD CO PBLC SCH	DIESEL-DEC 2015	DIESEL	166.44
	31202	VANEPS RONALD	DIESEL 116	DIESEL	55.50
				ACCOUNT TOTAL	251.94 *
6009	11894	Vehicle & Powered Equip S BUSINESS CARD	3722 PUCKETT116	VEHICLE REGISTRATION	5.00
	23248	NAPA OF FARMVILLE	147728	BATTERY	119.00
				ACCOUNT TOTAL	124.00 *
8205	10644	Motor Vehicles APPLE FORD OF LYNCHBURG	63045	2016 FORD TRUCK	35,665.70
				ACCOUNT TOTAL	35,665.70 *
				MAJOR TOTAL	59,275.72 **
043400	CANNERY				
3161	31653	Professional Services-Can VIRGINIA FOOD WORKS	PEC 1/16	CONTRACT PAYMENT	2,916.67
				ACCOUNT TOTAL	2,916.67 *
3310	14907	Repairs & Maintenance FACTORY DIRECT FOOD SERV	63992	SUCTION FEET	25.57
	15560	FARMVILLE WHSALE ELECTRIC	575839	LIGHT FIXTURES/BULBS	548.82
	15560	FARMVILLE WHSALE ELECTRIC	576321	ELECTRICAL SUPPLIES	40.86
	15560	FARMVILLE WHSALE ELECTRIC	576454	LIGHT FIXTURE/CONNECT	158.09
	15597	FERGUSON ENTERPRISES INC	2695253	MODINE HEATER	695.34
	16671	GRAINGER	9935283177	PIPELINE STRAINER	43.28
	21811	LOWE'S	901497 116	CHAIN/PULLEY/ROPE	23.27
				ACCOUNT TOTAL	1,535.23 *
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	44435001 116	ELECTRIC SERVICE	324.59
				ACCOUNT TOTAL	324.59 *
5230	21319	Telecommunications CENTURYLINK	310248529 116	PHONE	240.40
				ACCOUNT TOTAL	240.40 *
6001	20600	Office Supplies KEY OFFICE SUPPLY	475888	INK CARTRIDGE	70.19
				ACCOUNT TOTAL	70.19 *
6005	32138	Janitorial Supplies WALMART COMMUNITY/RFCSELLC	8893	JANITORIAL SUPPLIES	20.82
				ACCOUNT TOTAL	20.82 *
				MAJOR TOTAL	5,107.90 **
051100	HEALTH DEPARTMENT				
5610	25840	Payment To Local Health D PRINCE EDWARD HEALTH DPT	3RD QTR 116	3RD QTR SUPPORT	40,683.50
				ACCOUNT TOTAL	40,683.50 *
				MAJOR TOTAL	40,683.50 **

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052500	12928	CROSSROAD SERVICES BOARD	3RD QTR 116	3RD QTR SUPPORT	15,000.00
5640		Payment to Crossroad Ser			15,000.00 *
053500		COMPREHENSIVE SERVICES ACT			15,000.00 **
3160		CSA Programs			
10120		ACCURATE INTERPRETATION	JANUARY 2016	PROFESSIONAL SERVICE	1,200.00
11191		BEAR CREEK ACADEMY	632	PROFESSIONAL SERVICE	2,310.00
11490		RESCARE/BRALEY & THOMPSON	DWK 116	PROFESSIONAL SERVICE	2,759.00
11490		RESCARE/BRALEY & THOMPSON	EK 116	PROFESSIONAL SERVICE	1,736.00
11490		RESCARE/BRALEY & THOMPSON	FK 116	PROFESSIONAL SERVICE	1,736.00
12280		CENTRA HEALTH	105 116	PROFESSIONAL SERVICE	3,520.00
12280		CENTRA HEALTH	106 116	PROFESSIONAL SERVICE	3,520.00
12280		CENTRA HEALTH	107 116	PROFESSIONAL SERVICE	3,520.00
12280		CENTRA HEALTH	118 116	PROFESSIONAL SERVICE	3,520.00
12280		CENTRA HEALTH	126 116	PROFESSIONAL SERVICE	2,590.00
12280		CENTRA HEALTH	130 116	PROFESSIONAL SERVICE	2,860.00
12280		CENTRA HEALTH	7441 116	PROFESSIONAL SERVICE	2,420.00
14575		ELK HILL	MG 116	PROFESSIONAL SERVICE	3,060.00
14575		ELK HILL	12520043 116	PROFESSIONAL SERVICE	2,380.00
14924		FAMILY & COMMUNITY SUPPRT	112015DJ	PROFESSIONAL SERVICE	410.00
14924		FAMILY & COMMUNITY SUPPRT	112015GL	PROFESSIONAL SERVICE	380.00
14924		FAMILY & COMMUNITY SUPPRT	112015KW	PROFESSIONAL SERVICE	800.00
14924		FAMILY & COMMUNITY SUPPRT	112015LH	PROFESSIONAL SERVICE	350.00
14924		FAMILY & COMMUNITY SUPPRT	112015NL	PROFESSIONAL SERVICE	540.00
14924		FAMILY & COMMUNITY SUPPRT	112015QF	PROFESSIONAL SERVICE	412.50
14924		FAMILY & COMMUNITY SUPPRT	112015TC	PROFESSIONAL SERVICE	430.00
16672		GRAFTON SCHOOL INC	1854 116	PROFESSIONAL SERVICE	3,828.50
16672		GRAFTON SCHOOL INC	2068 116	PROFESSIONAL SERVICE	4,148.50
16672		GRAFTON SCHOOL INC	3197 116	PROFESSIONAL SERVICE	4,328.50
16672		GRAFTON SCHOOL INC	7041 116	PROFESSIONAL SERVICE	5,649.50
16672		GRAFTON SCHOOL INC	8374 116	PROFESSIONAL SERVICE	3,763.50
17065		HALLMARK YOUTH-CARE-RICHMD	3271 116	PROFESSIONAL SERVICE	1,716.00
18667		IMANCHINELLO IFETAYO	JANUARY 2016	FOSTER CARE	2,085.00
21807		LONG ASHLEY	JANUARY 2016	FOSTER CARE	4,222.00
23918		NORTHSTAR ACADEMY INC	14102	PROFESSIONAL SERVICE	2,332.00
30415		UNITED METHODIST FAMILY	CC 116	PROFESSIONAL SERVICE	2,966.08
081100		PLANNING		ACCOUNT TOTAL	75,493.08 *
				MAJOR TOTAL	75,493.08 **
3161		Planning Commission		COMMISSION MTG	100.00
17883		HUNT PRESTON	JAN 19 2016	COMMISSION MTG	100.00
19458		JENKINS TIMOTHY MARK	JAN 19 2016		

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3600	15241	Advertising FARMVILLE HERALD	JAN 19 2016	COMMISSION MTG	184.50
5210	11894	Postal Services BUSINESS CARD	JAN 19 2016	COMMISSION MTG	184.50 *
5230	30440	Telecommunications US CELLULAR	3722 PUCKETT116	POSTAGE	31.24
5510	30440	Telecommunications US CELLULAR	816442183 116	PHONE	31.24 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	816442183 116A	PHONE	54.97
081500	11894	Travel-Mileage HUNT PRESTON	816442183 116A	PHONE	54.22
5210	11894	Postal Services BUSINESS CARD	JAN 19 2016	MILEAGE	109.19 *
5510	12122	Travel-Mileage CARNEY SHARON LEE	JAN 19 2016	MILEAGE	21.60
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	JAN 19 2016	MILEAGE	11.88
6001	11894	Office Supplies BUSINESS CARD	JAN 19 2016	MILEAGE	5.40
	12122	Office Supplies CARNEY SHARON LEE	JAN 19 2016	MILEAGE	9.72
	12122	Office Supplies CARNEY SHARON LEE	JAN 19 2016	MILEAGE	1.62
	12122	Office Supplies CARNEY SHARON LEE	JAN 19 2016	MILEAGE	5.40
	12122	Office Supplies CARNEY SHARON LEE	JAN 19 2016	MILEAGE	8.10
				ACCOUNT TOTAL	63.72 *
				ACCOUNT TOTAL	29.95
				MAJOR TOTAL	29.95 *
				MAJOR TOTAL	1,318.60 **
081500		ECONOMIC DEVELOPMENT			
5210	11894	Postal Services BUSINESS CARD	3411 CARNEY 116	POSTAGE-EZ MAILING	307.12
5510	12122	Travel-Mileage CARNEY SHARON LEE	EXPENSES 116	POSTAGE	39.15
				ACCOUNT TOTAL	346.27 *
5530	12122	Travel-Subsistence & Lodg BUSINESS CARD	EXPENSES 116	PARKING	15.00
6001	11894	Office Supplies BUSINESS CARD	3411 CARNEY 116	MEALS	15.00 *
	12122	Office Supplies CARNEY SHARON LEE	EXPENSES 116	MEALS	150.58
				ACCOUNT TOTAL	194.26
				ACCOUNT TOTAL	344.84 *
				ACCOUNT TOTAL	1.00
				MAJOR TOTAL	268.62
				MAJOR TOTAL	269.62 *
				MAJOR TOTAL	975.73 **

MAJOR# ACCT# 081600	VENDOR NUMBER TOURISM	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5110	31846	Electrical Services			
	31846	DOMINION VA POWER	0675198071 116	ELECTRIC SERVICE	122.68
	31846	DOMINION VA POWER	1059387447 116	ELECTRIC SERVICE	64.02
				ACCOUNT TOTAL	186.70 *
5130	29332	Water & Sewer			
	29332	TOWN OF FARMVILLE	MOORE BLDG 116	WATER & SEWER	47.65
				ACCOUNT TOTAL	47.65 *
5210	11894	Postal Services			
	11894	BUSINESS CARD	3722 PUCKETT116	UPS	47.63
				ACCOUNT TOTAL	47.63 *
5230	21319	Telecommunications			
	21319	CENTURYLINK	310393238 116	PHONE	356.47
				ACCOUNT TOTAL	356.47 *
6001	20600	Office Supplies			
	20600	KEY OFFICE SUPPLY	476290	DESK CALENDAR	3.99
				ACCOUNT TOTAL	3.99 *
				MAJOR TOTAL	642.44 **
083500		COOPERATIVE EXTENSION OFFICE			
3199	29913	Purchase of Service - Oth			
	29913	TREASURER VA TECH	2ND QTR 116	LOCAL SUPPORT	15,219.76
				ACCOUNT TOTAL	15,219.76 *
5230	21319	Telecommunications			
	21319	CENTURYLINK	309520098 116	PHONE	107.64
				ACCOUNT TOTAL	107.64 *
				MAJOR TOTAL	15,327.40 **
091000		GENERAL EXPENSE			
5230	23933	Internal Telecom Account			
	23933	LUMOS NETWORKS	165866886 116	PHONE	2,576.92
	23933	LUMOS NETWORKS	165866886 116A	PHONE	2,572.50
				ACCOUNT TOTAL	5,149.42 *
5803	25343	Internal Fuel Account			
	25343	PETROLEUM TRADERS CORP	963216	GAS	2,467.72
	25343	PETROLEUM TRADERS CORP	963218	GAS	2,189.09
	25343	PETROLEUM TRADERS CORP	965099	GAS	1,977.22
	25343	PETROLEUM TRADERS CORP	966716	GAS	1,209.23
	25343	PETROLEUM TRADERS CORP	966774	GAS	2,097.61
	25343	PETROLEUM TRADERS CORP	969513	GAS	1,901.90
	25343	PETROLEUM TRADERS CORP	971028	GAS	2,330.40
				ACCOUNT TOTAL	14,173.17 *
				MAJOR TOTAL	19,322.59 **
094000		CAPITAL PROJECTS			
0023	11894	Physical Plant			
	11894	BUSINESS CARD	3722 PUCKETT116	WLK-THRU MTL DETECTR	281.25

AP375H
2/01/2016
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
PAGE 18

MAJOR# ACCT#	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
095000	25352 PHELPS LOCKSMITH SERVICE	1341	ELECTRONIC DOOR LOCK	745.00
	DEBT SERVICE			1,026.25 *
	Interest Expense (YMCA)			1,026.25 **
0006	12540 CITIZENS & FARMERS BANK	3759 YMCA 116	YMCA LOAN-INTEREST	14,163.15
				14,163.15 *
				14,163.15 **
			ACCOUNT TOTAL	
			MAJOR TOTAL	739,274.27

AP375H
2/01/2016
FUND # - 115

CDA SPECIAL LEVY FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
PAGE 19

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001			Special Levy Payment to C			
		11416	BOOTH & COMPANY, INC.		SPECIAL LEVY116	20,297.00
		25545	POPLAR HILL COMMUNITY		SPECIAL LEVY116	40,594.00
		25545	POPLAR HILL COMMUNITY		SPECIAL LEVY116	40,594.00-
					ACCOUNT TOTAL	20,297.00 *
					MAJOR TOTAL	20,297.00 **
					FUND TOTAL	20,297.00

AP375H
2/01/2016
FUND # - 301 SCHOOL CONSTRUCTION FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
PAGE 20

MAJOR# ACCT# 094000	VENDOR NUMBER CAPITAL PROJECTS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0111	13724	Energy Audit-Inspections DUNLAP & PARTNERS	18447	ROOFING INSPECTION	1,300.00
	13724	DUNLAP & PARTNERS	18702	ROOFING INSPECTION	1,300.00
	13724	DUNLAP & PARTNERS	18752	ROOFING INSPECTION	1,300.00
				ACCOUNT TOTAL	3,900.00 *
				MAJOR TOTAL	3,900.00 **
				FUND TOTAL	3,900.00

