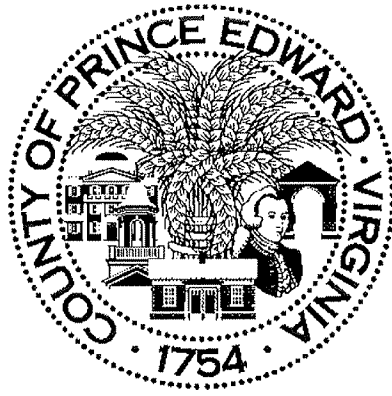


**PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS**

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**BOARD AGENDA  
APRIL 10, 2018**

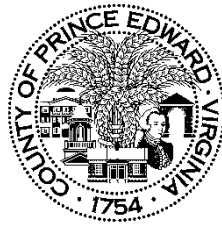
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## MISSION STATEMENT

*"The mission of the Board of Supervisors of the County of Prince Edward is to represent all citizens, provide leadership, create vision and set policy to accomplish positive change and planned growth and to provide essential services, enhancing the quality of life and maintaining fiscal responsibility."*

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PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS  
April 10, 2018

AGENDA

7:00 p.m.	1.	The Chair will call to order the <u>April</u> meeting of the Board of Supervisors.	1
	2.	Invocation	1
	3.	Pledge of Allegiance	1
	4.	Conflict of Interest Disclosures	3
	5.	Recognitions	5
	6.	<b><u>PUBLIC PARTICIPATION:</u></b> <i>Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.</i>	7
	7.	Board of Supervisors Comments	9
	8.	<u>Consent Agenda:</u>	
		a. Treasurer's Report: February 2018	11
		b. Approval of Minutes	15
		c. Review of Accounts & Claims/Board Mileage Reports	73
		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.	99
7:30 p.m.	9.	<b><u>PUBLIC HEARING: Special Use Permit – Interstate Sign Co.:</u></b> <i>The Board will receive citizen input prior to considering a request for a Special Use Permit from Tammy Brindle to install one lighted, free-standing sign with LED digital reader and illuminated wall/canopy signs located at 14315 Farmville Road on property identified as Tax Map Parcel 112-1-1A. This is an A1, Agricultural Conservation District.</i>	101
	10.	<b><u>PUBLIC HEARING: Special Use Permit – Schaffer Construction:</u></b> <i>The Board will receive citizen input prior to considering a request for a Special Use Permit from Schaffer Construction Company, Inc. to construct townhome units for sale on Briarwood Drive on property identified as Tax Map Parcel 038C-7-A. This is an R2, General Residential District.</i>	115
	11.	Citizen Volunteer Appointments	129
	12.	Community Policy and Management Team Appointments	133
	13.	<u>County Administrator's Report:</u>	135
		a. County Health Insurance Renewal	
		b. Request from Margaret Watson Bird Club	137
	14.	<u>Upcoming:</u>	139
		a. VDOT Public Hearing – Kingsville Roundabout Project	140
		b. VDOT Public Hearing – FY 19-24 Six-Year Improvement Program	143
	15.	<u>Correspondence/Informational:</u>	145
		a. CRC Items of Interest	146
	16.	<u>Monthly Reports:</u>	147
		a. Animal Control	148
		b. Building Official	149

(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on Tuesday, April 10, 2018.)

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

**Meeting Date:** April 10, 2018  
**Item No.:** 1, 2, 3  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Call To Order, Invocation, Pledge of Allegiance

---

**Summary:** Chair Cooper-Jones will call to order the **April** meeting of the Prince Edward Board of Supervisors, ask for an invocation, and lead the Pledge of Allegiance.

**Attachments:**

**Recommendation:**

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Timmons _____	Wilck _____
	Jones _____		

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

**Meeting Date:** April 10, 2018  
**Item No.:** 4  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Conflict of Interest Act Disclosures

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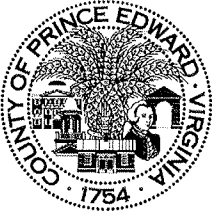
**Summary:** The Chair will ask if any member of the Board of Supervisors has a conflict or disclosure regarding any item pending before the Board of Supervisors, per the requirements of the *Virginia State and Local Government Conflict of Interests Act*. A disclosure form is attached, if needed.

**Attachments:** Conflict of Interest Disclosure

**Recommendation:**

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Timmons _____	Wilck _____
	Jones _____		

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

**Meeting Date:** April 10, 2018  
**Item No.:** 5  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Recognitions

**Summary:** “Recognitions” is an opportunity for the Board of Supervisors to recognize achievements in our community, with a focus on the accomplishments of the students at the Prince Edward County Public Schools and Fuqua School.

- Virginia Senator Mark Peake, Virginia House of Delegates Member James Edmunds and Matthew Becker, Outreach Director for Congressman Tom Garrett, will be present at the meeting to help the Board of Supervisors recognize our late Supervisor Howard F. Simpson and our recently retired Clerk of the Court Machel J. Eppes.
- Mr. John Melton, the Head of School at Fuqua School, will be in attendance to present to the Board of Supervisors the achievements of Prince Edward County residents and Fuqua School students Irene Thornton and Isaac Drummond. Miss Thornton was elected to serve as Senate President pro tem and Mr. Drummond was elected to serve as House Speaker pro tem at 2018 Modern General Assembly. Additionally, Miss Thornton has been selected by Southside Electric Cooperative to participate in the 2018 Electric Cooperative Youth Tour in Washington, D.C.

**Attachments:**

**Recommendation:**

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Timmons _____	Wilck _____
	Jones _____		

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** April 10, 2018  
**Item No.:** 6  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Public Participation

---

**Summary:**

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

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

**Attachments:** Public Participation Tracking Form

**Recommendation:** None.

Motion \_\_\_\_\_  
 Second \_\_\_\_\_

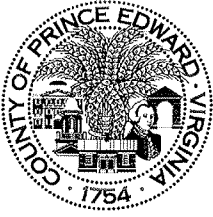
Cooper-Jones \_\_\_\_\_  
 Emert \_\_\_\_\_  
 Jones \_\_\_\_\_

Pride \_\_\_\_\_  
 Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
 Wilck \_\_\_\_\_

# PUBLIC INPUT TRACKING LOG

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



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** April 10, 2018  
**Item No.:** 7  
**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 _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Timmons _____	Wilck _____
	Jones _____		

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** April 10, 2018  
**Item No.:** 8-a  
**Department:** Treasurer  
**Staff Contact:** Donna Nunnally  
**Issue:** Treasurer's Report

---

**Summary:** The Treasurer's Report is attached.

**Attachments:** February 2018 Treasurer's Report

**Recommendation:** Approval

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_

**Prince Edward Board of Supervisors Treasurer's Report - February 2018**

<b>Name of Bank</b>	<b>Bank Balance</b>			<b>Available Balance</b>
Benchmark Pooled Fund Account	\$ 14,828,053.01			\$ 14,828,053.01
Benchmark Social Services	\$ 218,325.04			\$ 218,325.04
Benchmark School Fund	\$ 1,793,391.45			\$ 1,793,391.45
Benchmark Food Service	\$ 281,844.37			\$ 281,844.37
<b>TOTAL</b>				<b>\$ 17,121,613.87</b>
<b>Certificate of Deposits</b>				
Benchmark				\$ 609,724.91
Farmers Bank				\$ 210,096.18
<b>TOTAL</b>				<b>\$ 819,821.09</b>
<b>GRAND TOTAL</b>				<b>\$ 17,941,434.96</b>

**Prince Edward Board of Supervisors Treasurer's Report - February 2017**

<b>Name of Bank</b>	<b>Bank Balance</b>		<b>Available Balance</b>
Benchmark Pooled Fund Account	\$ 11,862,298.41		\$ 11,862,298.11
Wells Fargo Social Services	\$ 14,924.63		\$ 14,924.63
Benchmark School Fund	\$ 1,454,237.83		\$ 1,454,237.83
Benchmark Food Service	\$ 259,221.19		\$ 259,221.19
<b>TOTAL</b>			<b>\$ 13,590,681.76</b>
<b>Certificate of Deposits</b>			
Benchmark			\$ 357,397.98
Citizens Bank Recreation			\$ 16,518.43
Farmers Bank			\$ 434,112.82
<b>TOTAL</b>			<b>\$ 808,029.23</b>
<b>GRAND TOTAL</b>			<b>\$ 14,398,710.99</b>

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** April 10, 2018  
**Item No.:** 8-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:** March 6, 2018 Draft Meeting Minutes  
March 13, 2018 @ 5:00 p.m. Draft Meeting Minutes  
March 13, 2018 @ 7:00 p.m. Draft Meeting Minutes  
March 15, 2018 Draft Meeting Minutes  
March 27, 2018 @ 5:30 p.m. Draft Meeting Minutes  
March 27, 2018 @ 7:30 p.m. Draft Meeting Minutes  
March 29, 2018 Draft Meeting Minutes

**Recommendation:** Approval.

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_

March 6, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 6<sup>th</sup> day of March, 2018; at 5:30 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator.

Chairman Cooper-Jones called the special meeting to order for a budget work session and to hear the FY19 Donation Requests. She stated each organization would have five minutes for their presentation in order to keep on schedule.

Supervisor Emert led the invocation and the Pledge of Allegiance.