AP375H
2/01/2016
FUND # - 501 WATER FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
PAGE 21

MAJOR#	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER			
043200	GENERAL PROPERTIES			
5130	Water Service			
	29332 TOWN OF FARMVILLE			
		WATER TANK 116	WATER	28.62
				28.62 *
				28.62 **
			ACCOUNT TOTAL	
			MAJOR TOTAL	
			FUND TOTAL	28.62

AP375H
2/01/2016
FUND # - 502 SEWER FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
PAGE 22

MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
043200	GENERAL	PROPERTIES			
5110	Electrical Services				
	31846	DOMINION VA POWER	4148700281	SEWER PUMP	268.16
					268.16 *
					268.16 **
				ACCOUNT TOTAL	
				MAJOR TOTAL	
				FUND TOTAL	268.16

AP375H
2/01/2016
FUND # - 732

RETIREMENT BENEFIT FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
PAGE 23

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
002230	25257	LEOS Disbursements JOHNS VICKI K	JANUARY 2016	RETIREE BENEFIT	1,129.00
				ACCOUNT TOTAL	1,129.00 *
				MAJOR TOTAL	1,129.00 **
				FUND TOTAL	1,129.00

AP375H
2/01/2016

FUND # - 741 PIEDMONT COURT SERVICES FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 1/01/2016 -- 1/31/2016

AFTER CHECKS
PAGE 24

MAJOR# ACCT#	VENDOR NUMBER NAME	INVOICE#	DESCRIPTION	AMOUNT
021400	PIEDMONT COURT SERVICES			
3600	Advertising			
	10261 AMELIA BULLETIN MONITOR	PCS 116	ADVERTISING	29.25
	12896 CREWE-BURKEVILLE JOURNAL	624	ADVERTISING	30.00
	15241 FARMVILLE HERALD	22409	ADVERTISING	54.60
	32789 WOMACK PUBLISHING CO INC	74024	ADVERTISING	50.80
			ACCOUNT TOTAL	164.65 *
5110	Electrical Service			
	31846 DOMINION VA POWER	4324962309 116	ELECTRIC SERVICE	81.56
	31846 DOMINION VA POWER	7218131923 116	ELECTRIC SERVICE	119.54
			ACCOUNT TOTAL	201.10 *
5210	Postal Services			
	22079 MAIL FINANCE	N5695928	POSTAGE METER LEASE	190.68
			ACCOUNT TOTAL	190.68 *
5230	Telecommunications			
	21319 CENTURYLINK	310357807 116	PHONE	63.58
	23933 LUMOS NETWORKS	174057257 116	PHONE	285.98
			ACCOUNT TOTAL	349.56 *
6001	Office Supplies			
	11902 BUSINESS DATA OF VA, INC.	1309 2015	NORTON UPDATES	269.55
			ACCOUNT TOTAL	269.55 *
			MAJOR TOTAL	1,175.54 **
097001	PCS SUPERVISION FEES EXPENDITURES			
5420	PCS - Lease/Rent of Build			
	28724 SRP CORPORATION LLC	RENT 116	RENT	2,500.00
			ACCOUNT TOTAL	2,500.00 *
5510	PCS - Travel-Mileage			
	16944 STIMPSON CONNIE	EXPENSES 116	MILEAGE	8.14
	17363 HARDING JESSICA	EXPENSES 116	MILEAGE	142.86
	22217 MAXEY RENEE T	EXPENSES 116	MILEAGE	120.40
	23340 NASH ASHLEY	MILEAGE 116	MILEAGE	156.07
	23713 NEWMAN MEGAN	MILEAGE 116	MILEAGE	227.46
	27285 RICE JEANENE	MILEAGE 116	MILEAGE	84.50
			ACCOUNT TOTAL	739.43 *
6001	PCS - Office Supplies			
	16944 STIMPSON CONNIE	EXPENSES 116	HANDSOAP/CLOCK	25.95
	22217 MAXEY RENEE T	EXPENSES 116	POST-IT TABS	6.79
			ACCOUNT TOTAL	32.74 *
6012	PCS - Books & Subscriptio			
	17363 HARDING JESSICA	EXPENSES 116	NEWSPAPERS	3.00
			ACCOUNT TOTAL	3.00 *
			MAJOR TOTAL	3,275.17 **
			FUND TOTAL	4,450.71
			TOTAL DUE	769,347.76

Approved at meeting of _____ on _____
Signed _____ Title _____ Date _____



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

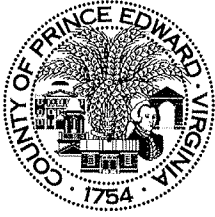
Meeting Date: February 9, 2016
Item No.: 6-d
Department: County Administration
Staff Contact: Cheryl Stimpson/Barbara Poulston
Issue: Salaries

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 _____ Cooper-Jones _____ Pride _____ Townsend _____
Second _____ Gray _____ Simpson _____ Wilck _____
Jones _____ Timmons _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 9, 2016
Item No.: 6-e
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Appropriations

Summary:

The Clerk of Circuit Court will be receiving \$893 from the Technology Trust Fund which will be used to pay for the maintenance contract for the Record Management System and Case Imaging Systems. Additional funds will be forth coming later in the FY.

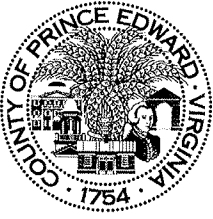
FY16 BUDGET AMENDMENT

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	23000	0080	Tech Trust Fund Revenues		893.00
4 (Exp)	100	21600	5880	Tech Trust Fund	893.00	

Attachments:

Recommendation: Approve the budget amendments above and appropriate the same funds

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



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

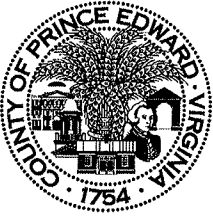
Meeting Date: February 9, 2016
Item No.: 7
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Highway Matters

Summary: Scot Shippee, Acting Residency Administrator, VDOT-Dillwyn will be present at the Board meeting.

Attachments:

Recommendation: None.

Motion _____ Cooper-Jones _____ Pride _____ Townsend _____
Second _____ Gray _____ Simpson _____ Wilck _____
Jones _____ Timmons _____



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

Meeting Date: February 9, 2016
Item No.: 8
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: **PUBLIC HEARING: Special Use Permit-Frank and Mary Lacey**

Summary: The County has received a Special Use Permit application from Frank and Mary Lacey to permit the operation of a two-room Bed and Breakfast in an existing single-family residence located at 665 Dry Bridge Road on Tax Map Parcel 012-8-3 owned by Frank and Mary Lacey. The property is zoned A1, Agricultural Conservation, and this zoning classification permits a Bed and Breakfast by Special Use Permit.

The property is approximately six acres, no exterior improvements are planned and the location has ample parking on site.

The Planning Commission conducted a public hearing on January 19, 2016 concerning this application. No one spoke at the public hearing.

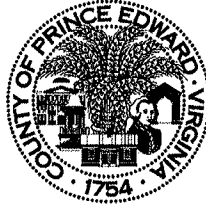
Impacts: Staff does not have any concerns of negative impacts on the surrounding properties associated with the request.

Attachments:

1. Public Hearing Notice
2. Special Use Permit Application
3. List of adjoin property owners
4. Sample letter sent to adjoining property owners
5. Plat of Tax Parcel
6. Excerpt of Draft Minutes of January 19, 2016 Planning Commissioner Meeting

Recommendation: Following the Public Hearing, consider the Special Use Permit Application.

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



January 26, 2016

Please publish the following public hearing notice in THE FARMVILLE HERALD on Friday, January 29, 2016 and Friday, February 5, 2016.



The Prince Edward County Board of Supervisors will hold a public hearing on Tuesday, February 9, 2016 beginning at 7:30 p.m. in the Board of Supervisors Room located on the 3rd floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia.

1. Request by Frank and Mary Lacey for a Special Use Permit to operate a Bed and Breakfast located at 665 Dry Bridge Road on property identified as Tax Map Parcel 021-8-3. This is an A1, Agricultural Conservation District.
2. Add a Special Use Permit process for Day Care Centers in the R2, General Residential Districts.
3. Amend the Subdivision Ordinance regarding improvements and Bonding.

A complete copy of the Special Use Permit application is available for public review in the office of the Prince Edward County Administrator, 111 South Street, 3rd Floor, Farmville, VA, or on the county website at www.co.prince-edward.va.us. It is the County's intent to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact W. W. Bartlett, County Administrator at 434-392-8837.

COMMENTS: _____

PERMIT/APPLICATION NO _____
ZONING DISTRICT A-1
MAGISTERIAL DISTRICT _____
DATE SUBMITTED 11/12/15

County of Prince Edward

FFB PND 252

PLEASE PRINT OR TYPE

PRINCE EDWARD COUNTY APPLICATION
FOR SPECIAL USE PERMIT

TO: PRINCE EDWARD COUNTY PLANNING COMMISSION SPECIAL EXCEPTION REQUESTED:
VIA: ZONING ADMINISTRATOR

The undersigned owner of the following described property hereby applies for a Special Use permit as provided in Section 5-124 of Article V, Site Plan requirements are found in Section 4-100 of Article IV Development Standards of the Zoning Ordinance of Prince Edward County, Virginia.

Applicant's Name: Frank + Mary Lacey
Applicant's Address: 665 DRY BRIDGE RD FARMVILLE, VA 23901
Applicant's Telephone Number: (434) 547-6770 434-390-2757

Present Land Use: RESIDENCE

Legal Description of Property with Deed Book and Page No. or Instrument No. _____

Tax Map # 021 8 3 Acreage: 6.4

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) THERE SHOULD BE ZERO EFFECT WE ARE RENTING 2 ROOMS FOR OVER NIGHT STAYS (BED + BREAKFAST) ON 6 ACRES. PLENTY OF SPACE FOR PARKING

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) WE ARE OPENING OUR HOME FOR OCCASIONAL OVER-NIGHT STAYS

Height of Principal Building (s): Feet _____ Stories ONE

APPLICANT'S STATEMENT: (if not owner(s) of property):

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Prince Edward County Zoning Ordinance as written and also with the description contained in this permit application.

Signature of Applicant (if not property owner) _____ Date _____

PROPERTY OWNER(S) STATEMENT:

I hereby certify that I/We own the above described property, that the information given is complete and correct to the best of my knowledge, and the above person(s), group, corporation, or agent has the full and complete permission of the undersigned owner(s) to make application for a Conditional Use permit as set forth in the Prince Edward County Zoning Ordinance as written.

Frank Lacey _____ 11-10-15
Signature of Property Owner(s) Date

Mary J Lacey _____ 11-10-15
Signature of Property Owner(s) Date

Signature of Property Owner(s) _____ Date _____

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED. ATTACH ADDITIONAL SHEETS IF NECESSARY.

Application Fee \$300.00 Fee Received by Frank Lacey Date 11/12/15

The above mentioned application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.

Mail to: Department of Planning &
Community Development
P. O. Box 382
Farmville, VA 23901
(434) 392-8837

Prince Edward County
Special Use Permit

Applicant: Frank and Mary Lacey
665 Dry Bridge Road
Farmville, VA 23901

Date: January 5, 2016

Schedule B

List of property owners and mailing addresses adjoin the parcel proposed for Special Use.

Parcel ID	Owner	Address	Note
021-8-2	David and Donna Peters	549 Dry Bridge Road Farmville, VA 23901	
021-8-4	Clayton and Shelia Bryant	P.O. Box 702 Appomattox, VA 24522	
021-8-1 021-8-5	Bernard McCloskey	12421 Albano Road Barboursville, VA 22923	
021-A-133	Carl Haskins	175 Dry Bridge Road Farmville, VA 23901	
021-A-134	Bertha Langlois	650 Dry Bridge Road Farmville, VA 23901	

BOARD OF SUPERVISORS

HOWARD F. SIMPSON
CHAIRMAN

PATTIE COOPER-JONES
VICE CHAIRMAN

CALVIN L. GRAY
ROBERT M. JONES
CHARLES W. MCKAY
C. ROBERT TIMMONS, JR.
JERRY R. TOWNSEND
JAMES R. WILCK



COUNTY ADMINISTRATOR
W.W. BARTLETT

POST OFFICE BOX 382
FARMVILLE, VA 23901

(434) 392-8837 VOICE
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD.VA.US

COUNTY OF PRINCE EDWARD, VIRGINIA

January 5, 2016

RE: Special Use Permit Application at 665 Dry Bridge Road

To Whom It May Concern:

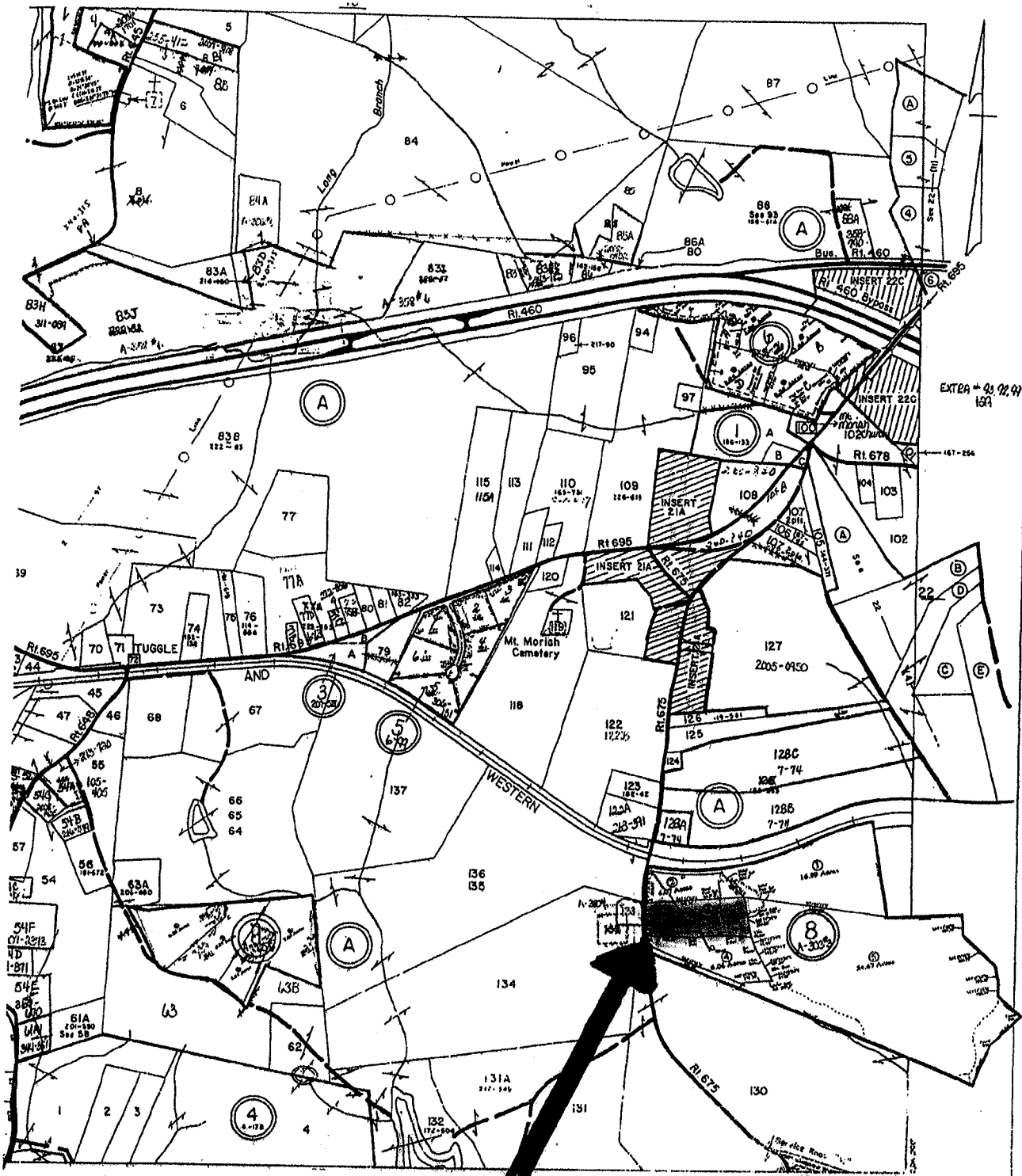
The Prince Edward County Planning Commission has scheduled a Public Hearing on Tuesday, January 19, 2016 at 7:00 p.m. to consider a Special Use Permit Application by Frank and Mary Lacey. The Planning Commission meeting will be held in the Board Room on the Third Floor of the Prince Edward County Courthouse. A public hearing gives the Planning Commission the opportunity to gather citizen input prior to considering the special use permit.

The County has received a special use permit application to permit the operation of a two room Bed and Breakfast in an existing detached single-family residence located at 665 Dry Bridge Road on Tax Map Parcel 021-8-3 owned by Frank and Mary Lacey. The property is presently zoned A1, Agricultural Conservation, and this zoning classification permits a Bed and Breakfast by Special Use Permit.

You are receiving this notice because you own land adjacent to this parcel. The Special Use Permit application is available for review in the Prince Edward County Department of Planning and Community Development and on the county web page at www.co.prince-edward.va.us. If you have any questions about this meeting or the permit application, I encourage you to contact me by calling 434-392-8837 or electronically at rfowler@co.prince-edward.va.us.

Sincerely,

Robert S. Fowler
Director
Planning and Community Development



Subject Property
 665 Dry Bridge Road
 Frank and Mary Lacey

➔ **In Re: Public Hearing – Special Use Permit – Frank & Mary Lacey**

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering a request for a Special Use Permit by Frank and Mary Lacey for a Special Use Permit to operate a Bed and Breakfast located at 665 Dry Bridge Road on property identified as Tax Map Parcel 021-8-3. This is an A-1, Agricultural Conservation District. Notice of this public hearing was advertised according to law in the Friday, January 8, 2016 and Friday, January 15, 2016 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Rob Fowler, Director of Planning and Community Development, stated the County received a Special Use Permit application to permit the operation of a two room Bed and Breakfast in an existing detached single-family residence located at 665 Dry Bridge Road on Tax Map Parcel 021-8-3, owned by Frank and Mary Lacey. The property is approximately six acres; no exterior improvements are planned and there is parking on-site. The property is presently zoned A-1, Agricultural Conservation, and this zoning classification permits a Bed and Breakfast by Special Use Permit.

Mr. Frank Lacey described his property and stated it is close to the High Bridge Trail. Mrs. Lacey stated there are several bedroom suites in the home and a barn is available for horses.

Commissioner Peery asked if there is access to the [High Bridge] Trail from the house. Mrs. Lacey said the access is about two doors down. Mr. Lacey added access is along Hard Times Road.

Mrs. Lacey stated advertisement for the Bed and Breakfast would be done with flyers and word of mouth, Facebook, on Airbnb. She said they are not looking for occupancy every night. She stated it's ready to open; some inquiries have already been made. Mrs. Lacey stated they may put a small sign up that says "High Bridge Trail B & B" and presented an example. Discussion followed.

Commissioner Leatherwood questioned if the home has been inspected. Mr. Fowler stated they would be required to obtain a building permit application for the Building Official to inspect for compliance; that is the only approval other than the Planning Commission and the Board of Supervisors that would be required.

Mr. Lacey added that it is handicapped accessible.

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

Mr. Fowler stated there has been no opposition.

Chairman Townsend made a motion, seconded by Commissioner Prengaman, to approve for recommendation to the Board of Supervisors the application for Special Use Permit for the Bed and Breakfast located at 665 Dry Bridge Road on Tax Map Parcel 021-8-3, owned by Frank and Mary Lacey; the motion carried:

Aye: Preston C. Hunt
Mark Jenkins
Robert M. Jones
Clifford Jack Leatherwood
Chris Mason
John "Jack" W. Peery, Jr.
John Prengaman
John Townsend, III
Cannon Watson
Absent: Donald Gilliam
Nay: (None)

In Re: Proposed Zoning Amendment

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering a Special Use process for Day Care Centers in R-2 (General Residential) Districts. Notice of this public hearing was advertised according to law in the Friday, January 8, 2016 and Friday, January 15, 2016 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Fowler stated Prince Edward County staff was contacted regarding the process to establish a Day Care Center located in an R-2, General Residential District.

Currently, the Prince Edward County Zoning Ordinance only permits Day Care Centers as a permitted use in the C-1, General Commercial District, the A-1 Agricultural Conservation District, and the A-2 Agricultural Residential District.

Staff is proposing an amendment to R-2, General Residential Districts to permit the operation of Day Care Centers by obtaining a Special Use Permit. These facilities would be required to have a design professional establish occupancy limits as well as requiring licensure and inspection by the Virginia Department of Social Services.

The current zoning ordinance does provide a definition for Day Care Centers and staff does not propose any changes.

Mr. Fowler stated the approval from Social Services and other licensing would still be required, but this would be another option for people in the R-2 districts, churches, and civic groups.

Chairman Townsend questioned if the interested person is looking for a day care center. Mr. Fowler stated they are, it would not be occupied by them; they would operate the property as a day care center, which takes it from Residential Child Care and puts it into Commercial classification by the definition in the current zoning ordinance.

Chairman Townsend questioned the number of children in the Day Home classification; Mr. Fowler said the state would permit 20 children; those are owner occupied. A Day Care center is a location that doesn't have occupancy. Mr. Fowler added that the Special Use Permit allows the Commission to decide as each application is evaluated based on the property; some may not be suitable. Discussion followed regarding VDOT entrances to the property and other property specifics.



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 9, 2016
Item No.: 9
Department: Planning & Community Development
Staff Contact: Rob Fowler
Issue: PUBLIC HEARING: Amendments to County Zoning Ordinance

Summary: The Prince Edward County Planning Commission conducted a Public Hearing at its January 19, 2016 meeting to consider the following proposed amendments to the *County Zoning Ordinance*:

1. Adding a Special Use Permit process for Day Care Centers in R2, General Residential Districts.

Attachments:

1. Public Hearing Notice
2. Proposed Amendments to the *Prince Edward County Zoning Ordinance*
3. Excerpt of Minutes of January 19, 2016 Planning Commissioner Meeting

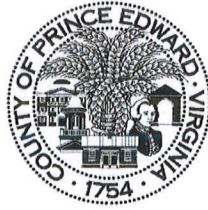
Recommendation: Following the Public Hearing, consider the amendments to the *County Zoning Ordinance*, as recommended by the Planning Commission.

Motion _____
 Second _____

Cooper-Jones _____
 Gray _____
 Jones _____

Pride _____
 Simpson _____
 Timmons _____

Townsend _____
 Wilck _____



January 26, 2016

Please publish the following public hearing notice in THE FARMVILLE HERALD on Friday, January 29, 2016 and Friday, February 5, 2016.



The Prince Edward County Board of Supervisors will hold a public hearing on Tuesday, February 9, 2016 beginning at 7:30 p.m. in the Board of Supervisors Room located on the 3rd floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia.

1. Request by Frank and Mary Lacey for a Special Use Permit to operate a Bed and Breakfast located at 665 Dry Bridge Road on property identified as Tax Map Parcel 021-8-3. This is an A1, Agricultural Conservation District.
- ② Add a Special Use Permit process for Day Care Centers in the R2, General Residential Districts.
3. Amend the Subdivision Ordinance regarding improvements and Bonding.

A complete copy of the Special Use Permit application is available for public review in the office of the Prince Edward County Administrator, 111 South Street, 3rd Floor, Farmville, VA, or on the county website at www.co.prince-edward.va.us. It is the County's intent to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact W. W. Bartlett, County Administrator at 434-392-8837.

Proposed Zoning Ordinance Amendment

Amendment to Zoning Districts R2, General Residential to allow Day Care Centers by Special Use Permit.

Prince Edward County staff was contacted regarding the process to establish a Day Care Center in the R2, General Residential Zoning District. After reviewing the current zoning ordinance there is not a process to allow this type of use.

After review of the current zoning ordinance staff suggested the Planning Commission add the use as an allowed use by Special Use Permit.

Currently Day Care Centers are allowed by Special Use Permit in the A1, Agricultural Conservation, A2, Agricultural Residential and in the C1, General Commercial Districts.

The facilities would need to be licensed by the State of Virginia Social Services Division and all locations would require a design professional to approval to state the allowed Occupancy.

Currently the Zoning Ordinance defines a Day Care Center-Any facility operated for the purpose of providing care, protection and guidance to 10 or **more** individuals during only part of a twenty –four hour day. This term includes nursery schools, preschools, day care centers for individuals, and other similar uses but excludes public and private educational facilities or any facility offering care to individuals for a full twenty-four hour period.

VDOT would verify and approve any proposed location for site distance for safe ingress/egress.

Aye: Preston C. Hunt
Mark Jenkins
Robert M. Jones
Clifford Jack Leatherwood
Chris Mason
John "Jack" W. Peery, Jr.
John Prengaman
John Townsend, III
Cannon Watson
Absent: Donald Gilliam
Nay: (None)

→ **In Re: Proposed Zoning Amendment**

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering a Special Use process for Day Care Centers in R-2 (General Residential) Districts. Notice of this public hearing was advertised according to law in the Friday, January 8, 2016 and Friday, January 15, 2016 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Fowler stated Prince Edward County staff was contacted regarding the process to establish a Day Care Center located in an R-2, General Residential District.

Currently, the Prince Edward County Zoning Ordinance only permits Day Care Centers as a permitted use in the C-1, General Commercial District, the A-1 Agricultural Conservation District, and the A-2 Agricultural Residential District.

Staff is proposing an amendment to R-2, General Residential Districts to permit the operation of Day Care Centers by obtaining a Special Use Permit. These facilities would be required to have a design professional establish occupancy limits as well as requiring licensure and inspection by the Virginia Department of Social Services.

The current zoning ordinance does provide a definition for Day Care Centers and staff does not propose any changes.

Mr. Fowler stated the approval from Social Services and other licensing would still be required, but this would be another option for people in the R-2 districts, churches, and civic groups.

Chairman Townsend questioned if the interested person is looking for a day care center. Mr. Fowler stated they are, it would not be occupied by them; they would operate the property as a day care center, which takes it from Residential Child Care and puts it into Commercial classification by the definition in the current zoning ordinance.

Chairman Townsend questioned the number of children in the Day Home classification; Mr. Fowler said the state would permit 20 children; those are owner occupied. A Day Care center is a location that doesn't have occupancy. Mr. Fowler added that the Special Use Permit allows the Commission to decide as each application is evaluated based on the property; some may not be suitable. Discussion followed regarding VDOT entrances to the property and other property specifics.