In Re: FY 19 Donation Requests

Chairman Cooper-Jones led a review of the donation requests:

AGENCY / ORGANIZATION	REQUESTED	AMOUNT PROPOSED IN WORK SESSION
STEPS, Inc.	20,000	
Virginia Legal Aid	1,248	
Habitat for Humanity	3,200	
Madeline's House	4,800	
Downtown Farmville	10,000	
Longwood Small Business	7,500	
Longwood Visual Arts		
R. R. Moton Museum	10,000	
SCOPE / Meals on Wheels	7,500	
Blackstone Area Bus	8,000	
Special Olympics	1,000	
Piedmont Senior Resources	16,091	
Heart of Virginia Free Clinic	7,000	

Virso Recreation & Community Center	30,000
Southside Virginia Family YMCA	(no specified amount)
Tri-County Life Learners	
Jolly Glee Senior Citizens	1,800
FACES	4,275
Heart of Virginia Festival	2,000
PE_FA Youth Association	26,000
Contingency Fund	

In Re: Closed Session

Supervisor Townsend made a motion, seconded by Supervisor Pride, that the Board convene in Closed Session for discussion to consider the acquisition of real property for a public purpose, where discussion in an open meeting could 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*; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

The Board returned to regular session by motion of Supervisor Wilck, seconded by Supervisor Timmons and adopted as follows:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

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

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

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

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

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

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

In Re: Properties Committee Update

Supervisor Timmons stated the design for the STEPS building is complete and agreed to, the RFP documents will be ready by Friday, [March 9, 2018], for the County to be ready to go out for the RFP, but stated that the County does not yet have an executed deed of bargain and sale from STEPS which transfers the property back to the County. He recommended the Board get that done prior to spending the money for the RFP.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to issue the RFP to receive a price for roofing and renovation of the STEPS building when the deed of bargain and sale has been received and recorded.

Mr. Bartlett stated the leases have been signed but the County needs to get title to the building.

Discussion followed.

Supervisor Timmons restated his motion, seconded by Supervisor Townsend, to issue the RFP to receive a price for roofing and renovation of the STEPS building when the deed of bargain and sale has been



received and recorded, and to authorize the County Administrator to sign all necessary documents; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
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On motion of Supervisor Wilck, seconded by Supervisor Timmons, and adopted by the following vote:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck	Nay: None
------	--	-----------

the meeting was recessed until Tuesday, March 13, 2018 at 5:00 p.m. for a meeting with VDOT for the Six-Year Plan.

March 13, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 13<sup>th</sup> day of March, 2018; at 5:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; and Scot Shippee, P.E., Resident Engineer, VDOT-Dillwyn

Chairman Cooper-Jones called the special meeting to order as the VDOT Six Year Plan Work Session.

In Re: VDOT Six Year Plan Work Session

Mr. Scot Shippee, P.E., Resident Engineer, VDOT-Dillwyn, reviewed the status of the projects in the current Six Year Plan: three are funded for construction this year, Lakeside Road, Greentown Road and Watson Road. He said Greentown is not fully prepared for surface treatment yet, Lakeside and Watson have stone applied and are scheduled to be surface treated in mid-May. In the next funding cycle, there is one road that will be funded, which is Route 661, Nursery Road. He added funding will be secured July 1. He said surface treating is planned for Spring 2019.

The remaining roads on the Priority list and potential work schedule are as follows:

Route 613, Miller Lake Road	July 2019
Route 721, Dempsey Road	July 2019
Route 751, Hidden Lake Road	July 2020
Route 740, Copper Hill Road	July 2020
Route 628, Mill Creek Road	July 2021
Route 702, Bolden Flournoy Road	July 2022

The following roads were added to the list for future consideration:

Route 744, Whispering Woods	
Route 632, Falkland Road	
Route 647, Rice Creek Road	
Route 668, Bell Road	Does not qualify, low traffic count
Route 742, Oak Grove Road	
Route 780, Old Oak Road	Could potentially be added

Discussion followed regarding number of residences and traffic counts.

Supervisor Timmons asked for an updated traffic count on Route 780, Old Oak Road. Mr. Shippee said there is an estimated allocation of \$250,000, which can add 1.5 miles to the Six Year Plan this year.

Supervisor Jones requested work to be done on Route 620, Thompson Road; Mr. Shippee said it is eight-tenths of a mile and has 50 vehicles per day.

Supervisor Pride asked when Whispering Woods will be worked on; Mr. Shippee said whenever the Board identifies it as a priority. She then requested work on Route 730, School House Road; Mr. Shippee said it is about three-tenths of a mile and has 110 vehicles per day and would take approximately \$45,000-\$50,000.

Supervisor Pride asked for Route 1006, Mill-Scott Road to be added; Mr. Shippee said that is about four-tenths of a mile and in 2014 had 40 vehicles per day and would not qualify. Mr. Bartlett said there are new residences on that road and might qualify now. A traffic study was requested.

Supervisor Townsend requested Route 754, Shady Grove Road, be added to the list. He said logging has been done and the road is broken up and the stop sign is nearly knocked down. Mr. Shippee said Shady Grove Road is one-quarter of a mile with 50 vehicles per day; there are eight structures.

Supervisor Townsend then requested Route 711, Seven Eleven Road, be added; Mr. Shippee said there are eight structures and 80 vehicles per day.

Supervisor Townsend asked about Schultz Mill Road, from Mills Creek and connecting to Green Bay Road. Mr. Shippee said there are three defined sections on that road, with three defined traffic counts, and all three have more than the required 50 vehicles per day. He said they would start on Green Bay Road and go towards Mill Creek, doing a section at a time based on the highest traffic count. Discussion followed.

Supervisor Pride asked what the approximate cost would be for Whispering Woods; Mr. Shippee said it would be approximately \$232,000 for the 1.55 miles of road.

Supervisor Townsend said part of Schultz Mill Road won't need the tar and gravel because no one lives out there; he said just from Meherrin coming back and from Route 633 back in.

Supervisor Pride asked when Abilene Road is to be fixed. Mr. Shippee said they expect to start the second week in April. He said the asphalt plants open March 19 and they expect the project to take ten days. He said if there are bad weather days, it would be delayed, but it is scheduled for the second week in April.

Supervisor Wilck asked if there will be additional funding. Mr. Shippee said VDOT will be lucky to get what has been promised, and that there is a statewide shortage for maintenance, and Safety and Operational funds are not recurring. Discussion followed.

Supervisor Townsend asked for several chevrons to be placed on Mt. Pleasant Road and Virso Road.

Supervisor Emert asked that Route 648, Hard Times Road and Route 649, Oliver Road are in need of work; he said those two roads get as much traffic as Route 460 because of the landfill and all the garbage trucks. He said it was made for residential use but it is now commercial.

Mr. Shippee said VDOT doesn't have the funding to plant mix it, but he will research for the best option. He said last year VDOT did a 100% inventory of the condition of all secondary roads. Discussion followed.

Mrs. Sarah Puckett, Assistant County Administrator, asked where the funding comes from. Mr. Shippee said Secondary Schedule funds are given to the districts to distribute among the residencies based on lane mileage and need. He said that is handled through the district offices, and the District Pavement Manager tries to prioritize with the needs. Discussion followed.

Mr. Shippee said that last year, the Six Year Plan Public Hearing date was in May. He said the preliminary ranking was based on funding; he asked if the Board would prefer to add one 1.5-mile section or several smaller sections. Following some discussion, it was suggested that Whispering Woods, Route 744, be the first target to add.

The Board concurred that the Public Hearing on the Six Year Plan public hearing would be held during the regular Board of Supervisors meeting, May 8, 2018.

Mr. Shippee said the VDOT crews are working on shoulder work, filling potholes and brush cutting.

Supervisor Pride asked for work to be done on the intersection of Route 671, County Line Road, and Route 15. She said it needs to be fixed.

Supervisor Timmons said the pole and sign are missing from the intersection of Spring Creek Road and Darlington Heights Road.

Supervisor Emert said the stop sign is gone from Five Forks Road and Singleton Road.

Discussion followed on logging issues within the county.

Chairman Cooper-Jones and Supervisor Wilck left the meeting at 6:11 p.m. to meet with the auditors.

On motion of Supervisor Emert, seconded by Supervisor Timmons, and adopted by the following vote:

Aye:	J. David Emert Robert M. Jones Odessa H. Pride C. Robert Timmons, Jr. Jerry R. Townsend	Nay: None
Absent:	Pattie Cooper-Jones Jim R. Wilck	

the meeting was adjourned at 6:15 p.m.

March 13, 2018

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 13<sup>th</sup> day of March, 2018; at 7:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

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

Chairman Cooper-Jones called the March meeting to order. Supervisor Pride offered the invocation and led the Pledge of Allegiance.

In Re: Conflict of Interest Disclosure

(None)

In Re: Recognitions

Mr. Bartlett said the Chair has asked that a new item be added to the Board's regular monthly agenda. "Recognitions" will be an opportunity for the Board of Supervisors to recognize achievements in our community, with a focus on the accomplishments of the students at the Prince Edward County Public Schools and Fuqua School.

Supervisor Pride made a motion, seconded by Supervisor Townsend, to make this a regular monthly addition to the agenda; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

Chairman Cooper-Jones said the Board recognizes the members and coaches of the Prince Edward County High School Girls Varsity Basketball Team. The team completed its 2017-2018 season with an outstanding record of 22-6, including a 12-game winning streak. This is the first time since becoming a Class 2 program that the Prince Edward Girls Basketball team has won the James River District regular season championship. It is also the first time the Eagle's Girls Basketball team has played in the regional title game and in the state tournament, reaching the state quarterfinals. She said the girls represented the County with poise and distinction. Chairman Cooper-Jones then recognized their coach, Mr. Carlton Redd.