Commissioner Hunt questioned if this pertains to a specific property. Mr. Fowler stated the client is researching a property on Back Hampden Sydney Road to see if it is feasible to pursue. Commissioner Jones asked if this is a pre-existing home. Mr. Fowler stated it could be or it could be a vacant lot that someone wants to build.

Mr. Fowler stated that if the client was to pursue this home, it would be changed from a Residential classification in the Building Code to a different use, which would then require an architect or design professional to set the occupancy load and state any Code updates that would have to be done prior to obtaining the license from Social Services to operate.

Chairman Townsend asked if any inquiries have been received regarding this topic; Mr. Fowler said there were none.

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

Chairman Townsend made a motion, seconded by Commissioner Leatherwood, to approve for recommendation to the Board of Supervisors the addition of the R-2 designation to provide for a Special Use Permit to allow for Day Care Centers; the motion carried:

Aye:	Preston C. Hunt	Nay:	(None)
	Mark Jenkins		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		
Absent:	Donald Gilliam		

Old Business

Chairman Townsend questioned the subdivision being discussed at the Board of Supervisors meeting in January; Mr. Fowler stated it will be taken to the Board of Supervisors next month.

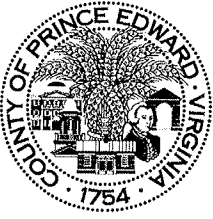
Commissioner Mason asked about the Tharpe compliance. Mr. Fowler stated that Mr. Tharpe has agreed to come into compliance.

Commissioner Prengaman stated VDOT had three proposals for road changes within the County and asked if any were approved. Mr. Fowler stated word has been received from the Governor's office that they met and Prince Edward County scored three on the 4, 38 and 77. Mr. Fowler stated the VDOT representative will likely go through additional information and lobby; the final decision is approximately five months away.

Chairman Townsend stated Dr. Stephenson Bynum put up the radio station tower in Rice and is also interested in putting up a television station.

New Business

(None)



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 9, 2016
Item No.: 10
Department: Planning & Community Development
Staff Contact: Rob Fowler
Issue: PUBLIC HEARING: Amendments to County Subdivision Ordinance

Summary: The Prince Edward County Planning Commission conducted a Public Hearing at its December 15, 2015 meeting to consider the following proposed amendments to the *County Subdivision Ordinance*:

1. Amending Section 4 General Regulations regarding Improvements to provide:
2. Additional measures to ensure better developments of streets, roads and entrances.
3. To ensure that developers comply with the current Virginia Department of Transportation’s (VDOT) secondary street acceptance requirements and pavement guidelines.
4. Address bonding requirements to ensure roads are developed and completed as approved by the County.

Attachments:

1. Public Hearing Notice
2. Proposed Amendments to the *Prince Edward County Subdivision Ordinance*
3. Excerpt of Minutes of December 15, 2015 Planning Commissioner Meeting

Recommendation: Following the Public Hearing, consider the amendments to the *County Subdivision Ordinance*, as recommended by the Planning Commission.

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



January 26, 2016

Please publish the following public hearing notice in THE FARMVILLE HERALD on Friday, January 29, 2016 and Friday, February 5, 2016.



The Prince Edward County Board of Supervisors will hold a public hearing on Tuesday, February 9, 2016 beginning at 7:30 p.m. in the Board of Supervisors Room located on the 3rd floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia.

1. Request by Frank and Mary Lacey for a Special Use Permit to operate a Bed and Breakfast located at 665 Dry Bridge Road on property identified as Tax Map Parcel 021-8-3. This is an A1, Agricultural Conservation District.
2. Add a Special Use Permit process for Day Care Centers in the R2, General Residential Districts.
3. Amend the Subdivision Ordinance regarding improvements and Bonding.

A complete copy of the Special Use Permit application is available for public review in the office of the Prince Edward County Administrator, 111 South Street, 3rd Floor, Farmville, VA, or on the county website at www.co.prince-edward.va.us. It is the County's intent to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact W. W. Bartlett, County Administrator at 434-392-8837.

Proposed Subdivision Ordinance Amendment

Proposed Amendment

~~4-4. *Improvements and Bonding.* All required improvements shall be installed by the department of transportation for streets, curbs, etc. or by local ordinances and codes, such specifications shall be followed.~~

Prior to final plat approval, after all other required approvals are obtained, including from VDOT, all improvements shown on the approved construction plans shall be completed to the satisfaction of the administrator at the expense of the subdivider. In lieu of actual completion of the required improvements, the subdivider may record a plat by furnishing the administrator surety in the form approved by the county attorney consisting of a certified check, cash escrow, a surety bond, or a bank's letter of credit. The amount of the surety shall be sufficient to cover the costs and guarantee the installation and completion of all required improvements. The surety amount provided by the engineers estimate shall be approved by the administrator based upon unit prices for new construction in the county. The surety may also include a reasonable allowance for estimated administrative cost, inflation and potential damage to existing streets or utilities, which shall not exceed 25 percent of the estimated construction cost. If the subdivider proceeds by this option, the subdivider shall install and complete the required improvements to the satisfaction of the administrator, subject to the following conditions:

1. No more than 60 percent of the building permits in any recorded section of a subdivision shall be issued until the first layer of asphalt concrete on all streets in that section has been completed.
2. Except as provided in subparagraph (3) below, no more than 90 percent of the building permits in any section of a subdivision shall be issued until the streets have been constructed to state standards and accepted into the state system.
3. An extension may be approved by the County Administrator to conditions one and three. The subdivider requesting an extension may appeal the County Administrator's decision to the Board of Supervisors which shall render a decision upon the appeal within two months after the date of the Board's first hearing on the matter unless the subdivider consents to action beyond such time or withdraws his appeal.
4. Upon written request by the subdivider, the administrator may approve surety reductions in a cumulative amount of not more than 90 percent of the total cost of satisfactorily completed improvements and may approve further surety reductions, as appropriate, based upon the percentage of satisfactorily completed improvements. Surety reductions may not occur before the completion of at least 30 percent of the improvements.

Upon final completion and acceptance of said improvements in residential or residential townhouse subdivisions with streets, the release of any remaining surety shall be subject to the requirements of Section 4-4. For the purpose of final release, the term "acceptance" shall be defined as the date the board of supervisors meeting at which the board adopts the resolution requesting the street

acceptance into the VDOT state system for street maintenance.

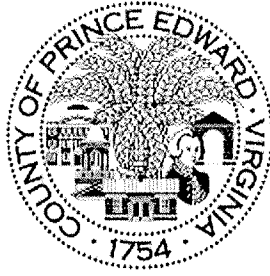
4-4-4.1 Construction Requirements

All subdivision streets or roads shall also be constructed in accordance with the current Virginia Department of Transportation's (VDOT) secondary street acceptance requirements and the pavement design guide and any other VDOT requirements that apply to secondary streets.

Such standards and guidelines address, among other things, the location, number, spacing and design of entrances, median openings, turn lanes, street intersections, traffic signal, and interchanges. When the state regulations and this ordinance are in conflict, the more stringent of the two shall apply.

Street or road construction shall commence no later than the time of issuance of the first building permit for a lot located on such streets or roads. Within twelve (12) months of issuance date the street or road shall be built to a minimum of an all weather surface. Additional construction requirements can be found in section 4-4 above. Construction of the street or road shall be inclusive of its entire length from point of connection with an existing VDOT street or road. Interior streets or roads adjoining the first street or road shall meet the same criteria.

If the deadlines required by this section are not met, the Administrator shall be authorized to (i) deny or suspend the final approval of any building permits for lots in the subdivision applied for by the subdivider and initiate such actions as may be appropriate to use the financial guarantee provided under Section 4 to complete such streets or roads in accordance with VDOT standards, until such time as the subdivider is in compliance with this section.



**Prince Edward County Planning Commission
Meeting Minutes
December 15, 2015
7:00 pm**

Members Present: John Townsend, Chairman Chris Mason, Vice Chairman
 Donald Gilliam Preston L. Hunt
 Mark Jenkins Robert “Bobby” Jones
 Jack Leatherwood John “Jack” W. Peery, Jr.
 John Prengaman Cannon Watson

Staff Present: Rob Fowler, Director of Planning & Community Development; Wade Bartlett,
 County Administrator

Chairman Townsend called the December 15, 2015 meeting to order at 7:00 p.m.

Approval of Minutes: November 18, 2015:

Chairman Townsend requested any changes or corrections be made known.

Chairman Townsend made a motion, seconded by Commissioner Peery, to approve the November 18, 2015 minutes as presented; the motion carried:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Mark Jenkins		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John “Jack” W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		

In Re: Public Hearing – Special Use Permit, Amendment to the Subdivision Ordinance

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering an amendment to the Subdivision Ordinance regarding Road improvements and Bonding. Notice of this public hearing was advertised according to law in the Friday, December 4, 2015

and Friday, December 11, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Rob Fowler, Director of Planning and Community Development, stated that after reviewing Section 4 – General Regulations of the current Subdivision Ordinance, staff recommends amending Section 4-4, which deals with Improvements to provide (1) Additional measures to ensure better development of streets, roads and entrances; and (2) to ensure that developers comply with current Virginia Department of Transportation’s secondary street acceptance requirements and pavement guidelines; and (3) to address bonding requirements to ensure they are developed and completed as approved by the County.

Mr. Fowler stated the Planning Commission discussed, at the November 18, 2015 Planning Commission meeting, the proposed changes will provide the County and its citizens with better roads and allow VDOT to provide general maintenance and services going forward for new subdivisions. These amendments are not more restrictive, but clarify certain aspects of the Ordinance and expand upon them. He added it will clarify the expectations for a developer. Mr. Fowler stated the standards are for safety reasons, to allow First Responders and other emergency vehicles safe access, for example.

Chairman Townsend asked for more information regarding bonds. Mr. Fowler then stated when VDOT has a recurrent bond, it generally has a yearly renewal, and may be approved or disapproved until the bond is no longer necessary. He added the County Attorney has been requested to further research this issue before presentation to the Board of Supervisors. Discussion followed.

Commissioner Prengaman questioned the definition of “all-weather surface” and stated it may need to be better defined. Mr. Fowler stated the FHA has a definition; the County will likely have to provide an additional definition.

Commissioner Prengaman asked if the County is required to provide VDOT specifications to the developers. Mr. Fowler stated when subdivision plans are submitted, they are presented to VDOT for their approval process; the developers must design and engineer the projects to VDOT standards to be accepted into the state road system. Further discussion followed.

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

Commissioner Mason made a motion, seconded by Commissioner Prengaman, to approve for recommendation to the Board of Supervisors the amendments to the Subdivision Ordinance with the stipulations of a definition of the “all-weather surface” and a final review by the County Attorney for clarification; the motion carried:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Mark Jenkins		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John “Jack” W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		



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

Meeting Date: February 9, 2016
Item No.: 11
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, 2016:

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

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

District	School Board Member	Term Expiration
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
101 (Farmville)	Peter Gur, Ph.D.	6/30/18
801 (Farmville)	Lawrence C. Varner, MD	6/30/18
201 (Lockett)	Chapman Hood Frazier, Ph.D.	6/30/19
601 (Prospect)	Darin Edward Thomas	6/30/19

Attachments: Criteria for Selection of School Board Members

Recommendation:

- Supervisor Townsend and Supervisor Timmons will wish to announce their respective Citizen Committees (3 or 5 members).
- The Board will authorize the advertisement of the Citizen Committees for the purpose of encouraging citizens to submit nominations to the Committee.
- The Board will authorize a public hearing for the March Board meeting, at which, citizens have an opportunity to submit names of candidates to be considered for appointment to the School Board for Districts 301 and 501.
- Supervisor Townsend and Supervisor Timmons will wish to ask the members of their Citizen Committees to attend the Public Hearing at the March 8, 2016 Board meeting.

Motion _____ Cooper-Jones _____ Pride _____ Townsend _____
 Second _____ Gray _____ Simpson _____ Wilck _____
 Jones _____ Timmons _____



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 freholder;
 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 9, 2016
Item No.: 12-a
Department: County Administration
Staff Contact: W.W. Bartlett, County Administrator
Issue: County Administrator’s Report

Summary:

a. Tobacco Commission Grant Application:

The Tobacco Commission has recently announced a second Southside Economic Development Grant round for communities that still have funds in their local allocations. Currently, Prince Edward County has \$145,405 available. These funds, if awarded, could be used towards the design and construction of a new Industrial Access Road at the Prince Edward Industrial Park.

The County has already received a total of \$377,475 (\$328,395 and \$49,080) from the Commission toward the projected cost of the Access Road, which is \$1,058,650. See attached our engineer’s preliminary estimate of the roadway project that was prepared July 22, 2015 by Hurt & Proffitt.

The scope of work for the road project is to construct a 1,500’ road acceptable for transfer to the VDOT road system once complete. This will include road clearing, road grading, erosion and sediment control, ditch line protection, storm water management, culvert pipe, headwall/wing-walls, asphalt paving, and 900 feet of 12” waterline. In addition, dirt will need to be moved from the adjoining Lot #11 to equalize the grade of the road, thus eliminating a steep drop in the topography. A bonus to utilizing the dirt from Lot #11 is that the lot will be nearly ready as a “ready-to-go” pad site.