Chairman Cooper-Jones then recognized Ar'Queonna Hurt, a Senior at Prince Edward County High School. In February of 2018, on her bus ride home, Miss Hurt administered the Heimlich maneuver on a Prince Edward County elementary student. She realized the young student was choking and was able to dislodge the obstruction, allowing the child to breathe. She learned this life saving technique in the ninth grade during first aid training. Miss Hurt is a nursing student at Prince Edward County High School, and her quick action is credited with saving the life of her fellow student.

Chairman Cooper-Jones then asked Sheriff Reed to come front; Sheriff Reed announced the Prince Edward County Sheriff's Department has been accredited for four years and has again achieved reaccreditation. He asked the Board to stand and be part of the presentation by Derrick Mays, Accreditation Center Manager, Division of Law Enforcement and Security Services. Sheriff Reed stated the Department will continue to be professional.

Mr. Derrick Mays stated he has enjoyed working with Prince Edward County Sheriff's Department; he said that this could not have been done without the support of the Board of Supervisors, but also with the assistance of the community. He said all parts worked together to get it done. Mr. Mays commended the Sheriff's Department by saying that any time he can pick three people from anywhere in the Commonwealth and send them into an agency and they walk out three days later smiling, the work is being put in. Mr. Mays

then presented Sheriff Reed and his department with a plaque for Prince Edward County's first re-accreditation award.

In Re: Public Participation

**Lloyd Lenhart**, Community Relations Coordinator, Southside Electric Cooperative, introduced himself and reported on activities and community support provided by Southside Electric Cooperative, such as scholarships, the Youth Tour, and a "Day in the Life of a Lineman" career exploration program.

**John Burton**, Farmville Downtown, announced the SOUP (Supporting Outstanding Urban Projects) event to be held March 23 [2018], and invited project proposals from the community. He said the top four candidates will present their projects and those attending will vote for a winner, who will get a mini-grant to work on their project. Past projects included bike parking, a mobile reading cart, a student mural project, the community herb garden, and a coloring book featuring Farmville/Prince Edward County which will debut at the SOUP event. He said tickets are \$5.00 and will begin at 6:00 p.m. on March 23 at the LCVA; dinner and entertainment are provided and the presentations begin at 6:30 p.m.

**Brad Watson**, YMCA Board Vice-Chairman, presented an update on events at the YMCA. He said there have been great strides made to overcome its financial challenges; he credited the board and the excellent management team. Mr. Watson then presented statistics on the programs and membership. He added partnerships with the Prince Edward County Schools, the Woodland, and FACES and FeedMore provide opportunities for the community. He stated swimming lessons are provided to second-graders in Prince Edward and Cumberland County schools.

Supervisor Pride asked why second-graders were chosen; Mr. Watson said they are at the age where they will get into the water by themselves.

Supervisor Wilck thanked Mr. Watson for the work done at the YMCA.

In Re: Consent Agenda

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



Aye: Pattie Cooper-Jones  
 J. David Emert  
 Robert M. Jones  
 Odessa H. Pride  
 C. Robert Timmons, Jr.  
 Jerry R. Townsend  
 Jim R. Wilck

Nay: None

the Board accepted the Treasurer's Report for January 2018; the minutes of the meeting held February 6, 2018, February 13, 2018, and February 21, 2018; Accounts and Claims and Board Mileage Sheets; Salaries; and appropriations as follows:

FY17 Budget Amendments						
Rev / Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	33010	0044	Enforcement Grant – Speed		\$ 4,736
4 (Exp)	100	31200	1200	DMV O/T – Speed	\$ 4,736	
3 (Rev)	100	33010	0045	DMV O/T Grant – Alcohol		\$ 7,990
4 (Exp)	100	31200	1203	DMV O/T – Alcohol	\$ 6,400	
4 (Exp)	100	31200	5541	Travel – Alcohol Grant	\$ 1,000	
4 (Exp)	100	31200	6023	Equip – Alcohol Grant	\$ 590	
3 (Rev)	105	41050	0105	Forfeited Asset Fund Balance		\$ 500
4 (Exp)	105	31700	6020	Commonwealth Attorney Expense	\$ 500	
3 (Rev)	125	41050	0125	DARE Fund Balance		\$ 1,500
4 (Exp)	125	31299	0001	Expenditure – DARE Donations	\$ 1,500	

**Prince Edward Treasurer's Report - January 2018**

Name of Bank	Bank Balance	Available Balance
Benchmark Pooled Fund Account	14,380,371.15	14,380,371.15
Wells Fargo Social Services	223,065.34	223,065.34
Benchmark School Fund	1,556,510.73	1,556,510.73
Benchmark Food Service	298,782.33	298,782.33
<b>TOTAL</b>		<b>16,458,729.55</b>
<b>Certificates of Deposit</b>		
Benchmark		593,197.16
Citizens Bank Recreation		16,518.43
Farmers Bank		210,096.18
<b>TOTAL</b>		<b>819,811.77</b>
<b>GRAND TOTAL</b>		<b>17,278,541.32</b>

BOARD OF SUPERVISORS

Farmville Newsmedia	Advertising		110.61
Business Card	Training		350.00
Verizon Wireless	iPad monthly service		465.54

COUNTY ADMINISTRATOR

US Cellular	Phone		276.96
VEMA	Membership dues		75.00
Diamond Springs Water, Inc.	Water & equipment rental		29.92
HR Direct	Personnel folders		137.34
Key Office Supply	Tape	8.39	
	Name plate - Emert	12.99	21.38
Walmart Community / SYNCB	Planners		23.53
Farmville Herald	Subscription		40.00

INDEPENDENT AUDITOR

Stanley Hunt Dupree & Rhine	OPEB Report		6,709.00
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COMMISSIONER OF REVENUE

Treasurer of Virginia	Online service		163.18
VAAO	Dues		30.00
Key Office Supply	Folders	6.99	
	Copy paper	154.75	
	File	449.00	
	Hanging folders	51.61	662.35

TREASURER

Business Data of Virginia, Inc.	Norton antivirus		34.95
Benchmark Community Bank	Payflow/PayPal		44.60
Treasurer of Virginia	Online service		163.18
Key Office Supply	Ink cartridges	104.27	
	Copy paper	75.98	
	Receipt book	16.38	196.63
STEPS, Inc.	Shredding service		35.00

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Contract agreement	3,900.00	
	Travel expense	1,375.00	5,275.00
ComputerPlus Sales/Service	Printer service contract		79.00

ELECTORAL BOARD AND OFFICIALS

Key Office Supply	Calendar		31.98
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REGISTRAR

U. S. Postal Service	Stamps		490.00
Farmville Herald	Subscription		40.00

GENERAL DISTRICT COURT

Electronic Systems, Inc.	Wisperjet tapes	50.00
US Cellular	Phone	47.42

CLERK OF THE CIRCUIT COURT

Key Office Supply	Copier service contracts (3)	2,321.00	
	Fax service contract	201.00	
	Copy paper	284.85	
	Markers / cartridges	334.17	
	Tape dispenser / paper	12.88	
	Tape dispenser	3.89	
	Pencil / erasers / tissue	97.51	
	Pens / correctors	135.14	
	Office supplies	17.99	
	Laser cartridge	291.98	
	Yellow paper	10.78	3,711.19
Rocky Top Locksmith	Repair lock on safe		766.37
CenturyLink	Phone		98.45
William Boykin	Juror		30.00
Jennifer Kinne	Juror		30.00
David Love	Juror		30.00
John Nixon	Juror		30.00
Karen Schinabeck	Juror		30.00
John Jerome Stiff	Juror		30.00
Jennifer Sandlin Thompson	Juror		30.00
Caskie Graphics, Inc.	Folders		389.16
BMS Direct	Bind / scan land book		707.82

LAW LIBRARY

Relx, Inc. DBA LexisNexis	Monthly subscription (2)	578.00
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COMMONWEALTH'S ATTORNEY

Purchase Power	Postage	550.31
Megan Clark	Plaque	110.14
Compro Computers	6 laptops & software	2,270.83
STEPS, Inc.	Shredding service	35.00
District Court	Certified copies	14.00
Key Office Supply	Office supplies	59.98
Southern Copier Sales & Service	Staples for copier	70.75

VICTIM WITNESS ASSISTANCE PROGRAM

U. S. Postal Service	Box rent	62.00
Treasurer of Virginia	Registration	125.00
Action Alliance	Dues	25.00

SHERIFF

Medtox Laboratories, Inc.	Drug testing	50.00	
B&G Auto, Inc.	Repair park module	57.37	
	Inspection	16.00	73.37
East End Motor Company, Inc.	Power steering pump/inspection	1,592.36	