Attachments:

- Tobacco Commission Southside Economic Development Grant Resolution of Support
- Hurt & Proffitt Industrial Access Road Project Budget expense estimate (07/22/2015)
- Prince Edward Access Road Income and Expense Budget (02/03/2016)
- Tobacco Commission Allocation Summary (01/29/2016)

Recommendation:

- Approve submittal of a Tobacco Commission Southside Economic Development Grant in the amount of \$145,405.
- Approve the Tobacco Commission Southside Economic Development Grant Resolution of Support

Motion _____
 Second _____

Cooper-Jones _____
 Gray _____
 Jones _____

Pride _____
 Simpson _____
 Timmons _____

Townsend _____
 Wilck _____

BOARD OF SUPERVISORS

Howard F. Simpson
Chairman
Robert M. Jones
Vice Chairman
Pattie Cooper-Jones
Calvin L. Gray, Th.D.
Odessa H. Pride, Ed.D.
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck



COUNTY OF PRINCE EDWARD, VIRGINIA

COUNTY ADMINISTRATOR

W.W. Bartlett
Post Office Box 382
111 South Street, 3rd Floor
Farmville, VA 23901
Office: (434) 392-8837
Fax: (434) 392-6683
wbartlett@co.prince-edward.va.us
www.co.prince-edward.va.us

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**

**VIRGINIA TOBACCO INDEMNIFICATION AND COMMUNITY REVITALIZATION
COMMISSION
PROJECT ENDORSEMENT RESOLUTION**

WHEREAS, the Virginia Tobacco Indemnification and Community Revitalization Commission was created to help foster economic development in the tobacco dependent communities of Southside and Southwest Virginia; and

WHEREAS, the Board of Supervisors of the County of Prince Edward would like to submit a grant application for \$145,405 to the Virginia Tobacco Indemnification and Community Revitalization Commission from the "Southside Economic Development Grant Fund" due by March 1, 2016;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince Edward, Virginia, does hereby support a grant application to the Virginia Tobacco Indemnification and Community Revitalization Commission for infrastructure improvements associated with the construction of approximately 1,500+/- feet of road and the borrowing of dirt from Lot #11 at the Prince Edward Industrial Park, to gain access to 60 acres +/- of potential industrial sites that are currently landlocked; and

BE IT FURTHER RESOLVED, that the Board of Supervisors of the County of Prince Edward, Virginia does hereby authorize the Board Chair and/or County Administrator to execute the application, and sign all necessary grant documents, grant reports and grant contract.

Certification

I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed this 9th day of February, 2016.

Howard F. Simpson, Chairman

ATTEST:

W. Wade Bartlett, County Administrator

**PRINCE EDWARD INDUSTRIAL PARK
ACCESS ROAD PROJECT BUDGET
February 3, 2016**

PROPOSED ROAD PROJECT COST

(See Hurt & Proffitt-July 22, 2015 estimate)

\$1,058,650

INCOME SOURCES

Virginia Tobacco Commission Indemnification and Revitalization

Special Projects Grant Application.

On September 23, 2015 the Tobacco Commission Awarded a Special Projects Grant

\$328,395

Southside Economic Development Grant

In January 2016, Prince Edward County received a Southside Economic Development Grant in the amount of \$49,080. These funds will be used for the development and construction of the Access Road and/or the development of Lot #11.

\$49,080

Southside Economic Development Grant (Second Round)

Prince Edward County on March 1, 2016 intends to apply for a Southside Economic Development Grant in the amount of \$145,405. The maximum amount grant award in this category is limited to the amount of the Tobacco Commission local allocation. In January 2016 due to a de-obligation of another grant, \$145,405 has become available to Prince Edward County. These funds will be used for the design development and construction of an industrial access road at the Prince Edward Industrial Park and/or the development of Lot #11.

\$145,405

Virginia Department of Transportation - Economic Development Access Program

Prince Edward County plans to submit an Economic Development Access Program application to VDOT in the Spring of 2016. These funds will be used towards the design, engineering, and construction of the Industrial Park Access Road. The VDOT Economic Development Grant is limited to the first \$500,000, and only 50% of the project cost in excess of the \$500,000. Using the project cost estimate prepared by Hurt & Proffitt Engineering, the maximum award amount from VDOT would be \$500,000.

\$500,000

Timbering of 60+/- acres at the Prince Edward County Industrial Park

In November 2015, a timber bid in the amount of \$50,000 was received for the timber at the Prince Edward Industrial Park. These funds would go towards the project design, engineering, construction, and project oversight of the new Industrial Access Road.

\$50,000

Industrial Development Authority - Contribution

In the event there is a funding shortfall, the Industrial Development Authority (IDA) has agreed to fund the shortfall up to a maximum of \$50,000.

\$50,000

TOTAL PROJECTED INCOME

\$1,122,880



**PROJECT CONSTRUCTION BUDGET
FOR
THE NEW PRINCE EDWARD BUSINESS &
COMMERCE PARK ROADWAY**

**HURT & PROFFITT
INCORPORATED**

July 22, 2015

• Roadway Clearing for 1,400 feet	\$25,000
• Roadway Grading	\$200,000
• Erosion & Sediment Control w/Seed & Mulch	\$75,000
• Ditch Line Protection	\$50,000
• Stormwater Management	\$40,000
• Culvert Pipe	\$75,000
• Headwall/Wingwalls	\$50,000
• Asphalt Paving (6", 4" & 2")	\$156,000
• 900 feet – 12" Water Line	<u>\$90,000</u>
Estimated Construction Budget	\$761,000
Engineering Design & Bid Assistance	\$115,650
Construction Administration	\$30,000
Construction Engineering & Inspection	<u>\$152,000</u>
TOTAL ESTIMATED PROJECT BUDGET	\$1,058,650

**Tobacco Region Revitalization Commission
Southside Economic Development Grant Program
Allocation Summary as of January 19, 2016**

Counties	FY16 Budget Distributed to County Allocations	October 8, 2015 Available Balance	Jan 12, 2016 Awards and De-obligations	Jan 19, 2016 Available Balance
Broadband	-			-
Amelia	53,806	468,674		468,674
Appomattox	10,797	47,739		47,739
Bedford	11,212	78,304		78,304
Brunswick	316,436	3,191,092		3,191,092
Buckingham	5,780	41,613		41,613
Campbell	97,516	586,751	(11,624)	575,127
Charlotte	185,784	523,244	(95,381)	427,863
Cumberland	14,612	86,576		86,576
Danville	538,850	1,419,544	(500,000)	919,544
Dinwiddie	236,004	1,225,704	(200,000)	1,025,704
Franklin	150,492	150,492		150,492
Greensville	42,865	42,865	(40,500)	2,365
Halifax	873,360	2,088,188	(110,065)	1,978,124
Henry	51,565	51,565		51,565
Lunenburg	257,447	278,474		278,474
Mecklenburg	664,205	664,205		664,205
Nottoway	63,803	851,762		851,762
Patrick	114,975	1,419,023		1,419,023
Pittsylvania	1,235,555	5,743,527	18,191	5,761,718
Prince Edward	48,616	49,080	145,405	194,485
Sussex	26,321	797,551	(269,523)	528,029
TOTALS	5,000,000	19,805,974	(1,063,496)	18,742,478



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

Meeting Date: February 9, 2016
Item No.: 12-b
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: County Administrator's Report: Surplus Vehicles

Summary: The following vehicles are no longer required by the County and it is requested the Board declare them surplus. Once declared surplus the County will dispose of the vehicles. It is staff's intention to sell the first vehicle on the list to the Nottoway County School System.

Sheriff

2000 Ford Crown Vic	2FAFP71WOPYX114536
2008 Ford Crown Vic	2FAHP71VX8X145308
1985 Chev SUV	1G8ED18JXFF204382
1986 Chev SUV	1G8ED18J7GF169376
2008 Ford Crown Vic	2FAHP71V68X145306
2009 Dodge Charger	2B3LA43T79H540799
1986 Chev Pickup	1GBHD34J8F407586
2006 Ford Crown Vic	2FAHP71W68X110451
2009 Chev SUV	1GNEC03099R261701
2000 Jeep SUV	1J4FF48SOYL215131

Administration

2001 Ford Crown Vic	2FAFP71W71X190583
2002 Ford SUV	1FMDU73W22U50890

Attachments:

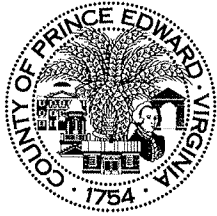
Recommendation: Declare the vehicles listed above as surplus and authorize the County Administrator to dispose of the property.

Motion _____
 Second _____

Cooper-Jones _____
 Gray _____
 Jones _____

Pride _____
 Simpson _____
 Timmons _____

Townsend _____
 Wilck _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: February 9, 2016
Item No.: 13
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Closed Session

Summary:

I move that the Prince Edward County Board of Supervisors convene in Closed Session:

- a. For discussion of the disposition of publicly-held real property in the Prince Edward County Industrial Park, where discussion in an open meeting would adversely affect the negotiating strategy of the County, pursuant to the exemption provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*.

Attachments:

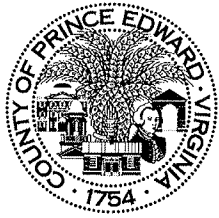
Recommendation: Convene in Closed Session.

Motion _____
Second _____

Cooper-Jones _____
Gray _____
Jones _____

Pride _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



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

Meeting Date: February 9, 2016
Item No.: 14
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Correspondence/Informational

Summary: Please see attachments.

Attachments:

- a. Thank you, Town of Farmville
- b. CRC Agenda and Minutes

Recommendation:

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	

TOWN OF FARMVILLE
Post Office Drawer 368
Farmville, Virginia 23901

Gerald J. Spates, Town Manager
Carol Anne Seal, Town Treasurer

434.392.5686
Fax 434.392.3160



COUNCIL
David E. Whitus, Mayor
A. D. "Chuckie" Reid
Sally Thompson
Tommy Pairet
Donald L. Hunter
J.J. "Jamie" Davis
Greg Cole
Daniel E. Dwyer
Lisa Hricko, Clerk of Council

January 13, 2016

W. Wade Bartlett
County Administrator
Prince Edward County
P.O. Box 382
Farmville, VA 23901

Dear Wade,

At the December 9, 2015 Council meeting, I was asked to express Town Council's gratitude and appreciation to the Prince Edward County Board of Supervisors for agreeing to assign to the Town the County's remaining VDOT funds from the Route 15 South project. The \$158,000 will be used to improve roads around the University for the Vice Presidential Debate in October 2016.

I would also like to thank you for your support in this action.

Sincerely,



Gerald J. Spates
Town Manager

GJS/lmh



IN PARTNERSHIP WITH
The Counties of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

Meeting Agenda
Thursday, February 4, 2016
12:00 Noon – CRC Meeting
(Light lunch will be provided)
Heartland Business Park
200 Heartland Drive, Keysville, Virginia

- I. Welcome & Call to Order Chairman Wingold
- II. Invocation
- III. Approval of Minutes of December 3, 2015 Meeting Secretary Walker
- IV. Treasurers’ Report – December & January Financial Statements, **Attachment 1** Treasurer Timmons
- V. Report of Officers & Committees
 - A. Chairman’s Report..... Chairman Wingold
 - 1) Appointment of CRC Vice-Chairman
 - 2) Chief Administrative Officers Meeting, Canceled
 - 3) Scheduling of CRC Member Dialogue Meetings with Boards of Supervisors, **Attachment 2**
- VI. Scoping the Future – Discussion of Innovative/Regional Ideas, **Attachment 3**..... Council Members
- VII. Old Business Chairman Wingold
 - A. Staff Reports
 - 1) FY 2014-2015 CRC Annual Report Brochure, **Separate Insert**..... Mary Hickman
 - 2) Update on Meetings with Eligible Non-Members, **Attachment 4**..... Mary Hickman
 - 3) Update on Economic Development Administration (EDA), Economic Development District (EDD) Status, **Attachment 5**..... Mary Hickman
 - 4) Update on CRC Hazard Mitigation Plan Update Todd Fortune
 - 5) Kenbridge Volunteer Fire Department 2015 Assistance to Firefighters Grant (AFG) Application Submission Melody Foster
 - 6) CRC/Virginia Growth Alliance (VGA) Stronger Economies Together (SET) Expansion Project Regional Meeting Held, **Attachment 6**..... Mary Hickman
 - 7) Council Member Comments
- VIII. New Business..... Chairman Wingold
 - A. Staff Reports
 - 1) Governor’s 2016-2018 Biennial Budget & PDC Funding, **Attachment 7**..... Mary Hickman
 - 2) FY 16-17 CRC Budget Requests-Membership, **Attachment 8**..... Mary Hickman
 - 3) New CRC Representative Appointments, **Attachment 9**..... Mary Hickman
 - 4) CRC Representative/Alternate Manual (hand out at meeting) Mary Hickman
 - 5) Grant Award – Charlotte County Volunteer Rescue Squad, Rescue Squad Assistance Fund (RSAF) Application Funded, **Attachment 10**..... Melody Foster
 - 6) HB2 Funding Recommendations & Project Scores, **Attachment 11**..... Melody Foster
 - 7) Virginia Initiative for Growth and Opportunity (GO Virginia), **Attachment 12**..... Mary Hickman
 - 8) 2016 VACO County Government Day, **Attachment 13**..... Mary Hickman
 - 9) 2016 VAPDC Winter Conference, **Attachment 14** Mary Hickman
 - 10) 2016 Virginia Community Development Block Grant (VCDBG) Program, **Attachment 15**..... Todd Fortune

COMMONWEALTH REGIONAL COUNCIL
One Mill Street, Suite 101 | P.O. Box P
Farmville, VA 23901 | 434-392-6104 PHONE
www.virginiashheartland.org

February 4, 2016 CRC Meeting
New Business continued...