	Rack & pinion / oil change	735.81	
	Oil change	90.41	
	Brake pads / rotors	1,992.63	
	Flat repair	21.80	
	Tires	626.57	5,059.58
Express Care	Oil changes		462.71
Kenbridge Tire	Calibration		25.00
Business Card	Postage	49.00	
	Meals	108.05	
	Lodging & meals	1,308.32	
	Gas	36.25	1,501.62
Brandon Yoder	Certified mail		9.95
Christopher Joyner	Certified mail		65.63
CenturyLink	Phone	10.36	
	VCIN	7.97	18.33
US Cellular	Phone		764.94
Key Office Supply	Trays / clip boards	21.12	
	Folders / calendar	126.36	
	Creamer / stir sticks	23.46	
	Toner	199.99	
	Coffee cups	60.38	
	Heater	99.99	531.30
Walmart Community / SYNCB	Refreshments	85.94	
	Office supplies	28.39	
	Coffee / creamer / sugar	117.74	232.07
Diamond Springs Water, Inc.	Water / equipment rental		53.45
Farmville Printing	Stamped envelopes		721.55
Southside Electric Cooperative	Electric service		15.15
NAPA of Farmville	Wiper blades / washer fluid		47.75
Fire & Safety Equipment Company	Inspect extinguisher		35.00
Robby Franklin	Keys		4.82
Galls, LLC	Boots / shoes	168.00	
	Belt	40.00	208.00
Janneer Jefferson	Sew patches on shirts		63.00
<u>FARMVILLE VOLUNTEER FIRE DEPARTMENT</u>			
Atlantic Emergency	Handlelok		1,331.50
Blue Ridge Rescue Suppliers	Name patches		432.28
Elecom, Inc.	Antenna	23.50	
	Minitor pager batteries	116.45	139.95
Fire Protection Equipment Company	Transmitter / repairs		496.79
Key Office Supply	Hard drive	119.99	
	Sheet protectors	9.99	
	Ink cartridges	422.97	
	Copy paper	30.95	583.90
Keystone Emergency Vehicles	Custom graphics		166.25
Creative Monogramming	Pants	200.00	
	Shirts	455.00	655.00
Municipal Emergency Services	Boots		374.00
Taylor-Forbes Equipment Company	Motomix		31.80

RICE VOLUNTEER FIRE DEPARTMENT

County Waste	Trash pickup		32.34
John Deere Financial	Diesel	528.28	
	Gas	1,230.05	1,758.33
CenturyLink	Phone		201.54
Municipal Emergency Service	Battery		187.50
Dominion Energy Virginia	Electric service		1,198.14
Witmer Public Safety Group	Boots	268.48	
	Shirt / sew patch	75.82	344.30

PROSPECT VOLUNTEER FIRE DEPARTMENT

Prince Edward County Treasurer	Gas		29.50
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DARLINGTON VOLUNTEER FIRE DEPARTMENT

Cyrus Pest Control Company	Exterminating service		45.00
Ellington Energy Service	LP cylinder	194.00	
	LP labor	123.60	
	Propane	310.38	
	Prebuy off set	-6.71	621.27
Pairer's, Inc.	Plaques & engraving	105.00	
	Engraving plaque	15.00	120.00
Southside Electric Cooperative	Electric service		570.86

HAMPDEN-SYDNEY VOLUNTEER FIRE DEPARTMENT

Foster Fuels, Inc.	Propane		504.28
CenturyLink	Phone		58.71
Richmond Alarm Company	Alarm monitoring		380.00
Dominion Energy Virginia	Electric service		364.41

PAMPLIN VOLUNTEER FIRE DEPARTMENT

AT&T	Phone		51.59
Battery Barn of Virginia, Inc.	Radio supplies		700.00
C W Williams	Gloves & boots		445.43
Farmville Wholesale Electric	Building maintenance		252.43
Foster Fuels, Inc.	Propane		1,821.97
I. H. McBride Sign Company, Inc.	Sign repair		735.00
National Auto Parts, Inc.	Flasher / minifilter	122.99	
	Fuses	55.74	178.73
Pamplin Exxon	Fuel		292.25
Vest's Sales & Service, Inc.	Repair roll-up door		1,157.00
Dominion Energy Virginia	Electric service		444.31

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Parker Oil Company	Propane	3,580.27	
	Diesel	3,139.89	6,720.16
Verizon Wireless	Phone		268.34
Verizon	Phone & internet		397.52
Dominion Energy Virginia	Electric service		1,355.50

REGIONAL JAIL & DETENTION

City of Lynchburg	Juvenile detention	616.00
Irongate Boundary Management	Electronic monitoring	1,451.25
Piedmont Regional Juvenile Detention Center	Juvenile detention	1,275.00

BUILDING OFFICIAL

US Cellular	Phone	47.92	
Coy Leatherwood	Meals	17.44	
	Meeting registration	15.00	32.44

ANIMAL CONTROL

East End Motor Company, Inc.	Inspection	16.00	
Dominion Energy Virginia	Electric service	755.06	
CenturyLink	Phone	120.47	
US Cellular	Phone	239.88	
Business Data of Virginia, Inc.	Norton antivirus	34.95	
Walmart Community/SYNCB	Ink cartridges	28.97	
	Gloves / bleach / trash bags	55.12	
	Cleaning supplies	50.33	134.42
Adam Mumma	Hair clippers	25.96	
Southern States	Straw	44.00	