- 11) Virginia Business Appreciation Month – May 2016, **Attachment 16**.....Andre’ Gilliam
- 12) CRC GIS ServicesMelody Foster
- 13) Council Member Comments

- IX. Commonwealth Intergovernmental Review Process, **Attachment 17**
- X. Other Business – Tour of Facility
- XI. Council Member Comments
- XII. Adjourn – Next Meeting Date – March 3, 2016

**Commonwealth Regional Council
Farmville, VA 23901
December 3, 2015**

FY15-16 Mid-Year Financial Review Work Session

At 11:00 a.m. the Council Members met for the FY15-16 Mid-Year Financial Review Work Session.

Welcome & Call to Order

The Chairman called the Meeting to order at 12:00 Noon 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

Buckingham:

Ms. Cassandra Stish
*Ms. Rebecca Carter

Ms. Cassandra Stish
(Vice-Chairman)

Charlotte:

Mr. Gary Walker
*Mr. Haywood J. Hamlet

Mr. Gary Walker
(Secretary)

Lunenburg:

Mr. David Wingold
*Ms. Beverley Hawthorne

Mr. David Wingold
(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, Executive Director
Ms. Melody Foster, Regional Planner
Mr. Andre' Gilliam, Community Development Planner
Mr. Todd Fortune, Community Development Planner

GUEST

Mr. Thomas Gleason, Amelia County Citizen

Ms. Frances Dowd, Economic Development Specialist, Office of Economic Development, Virginia Tech

Approval of Minutes of November 5, 2015 Meeting

Mr. Timmons moved and Mr. Bennett seconded that the minutes be approved as presented. Motion carried.

Treasurer's Report

November Financial Statement: The Treasurer stated the November Financial Statement was in order and recommended approval.

Mr. Timmons and Mr. Walker seconded that the November Financial Statement be approved as presented. Motion carried.

New Business

CRC/VGA SET Expansion Project Update, Ms. Frances Dowd, Economic Development Specialist, Virginia Tech – Office of Economic Development: Ms. Hickman stated Ms. Dowd would be providing an update on the CRC/VGA SET Expansion Project. Ms. Hickman stated the final product of this Project will include an updated Regional Economic Strategic Plan to include CRC member localities new to the VGA region including; Amelia, Buckingham and Prince Edward. The Plan will also help draw connections between all CRC member town economic activities and CRC member county and regional efforts.

Ms. Dowd stated the Virginia Tech office of Economic Development is assisting the VGA and the CRC in a solicitation of input for the regional Strength, Weaknesses, Opportunities and Threats (SWOT) Analysis to update the current VGA Plan. This is being done through focus groups, surveys and interviews with key informants. Ms. Dowd stated VGA's 2013 Plan focused on four goals: targeting industries through recruitment, retention and expansion; supporting entrepreneurship; increasing workforce training and education; and increasing tourism efforts for all participating localities.

Ms. Dowd facilitated a discussion with representatives present to collect input to update the Plan. Items discussed included top assets in the region, challenges of the region as well as opportunities that should be pursued.

Ms. Hickman stated Dr. Tate with Virginia Tech conducted the same exercise at the November Chief Administrative Officer's Meeting to collect input.

Report of Officers & Committees

Chairman's Report: The Chairman did not have a report.

Report on FY15-16 Mid-Year Financial Review Work Session: Ms. Hickman stated the Council representatives met prior to the regular meeting for a FY15-16 Mid-Year Financial Review. Items needing action as a result of this meeting included appointment of the Budget Committee and setting annual dues for FY16-17.

Ms. Stish moved and Mr. Timmons seconded to appoint the entire Council as the FY 16-17 Budget Committee. Motion carried.

Ms. Hickman stated the CRC Charter states the Annual Dues shall be set at or before the first meeting of each calendar year. There was discussion on setting the FY16-17 annual dues.

Mr. Timmons moved and Ms. Stish seconded to set the FY16-17 Dues to \$15,700 (same as previous years) and to also request the Executive Director to take the lead in meeting with all eligible PD14 non-members to request that they appoint a non-voting representative to attend CRC meetings to participate in discussions. If the non-member wishes to utilize the CRC services they would be charged as a non-member. Motion carried.

CRC Bylaws Amendment: Ms. Hickman stated the Charter Amendment was adopted at the November meeting. Ms. Hickman stated the amendment to the Bylaws was tabled at the November meeting. Ms. Hickman stated the Bylaws need to be amended to reflect the changes made in the Charter. The CRC Bylaws may be amended by a vote of 2/3's of the members at any regular meeting and at any special meeting provided that in the notice of the meeting, the nature of the proposed amendment has been stated.

Ms. Hickman stated included in the Council Members' packet is a proposed Bylaws Amendment with noted changes only from the Charter Amendment.

Ms. Stish moved and Mr. Timmons seconded to adopt the Amended CRC Bylaws as presented. Motion carried.

Report on Chief Administrative Officers (CAO) Meeting: Ms. Hickman stated a copy of the November CAO Meeting Agenda was included in the packet for review. Ms. Hickman stated there was representation of all members present at the meeting.

Report on CRC Member Dialogue Meetings with Member Locality Staff: Ms. Hickman stated all five CRC Member Dialogue Meetings with member locality staff have been held. Ms. Hickman stated a summary of the meetings was included in the Council packet. As a result of these meetings, two items have been requested for the Council to discuss. The first is a discussion of the Town of Farmville's membership being covered under the Prince Edward County membership. Ms. Hickman stated the Regional Cooperation Act allows towns with populations over 3,500 to be members of a PDC/RC. Towns with populations less than 3,500 are covered under their respective county membership. The Town of Farmville is a 2005 Charter Member of the CRC. However the Town of Farmville has not been an active member since 2009. Prince Edward County has been an active member of the CRC since 2005. During the dialogue meeting, there was discussion on clarification as to whether the Town of Farmville is now, while not an active member, covered under Prince Edward County's membership.

Mr. Timmons moved and Ms. Stish seconded that the Town of Farmville be invited to appoint a non-voting member to the Council. However, they still would receive services at the rate of a non-member. Motion carried.

Ms. Hickman stated another item that was consistently brought up during the Dialogue meetings was the pursuit of EDA, Economic Development District (EDD) designation for the region. Ms. Hickman

stated the CRC last applied in 2008 for EDD designation. However, regulation rules required the governing board of the grantee (CRC) to have a diverse representation broader than strictly elected officials. The Council elected not to proceed at that time. The CRC discussed in general again periodically in 2009-2010. However, the representation of the governing board still remained and the CRC chose again not to proceed. Ms. Hickman stated during the Dialogue Meetings, the EDA, EDD designation was noted during the Prince Edward, Lunenburg and Buckingham meetings. Ms. Hickman stated she spoke with Bob Gittler, Virginia EDA Representative to discuss the current stipulations for governing boards of EDD's. Ms. Hickman stated Mr. Gittler stated the Federal Register was just updated in early 2015 and while there is still a stipulation that the governing board of an EDD have broad representation of the principal interest of the region, a specific measure of this representation is no longer required. The term broad representation includes representation of the private sector, public officials, community leaders, workforce development boards, institutions of higher education, minority and labor groups and private individuals. In the past, 35% of the governing board had to be represented in this fashion. Now it is no longer specified. Ms. Hickman stated in light of this change, Mr. Gittler stated interested EDD's will need to be very creative in addressing the makeup of their board.

Ms. Hickman stated benefits of an EDD designation for the region include annual funding support for the CRC in the amount of \$70,000 to carry out a comprehensive economic development strategy (CEDs). This funding would need to be matched dollar for dollar. This funding also can be utilized to supplement other planning programs and services the CRC is already providing. The CRC, if designated as an EDD, would entitle the region's member localities to be eligible for EDA funding opportunities for projects. Currently, localities in the region do not have access to EDA funding because there is no designated EDD for the region. Ms. Hickman stated Mr. Gittler offered to be called into a conference call during the meeting to answer any questions the Council members may have about the program.

There was discussion on looking into a possible EDD designation for the CRC region.

Mr. Timmons moved and Mr. Walker seconded to poll CRC representatives in January, after new CRC Representatives have been appointed from member localities, to find out their backgrounds in order to provide this information to EDA to see if the current council makeup would meet the needs of board representation for EDD status and if not what types of representation would need to be added. Motion carried.

Scoping the Future – Discussion of Innovative/Regional Ideas: The Chairman noted the attachment. No new items were added.

Old Business

Staff Reports:

Update – Request to VAPDC on CRC Legislation: Ms. Hickman stated as reported at the November CRC Meeting, Mr. Kevin Reynolds, Senator Garret's Legislative Aid, had advised that the Senator is scaling back on the number of bills that will be introduced this year. Last year he introduced 30 bills, currently he has 15. Mr. Reynolds stated the CRC will need to get someone else to patron the bill. Ms. Hickman stated the Chairman has contacted Delegate Wright and Delegate Tyler and Mr. Walker has contacted Senator Ruff and Delegate Edmonds to find out if they would patron the bill.

Ms. Hickman stated the VAPDC had discussions on this issue on November 18th. However, they did not have a quorum.

There was discussion on focusing on ways to bring back non-paying members to the Council instead of trying to increase membership through other entities. There was also discussion on inviting other entity representatives to CRC meetings in the future.

It was the consensus of the members present to table the issue of new legislation at this time.

Report on CRC Hosted Virginia Department of Conservation & Recreation, Virginia

Outdoors Plan Annual Regional Meeting: Mr. Gilliam stated a copy of the Virginia Outdoors Plan Regional Meeting Notes was provided in each Council members packet. Mr. Gilliam stated each year the Virginia Department of Conservation and Recreation (DCR) meets with planning representatives from localities to seek input for the Outdoor Plan. Mr. Gilliam stated this information will be collected annually until 2018 when the Plan will need to be updated. A complete copy of the Plan can be found on DCR's website. Mr. Gilliam noted that there was a separate input meeting for non-members of the CRC, as the CRC did not coordinate meetings for non-member localities.

Report on VDOT Fall Transportation Meetings: Ms. Foster stated the VDOT Fall Transportation Meeting for the Lynchburg District was held on November 9th and the Richmond District meeting was held on November 30th. Ms. Foster stated she attended both meetings as the CRC assisted localities in both Districts with the submission of HB2 Applications. The meetings were conducted with exercises available to allow participants to prioritize projects in the district. There was also an exercise to provide input on scenarios for the VTrans2040 Plan. Other local officials attending the Lynchburg meeting included representatives from Prince Edward County including Mr. Timmons. Ms. Beverly Hawthorne with Lunenburg County was in attendance at the Richmond meeting. While these meetings did not collect "public comment," there was an Interactive Town Hall Session that allowed participants to ask questions or make statements to the Secretary of Transportation, CTB member, VDOT Commissioner and other VDOT representatives. Ms. Foster stated that since she knew she would be attending both meetings, she addressed two different issues. At the Lynchburg meeting, Ms. Foster stated she requested that VDOT continue to tweak the HB2 application process as it definitely had issues and needs to be improved moving forward. At the Richmond meeting, Ms. Foster advocated for rural areas in the HB2 Application process and how it is difficult for rural areas to meet the needs of the Application process in order to apply for funding. Ms. Foster noted that at the Richmond meeting, the newly appointed CTB Member, Mr. Carlos Brown approached Ms. Hawthorne and herself after the meeting to inquire more about the Lunenburg HB2 Application. Mr. Brown requested to visit the site to learn more about rural areas and the Lunenburg HB2 Project Application. Ms. Foster stated the Secretary of Transportation and the Deputy Secretary also inquired after the meeting for more information on rural concerns. The contacts made at both meetings made attending the meetings worthwhile.

Report on CRC Transportation Committee Meeting: Ms. Foster stated the CRC Transportation Committee met on November 20th. Items discussed included the Safe Routes to School Non-Infrastructure Program and CRC created GIS Unpaved Roads Maps. Also a report was given by staff on the CRC gathering GIS Land Use Data from the localities to assist VDOT in updating the Statewide System of Existing Land Use Data. Mr. Rick Youngblood with VDOT gave a report on the status of HB2 Applications which noted if applications had been "screened out" of the process. This term is used to

describe VDOT's vetting the projects submitted and in some cases determining the projects would not move forward in the process for various reasons. It was noted on that day that the Charlotte County Crafton Gates Project Application was "screened out." However, upon follow-up after the meeting, the Project was not taken out after additional data was provided by VDOT. The Committee also decided to host another Ride-Along-Day with the focus on inviting CTB Members to view HB2 Project Sites in later February or early March.

Council Member Comments: There were none.

New Business

Staff Reports

CRC Office Holiday Schedule: Ms. Hickman stated a copy of the CRC Holiday Schedule was provided in the Council members' packet. The CRC offices will be closed all day on December 24th and December 25th. The office will also be closed a half day on December 31st and all day January 1st.

Mr. Walker moved and Mr. Timmons seconded to approve the Holiday Schedule as presented.

Ms. Stish made a substitute motion to close all day on December 31st which would include an additional half day not proposed in the schedule. The motion failed.

The original Motion carried.

Council Member Comments: Mr. Timmons shared his appreciation to Mr. Bennett and Ms. Stish for their service on the CRC Council. Other members also voiced their appreciation. Mr. Bennett and Ms. Stish thanked the members for their support.

Commonwealth Intergovernmental Review Process (CIRP): Ms. Foster stated the following CIRP was recommended for a Level One, No comment:

FERC - Atlantic Coast Pipeline Project – Evaluation of Seven New Route Modifications in Virginia, West Virginia and North Carolina.

Mr. Walker moved and Mr. Timmons seconded to give the listed CIRP a Level One, No Comment. Motion carried.

Other Business:

CRC Annual Report: Ms. Hickman stated she had completed a draft of the CRC's 2014-2015 Annual Report Brochure for Council Member review. Ms. Hickman passed out draft copies of the Brochure and requested that Council members review the document and provide comments to her by December 9th. Ms. Hickman stated she wanted to get the document to Longwood Printing before the Holidays to have it ready for the January/February Dialogue meetings with Boards of Supervisors. This will also be given to new members appointed in January.

Mr. Walker moved and Mr. Timmons seconded the motion to give approval to the Executive Director to proceed with printing of the Annual Report after comments are received from Council members.

Motion carried.

2015 Assistance to Firefighters Grant (AFG) Open Application Period Opening: Ms. Foster stated FEMA has announced the AFG Application period will open December 7th and will close on January 15, 2016. Notifications have been sent out to Fire Departments, Counties and Towns. Ms. Foster stated she has received several inquiries but had not received a request at this time for grant writing assistance.

Council Member Comments: There were none.

Adjournment: The meeting adjourned at 1:45 p.m.

Mr. Gary Walker, Secretary



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

Meeting Date: February 9, 2016
Item No.: 15
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Monthly Reports

Summary: Please see attachments.

Attachments:

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

Recommendation:

Motion _____
Second _____

Cooper-Jones _____
Gray _____
Jones _____

Pride _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



Animal Control Monthly Report

"January 2016"

Dogs		Wildlife	
Surrendered	8	Handled	0
Picked Up	18	Euthanized	0
Claimed By Owner	5	Rabies Case	0
Adopted	0		
Died in Kennel	0	Livestock	
Euthanized	9	Returned to Owner	0
Transferred to SPCA	12	Died in Kennel	0
Dead on Arrival	0	Adopted	0
Escaped from Shelter	0	Fees Collected	\$0.00
Seized	0		
Fees Collected	\$155.00	Other Companion Animals	
		Returned to Owner	0
Cats			
Surrendered	1	Number of Calls to Shelter	116
Picked Up	0	Summons Issued	1
Claimed By Owner	0	Warrants Served	0
Adopted	0	Days in Court	1
Euthanized	0	Nuisance Dogs	10
Died in Kennel	0	Dangerous Dogs	0
Transferred to SPCA	1		
Dead on Arrival	0		
Fees Collected	\$0.00	Total Fees Collected	\$155.00

Bill the Town of Farmville

0 cat housed (0 days each)

Total \$0.00

S. Ray Foster, Animal Control Officer

BUILDING OFFICIAL

Permits Issued Report
1/01/2016 Through 1/31/2016

ADDITIONS	- Issued		3
	- Value	\$164,025.00	
	- Permit Fees	\$476.25	
	- 2.00% STATE TAX	\$9.53	
	- Fees Collected	\$.00	
COMMERCIAL	- Issued		1
	- Value	\$11,000,000.00	
	- Permit Fees	\$2,080.00	
	- 2.00% STATE TAX	\$41.60	
	- Fees Collected	\$.00	
DEMOLITIONS	- Issued		1
	- Value	\$.00	
	- Permit Fees	\$50.00	
	- 2.00% STATE TAX	\$1.00	
	- Fees Collected	\$.00	
ONE & TWO FAMILY DWELLING	- Issued		2
	- Value	\$191,857.00	
	- Permit Fees	\$982.20	
	- 2.00% STATE TAX	\$19.65	
	- Fees Collected	\$.00	
ELECTRICAL	- Issued		15
	- Value	\$15,535.00	
	- Permit Fees	\$885.00	
	- 2.00% STATE TAX	\$17.70	
	- Fees Collected	\$.00	
MECHANICAL	- Issued		8
	- Value	\$20,700.00	
	- Permit Fees	\$450.00	
	- 2.00% STATE TAX	\$9.00	
	- Fees Collected	\$.00	
MECHANICAL/GAS	- Issued		1
	- Value	\$1,800.00	
	- Permit Fees	\$50.00	
	- 2.00% STATE TAX	\$1.00	
	- Fees Collected	\$.00	
MANUFACTURED HOMES	- Issued		3
	- Value	\$91,337.00	
	- Permit Fees	\$323.70	
	- 2.00% STATE TAX	\$6.47	
	- Fees Collected	\$.00	
OCCUPANCY	- Issued		1
	- Value	\$.00	
	- Permit Fees	\$75.00	
	- 2.00% STATE TAX	\$1.50	
	- Fees Collected	\$.00	
PLUMBING	- Issued		7
	- Value	\$6,500.00	
	- Permit Fees	\$400.00	
	- 2.00% STATE TAX	\$8.00	
	- Fees Collected	\$.00	
TANK REMOVAL	- Issued		.1
	- Value	\$500.00	
	- Permit Fees	\$50.00	
	- 2.00% STATE TAX	\$1.00	
	- Fees Collected	\$.00	
IN LIEU OF SOIL & EROSION	- Issued		2
	- Value	\$.00	
	- Permit Fees	\$.00	
	- Fees Collected	\$.00	
Total Permits - Issued			45
Total Permits - Value		\$11,492,254.00	
Total Permits - Permit Fees		\$5,822.15	
Total Permits - Sales Tax 2%		<u>\$ 116.45</u>	
		\$ 5,938.60	

INSPECTIONS FOR JANUARY 46

PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road
Farmville, Virginia 23901

Patty Gulick
Cannery Manager
434-223-8664

January 2016 Cannery Report

Cannery report is as follows:

0 (qt.)	@	.48 =	0.00
0 (pt)	@	.40 =	0.00
0 (gal.)	@	1.25 =	0.00
2 Patrons usage	@	1.00 =	2.00
30% Out of County	=		0.00
Non-Processing Fees	=		30.00
TOTAL			<u>\$32.00</u>

P. Gulick

kef

**Prince Edward County Public Schools
2015-2016
Comparative Receipts and Expenditures
Year to Date**

Month of January 2016

Receipts:	Fiscal 2015			Fiscal 2016			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
Sales Tax	2,851,560	1,662,084	58.29	2,856,772	1,683,364	58.93	0.64
Basic Aid	6,347,663	3,572,130	56.27	5,965,221	3,339,420	55.98	-0.29
Other State	<u>5,098,964</u>	<u>2,026,802</u>	39.75	<u>4,998,282</u>	<u>1,961,191</u>	39.24	-0.51
Total State	14,298,187	7,261,017	50.78	13,820,275	6,983,974	50.53	-0.25
Federal Funds	1,784,679	646,049	36.20	1,959,570	883,596	45.09	8.89
Local Funds	8,346,800	4,221,351	50.57	8,317,182	3,770,809	45.34	-5.24
Cash Book	<u>415,290</u>	<u>250,386</u>	60.29	<u>454,310</u>	<u>268,050</u>	59.00	-1.29
Total Revenue	\$24,844,956	\$12,378,803	49.82	\$24,551,337	\$11,906,429	48.50	-1.33
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Instruction	18,009,187	8,854,499	49.17	17,476,125	8,475,774	48.50	-0.67
Administration	1,490,026	749,014	50.27	1,519,865	722,887	47.56	-2.71
Transportation	2,005,291	840,763	41.93	2,054,749	802,116	39.04	-2.89
Maintenance	1,730,860	937,103	54.14	1,814,303	942,406	51.94	-2.20
Facilities	150,000	78,397	52.26	189,020	19,517	10.33	-41.94
Debt Service	468,812	466,412	99.49	458,763	456,362	99.48	-0.01
Technology	<u>990,780</u>	<u>452,614</u>	45.68	<u>1,038,512</u>	<u>487,367</u>	46.93	1.25
Total Expenditures	\$24,844,956	\$12,378,803	49.82	\$24,551,337	\$11,906,429	48.50	-1.33

Saved as January 15-16 Expense Compare

**Prince Edward County Public Schools
Summary Financial Report
January 2016**

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	Variance Actual Under (Over) <u>Budget</u>	YTD as a Percent of <u>Budget</u>
From the State:					
State Sales Tax	\$ 230,995	\$ 1,683,364	\$ 2,856,772	\$ 1,173,408	58.93
Basic School Aid	\$ 479,373	\$ 3,339,420	\$ 5,965,221	\$ 2,625,801	55.98
All Other	\$ 364,544	\$ 1,961,191	\$ 4,998,282	\$ 3,037,091	39.24
Total State	\$ 1,074,912	\$ 6,983,974	\$ 13,820,275	\$ 6,836,301	50.53
From the Federal Gov't.	\$ -	\$ 883,596	\$ 1,959,570	\$ 1,075,974	45.09
General Fund (County)	\$ 942,042	\$ 3,770,809	\$ 8,317,182	\$ 4,546,373	45.34
Cash Book -Local	\$ 4,290	\$ 268,050	\$ 454,310	\$ 186,260	59.00
Total Revenues	\$ 2,021,244	\$ 11,906,429	\$ 24,551,337	\$ 12,644,908	48.50

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	Expended & Encumbered (Over) Under <u>Budget</u>	Expen. & Encumbrance as a % of <u>Budget</u>
1000-Instruction	\$ 1,507,994	\$ 8,475,774	\$ 7,180,130	\$ 17,476,125	\$ 1,820,221	89.58
2000-Admin.,Health/Atten.	\$ 100,650	\$ 722,887	\$ 469,862	\$ 1,519,865	\$ 327,116	78.48
3000-Transportation	\$ 128,126	\$ 802,116	\$ 490,488	\$ 2,054,749	\$ 762,145	62.91
4000-Operation/Maintenanc	\$ 183,934	\$ 942,406	\$ 211,017	\$ 1,814,303	\$ 660,879	63.57
6000-Facilities	\$ 2,938	\$ 19,517	\$ 60,994	\$ 189,020	\$ 108,508	42.59
7000 - Debt. Service	\$ 25,875	\$ 456,362	\$ -	\$ 458,763	\$ 2,401	99.48
8000 - Technology	\$ 71,727	\$ 487,367	\$ 250,910	\$ 1,038,512	\$ 300,236	71.09
Total Expenditures	\$ 2,021,244	\$ 11,906,429	\$ 8,663,401	\$ 24,551,337	\$3,981,507	83.78

**Prince Edward County Public Schools
2015-2016
Comparative Receipts and Expenditures
Food Service Department
Year to Date**

Month of January 2016

Receipts:	Fiscal 2015			Fiscal 2016			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
State School Food	23,710	11,705	49.37	20,452	10,316	50.44	1.07
Fresh Fruit & Vegetable	60,000	30,977	51.63	60,000	23,052	38.42	-13.21
Total State	83,710	42,683	50.99	80,452	33,368	41.48	-9.51
Federal Reimbursement	750,000	373,274	49.77	766,651	400,167	52.20	2.43
Cash Book - Local	241,324	128,118	53.09	241,324	115,334	47.79	-5.30
Total Revenue	\$1,075,034	\$544,075	50.61	\$1,088,427	\$548,868	50.43	-0.18
Expenditures:	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	Diff.
Salary	365,099	185,348	50.77	369,496	177,454	48.03	-2.74
Fringe Benefits	163,203	61,145	37.47	149,142	62,239	41.73	4.27
Purchased Services	59,997	54,215	90.36	59,997	24,247	40.41	-49.95
Refunds	112	112	100.00	112	89	79.06	-20.94
Travel	2,500	315	12.60	2,500	329	13.16	0.56
Materials & Supplies	25,000	15,338	61.35	25,000	19,505	78.02	16.67
Food Supplies	420,000	263,697	62.79	420,000	213,809	50.91	-11.88
Repairs & Maintenance	7,561	6,596	0.00	6,769	4,599	0.00	0.00
Uniforms	0	0	0.00	0	0	0.00	0.00
Furniture/Equipment	31,562	31,562	100.00	55,411	55,411	100.00	0.00
Total Expenditures	\$1,075,034	\$618,327	57.52	\$1,088,427	\$557,680	51.24	-6.28

Saved as January 15-16 Expense Compare Food Service


**Prince Edward County Public Schools
2015-2016
Food Service Department
Summary Financial Report
January 2016**

<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	\$ -	\$ 10,316	\$ 20,452	\$ 10,136	50.44
Fresh Fruit & Vegetable	\$ -	\$ 23,052	\$ 60,000	\$ 36,948	0.00
Total State Funds	\$ -	\$ 33,368	\$ 80,452	\$ 47,084	41.48
Federal Reimbursement	\$ 62,271	\$ 400,167	\$ 766,651	\$ 366,484	52.20
Cash Book - Local	\$ 21,851	\$ 115,334	\$ 241,324	\$ 125,990	47.79
Total Revenues	\$ 84,122	\$ 548,868	\$ 1,088,427	\$ 539,559	50.43

<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	\$ 27,306	\$ 177,454	\$ 157,026	\$ 369,496	\$ 35,016	90.52
Fringe Benefits	\$ 10,148	\$ 62,239	\$ 59,601	\$ 149,142	\$ 27,302	81.69
Purchased Services	\$ 2,629	\$ 24,247	\$ 2,741	\$ 59,997	\$ 33,009	44.98
Refunds	\$ -	\$ 89	\$ -	\$ 112	\$ 23	79.06
Travel	\$ 119	\$ 329	\$ 225	\$ 2,500	\$ 1,946	22.16
Materials & Supplies	\$ 1,884	\$ 19,505	\$ 1,590	\$ 25,000	\$ 3,905	84.38
Food Supplies	\$ 29,763	\$ 213,809	\$ 39,068	\$ 420,000	\$ 167,124	60.21
Repairs & Maintenance	\$ 577	\$ 4,599	\$ -	\$ 6,769	\$ 2,170	67.94
Furniture/Equipment	\$ -	\$ 55,411	\$ -	\$ 55,411	\$ -	100.00
	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 72,426	\$ 557,680	\$ 260,250	\$ 1,088,427	\$ 270,497	75.15

February 1, 2016

TO: County Administration and Board of Supervisors

FR: 
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:

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. Vertical team meeting with science teachers in Prince Edward County revealed that students have continued difficulty understanding scientific method. Monthly lessons with 4th graders are designed to introduce the concept of scientific investigation while staying true to the traditional club format with elected officers and the use of parliamentary procedure. In November and December, students conducted experiments to determine the strength of bess beetles.
- I presented a program on nutrition basics and an introduction to “My Plate” to 8 kindergarten classes at PECES.
- All 6th and 7th grade students at PECMS participated in the 4-H Science Fair program. A total of 281 students received direct instruction. Of these, 93% successfully completed and presented projects. Just over 50% of the projects presented received blue ribbon scores from the judges. Forty-one youth qualified to present at the district level competition
- Fall after-school programs included Cooking with Cloverbuds, Cloverbud Super Scientists, Sewing Club, Junior Master Gardener, and the new Food Challenge program.
- A Holiday Jam Making workshop was held in November. Seven youth participated, learning the basics of food preservation through hot water bath canning.
- A team of volunteers has been working to plan the second annual STEM Careers Conference for youth enrolled in Algebra I, Algebra II, and Geometry. This event is planned for Feb. 2016 as part of the Rural Math Excel Program.
- The Archery Club and the Riding Star 4-H Horse and Pony Club remain very active, each with new members. Both clubs are making plans for spring season.

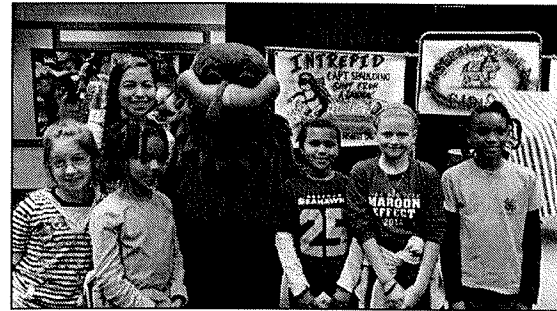
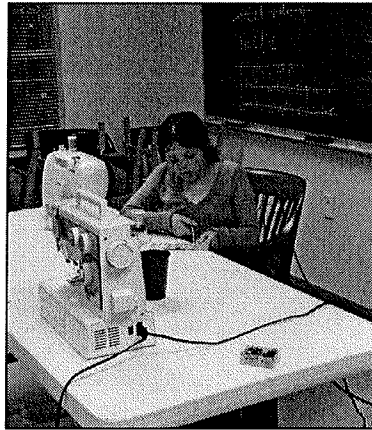
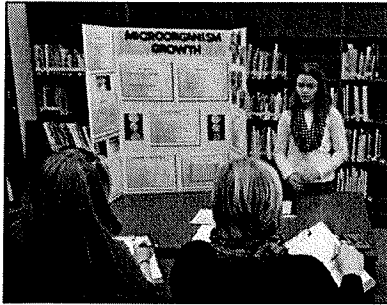
Invent the Future

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 prohibited by law. An equal opportunity/affirmative action employer.

- 4-H partnered with Hampden-Sydney College to house two student interns as part of Dr. Saranna Thornton's fall semester philanthropy class. The two students successfully lobbied for \$2500 in grant funding for local 4-H program scholarships.



FCS Program Updates – Caitlin Miller, Extension Agent, FCS

ANR Program Updates – Katy Overby, Extension Agent, ANR

SNAP-Ed Update – Pauline Stokes, Extension Agent, SNAP-Ed

VCE – Prince Edward Agents' Annual Report - 2015

*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 "Achievements" section 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:

Achievements

Prince Edward 4-H utilizes numerous delivery modes including in-school clubs, school enrichment programming, after-school programming, workshops, summer camps, 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. 4-H programs were designed to meet the expressed needs of teachers and students. In response to a requirement for teachers to complete Problem-Based Learning (PBL) projects, I modified the 4-H Rockets to the Rescue curriculum as a PBL that was completed in early 2015. In January, I was invited by the Assistant Superintendent for Curriculum and Instruction to audit a series of PBL classes taught by Longwood University faculty and required for all teachers. As a part of this course, I wrote a PBL plan that teachers can use while implementing the 4-H embryology program. I presented a poster on this topic, co-authored with lead 4th grade teacher Jennifer Townsend, at the VCE Winter Conference.

In addition to the traditional club format and projects related to PBL, I also continued the 4-H presentations contest in all 4th grade classes. Each 4th grade student was required to give a 4-H presentation, helping them to meet standards of learning for English. One hundred eight students gave presentations and six purple ribbon winners went on to compete at Central District Contests. Four classes also participated in the 4-H embryology program in the spring.

At the middle school, 6th and 7th grade lessons focused on the implementation of the science fair program. A total of 281 students received direct instruction. Of these, 93% successfully completed and presented projects. Just over 50% of the projects presented received blue ribbon scores from the judges. Forty-one youth qualified to present at the district level competition. At the request of the teachers and the school guidance counselor, I stayed after school to assist students who were having difficulty completing their projects. One student that I worked with had been in trouble at school

and had recently served several in-school suspensions. The teacher stated that he had no support at home and had never completed a project. He had an interest in science, however, and was able to complete a project that I helped him plan. As a result, he received a high score from the judges and subsequently a blue ribbon. Another student in the same class was in a similar situation. With some encouragement from me and the teacher, he not only received a blue ribbon but went on to get the highest score in the class and an invitation to the district contest. The teacher told me later that their success in science fair may be just what they needed to turn around their behavior and school performance. Another teacher wrote in an email: "We finally went through the score sheets yesterday, and there was such a mix of excitement and even tears of disappointment! I told those kids that the tears meant that they CARED...an emotion that's hard to rally with a lot of PE students! They worked so hard! Thank you, thank you again!"

In January 2015, I was contacted by a former PECMS teacher who is now teaching in the Charlotte-Mecklenburg public school system in North Carolina. She requested a copy of the science fair project book and supporting materials. I also contacted the 4-H Extension Agent in that area and was able to make a connection between the agent and the teacher. With this support, the teacher was able to implement a 4-H science fair program in her new school.

In the spring of 2015, we offered our second annual Reality Store program for 8th grade students at PECMS. This program was led by FCS Agent Karen Tanner and supported by community volunteers and VCE staff. As a result of participation, 86% of students reported that they gained a better understanding of the budgeting process. Seventy-four percent gained a better understanding of how educational attainment can impact career choices. One participant wrote, "You should put cash in the bank and always get what you need first and then the things you want."

In March 2015, I was approached by the Assistant Superintendent in regards to the 21st Century Community Learning Center grant. The school system requested that Virginia Cooperative Extension be their partner agency in applying for \$200,000 in funding to support after-school and weekend programming for at-risk middle and high school students. I helped the administrator outline ideas for programming and spoke at two organizational meetings for community stakeholders and potential partners. In August, we learned that Prince Edward County had been awarded the competitive grant and programming began in early fall.

Prince Edward 4-H also benefits from excellent working relationships with Longwood University and Hampden-Sydney College. Students from the Alpha Phi Omega service fraternity at Longwood provide support for multiple after-school programs. Their one-on-one assistance is invaluable during cooking classes as it allows students to complete more complex recipes. We continued our partnership this fall with H-SC's Philanthropy Class. The purpose of the class was to teach students about philanthropy from an academic perspective through a classroom component and a "lab" component. For the

lab, students were paired up and assigned to an organization with the expectation that they would each work 4 hours a week in the field. The class was funded by a grant from the Learning By Giving Foundation. At the end of the semester, students wrote grant proposals for their respective organizations. In December, I was notified that we had been awarded \$2,500 to support scholarships for local 4-H programs.

4-H continued to offer a variety of after-school programs in 2015 including Sewing Club, Cooking with Cloverbuds (see "Impact Statements"), Junior Master Gardener, Cloverbud Super Science Club, and a new Food Challenge program. The Food Challenge program replaced the long-standing Fun with Foods cooking classes for older 4-H'ers. The series of workshops is designed to prepare youth to participate in the Central District Food Challenge competition and possibly State 4-H Congress for senior members. Enrollment was overwhelming with 22 youth registering - enough for 4 junior teams and 1 senior team. One parent commented that as a result of participation in Food Challenge, her 12 year old is asking to help in the kitchen much more often and has shown a much greater interest in cooking terms and techniques. The volunteer-led Junior Master Gardener program was modified this fall as an entomology club. Participants worked individually and as a group to collect and identify insects. They entered their collection in the Hokie Bugfest competition and earned an Honorable Mention. At Bugfest, members were also able to view exhibits and participate in hands-on insect cooking demonstrations. The club was featured in the Farmville Herald and on the newspaper's social media sites.

Workshop offerings included a Spring Break Sewing Camp and a Holiday Jam-Making workshop. Eight youth and one adult participated in the sewing program led by FCS Agent Caitlin Miller. Participants demonstrated new skills in machine sewing and hand stitching. Seven youth participated in the half-day jam workshop offered in November. This program taught the basics of food safety and preservation through hot water bath canning.

Summer programs included two overnight camps (Cloverbud Camp and Junior 4-H Camp) and five day camps (Beginner Sewing, Baking 101, Baking 102, Eat Your Heart Out, and What's Cookin'). Twenty-six Prince Edward teens received extensive leadership training in preparation for their role at Teen Leaders at Junior 4-H Camp. A total of 6 campers and 1 teen volunteer from Prince Edward participated in the overnight Cloverbud Camp at Holiday Lake 4-H Center in June. A total of 94 campers, 26 teen leaders, and 19 adult leaders participated in Junior 4-H Camp. See "Impact Statements" for comments from parents and former campers regarding the immediate and lasting impacts of participation in camping programs.

In 2015, I continued to serve as the program director for Camp Loud and Clear. This weekend camp for deaf and hard-of-hearing youth filled with a waiting list. A teen leadership component continued. Camp Loud and Clear is a partnership between Holiday Lake 4-H Center, Longwood's Center for Communication, Literacy, and Learning, and a team of volunteers and professionals. See "Impact Statements."

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 on the Central District Horse Council. This club also successfully hosted a Central District Qualifying Show. The new archery club continued to grow, with a donor giving us 5 new Genesis compound bows worth over \$800. The Livestock Club participated in the Piedmont Area Junior Livestock Show and Sale in May and our volunteer leader organized an educational program for showmen in April.

I also served as a Central District Diversity Fellow. As a part of this group, I organized a Mental Health First Aid – Youth training for agents and staff. All 23 participants passed the post-course test to receive certification. I also led two trainings on Generations at Work and StrengthsQuest for all Central District employees and organized a diversity topics roundtable discussion at Central District Fall Conference.

As Unit Coordinator, I continued to work with the ELC. The group met quarterly and was instrumental in the design of the unit plan of work. 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 of a summer intern.

Year End Report – Caitlin Miller, Extension Agent, FCS:

Achievements

Year End Report – Katy Overby, Extension Agent, ANR:

Achievements

Year End Report – Pauline Stokes, Extension Agent, SNAP-Ed:

Achievements

Tourism & Visitor Center Monthly Report for January 2016

VIRGINIA'S HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS:				
	Virginia Guests	Other States	Other Countries	Total Guests
YTD 2016	77	10	2	89
2015	4,120	610	166	4,896
				Average Visitors per Month: 89.0
				Total / 1 Month 408.0
Requests for Information:				
Stacked Arms Pins:	Virginia's Retreat Passport Program:			
This Month: 65	Passports redeemed this month: 3			
YTD: 65	Passports redeemed YTD: 3			

	Phone Inquiries	Mail Requests	Emailed Requests	Center Visits	Tourism Web Hits	Monthly Totals:
January 2016	52	117	8	89	1,987	2,253
January 2015	54	318	14	265	1,741	2,392
% Difference	-3.70%	-63.21%	-42.86%	-66.42%	14.13%	-5.81%

TOTAL YTD	2016 YTD	2015 YTD	% Difference	Total YTD Inquiries:
	52	117	8	1,987
	54	318	14	1,741
	-3.70%	-63.21%	-42.86%	14.13%
				2,253
				2,392
				-5.81%

Report to February Board of Supervisors:

- The Heart of Your Adventure met with Virginia Tourism Corporation in January, and we will continue to develop these opportunities as we continue to prepare for all of the events surrounding the Vice-Presidential Debate at Longwood on October 4th.
- Virginia's Retreat fully expects to have the expanded Civil Rights in Education Heritage Trail® signs up this spring or early summer. A few years ago, VDOT informed us there was still money in the grant. Virginia's Retreat started the process to expand the Trail by at least one new sign per community. The last steps, involving DHR and VDOT are moving forward, so the signs should be installed in 2016. The expanded Trail is expected to be part of what we promote to the media during the Vice-Presidential debate time period.
- As of the end of January, all 12 communities comprising Virginia's Retreat have now approved the Resolution for Non-Profit Status.
- The Best Part of the Civil War ... The End met with potential new partners, including The Surrender Grounds at Appomattox, working to develop learning campuses throughout the region. As the partners continue to develop and restructure this marketing campaign, more will be reported.