GENERAL PROPERTIES

Dodson Brothers Exterminating	Pest control - Cannery	76.00	
	Pest control - Worsham	76.00	
	Pest control - SCOPE	76.00	
	Pest control - Courthouse	170.00	
	Pest control - Visitors Center	76.00	474.00
Southside Electric Cooperative	SRR lights	30.04	
Dominion Energy Virginia	Roy Clark monument	14.96	
	SCOPE building	372.66	
	Courthouse	10,235.99	
	Sheriff Dept. shed	6.59	
	Worsham Clerk office	449.68	
	Lights at Rice	111.79	
	Ag building	2,438.76	
	Shop	54.61	13,685.04
Ellington Energy Service	Heating oil	8,120.00	
	Heating oil - Courthouse	4,620.00	12,740.00
Town of Farmville	Water & sewer	33.65	
AT&T	Phone	44.19	
CenturyLink	Phone	151.92	
US Cellular	Phone	242.30	
O. O. Stiff, Inc.	Monthly service	100.00	
Business Data of Virginia, Inc.	Norton antivirus	34.95	
Diamond Paper Company	Bleach	26.10	
	Trash bags / towels	833.67	
	Janitorial supplies	402.13	1,261.90
Lowe's	Dusters	29.85	

	Tool box	284.05	
	Hot water heater	307.23	
	Socket	5.69	
	Floor stripper / adhesive	68.96	
	Rings	18.03	713.81
Unifirst Corporation	Janitorial supplies		165.66
Business Card	Refurb computer		119.99
Diamond Springs Water, Inc.	Equipment rental		8.95
Fisher Auto Parts, Inc.	Silicone	8.60	
	Antifreeze	9.46	18.06
Price Supply Company, Inc.	Rings & bolts	23.05	
	Inlet tubes	1,175.52	1,198.57
Cintas Corporation #524	Uniform rental		166.50
Southern States	Ice melt		352.31
Prince Edward County Public Schools	Diesel		250.60

CANNERY

Virginia Food Works	Contract payment		2,916.67
Price Supply Company, Inc.	Filter / valve / nozzle		15.24
Town of Farmville	Water test kit		40.00
Southside Electric Cooperative	Electric service		313.10
Parker Oil Company	Heating oil		907.79
CenturyLink	Phone		250.85
Diamond Paper Company	Gloves / soap		357.18
Graphic Controls	Temp recorder charts		203.21

COMPREHENSIVE SERVICES ACT

Bear Creek Academy	Professional service		2,590.00
Blue Ridge Therapy Associates	Professional service		80.00
Braley & Thompson	Professional service		7,755.90
Center for Pediatric Therapies	Professional service		560.00
Centra Health, Inc.	Professional service		23,212.00
Grafton School, Inc.	Professional service		17,605.00
James River Therapy Services	Professional service		641.25
Jean Napier	Foster care		700.00
STEPS, Inc.	Professional service		2,250.00
Virginia Keys School	Professional service		7,480.00
Voices Speech Therapy	Professional service		666.68

OTHER WELFARE / SOCIAL SERVICES

Longwood Center for Visual Arts	Arts Challenge grant		2,000.00
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PLANNING

Farmville Newsmedia	Advertising		196.64
US Cellular	Phone		104.17
Rob Fowler	Mileage / parking	153.34	
	Meals	17.10	170.44
Ashley Long	Foster care		

<u>TOURISM</u>		
Dominion Energy Virginia	Electric service	212.28
Town of Farmville	Water & sewer	67.67
Business Card	UPS	24.10
CenturyLink	Phone	351.41
Magi Van Eps	Meals & lodging	167.30

<u>COOPERATIVE EXTENSION OFFICE</u>		
CenturyLink	Phone	116.52

<u>GENERAL EXPENSE</u>		
Lumos Networks	Phone	2,806.78
Treasurer of Virginia	Adverse Exper. Adjust	8,050.64
James River Solutions	Gas	13,967.56
Rochette's Florist	Flowers - Simpson	204.00

<u>CAPITAL PROJECTS</u>		
Compro Computers	Repair hard drive	385.99
	Laptop / software aco	1,124.40
		1,510.39
Hurt & Proffitt, Inc.	Inspection / grant administration	270.00
Zuercher Technologies	Server / software	115,656.00
Crabtree Rohrbaugh & Associates	CH additions / renovations	11,932.20
Election Systems & Software	Voting machine	6,180.00

<u>DEBT SERVICE</u>		
Citizens & Farmers Bank	YMCA Loan - interest	9,412.29

<u>WATER FUND</u>		
Town of Farmville	Water	20.11

<u>SEWER FUND</u>		
Dominion Energy Virginia	Sewer pump	40.55

<u>COLLECTIONS</u>		
Arc3 Gases	Oxygen / pliers	56.69
Carter Machinery Company, Inc.	Guard	70.23
	Bearing / yoke / guard	530.21
	Bolt	8.03
		608.47
Cavalier Hose & Fittings	Clamps / hand cleaner	34.48
	Fittings / gauge / hose	34.74
	Hose / fittings / oil	256.96
	Motor oil	1,082.00
		1,408.18
Paul Langlois	Reachers / Quik Links	41.01
	Staples	6.95
		47.96
NAPA of Farmville	U-Joint	19.99
	Jump starter / charger	598.88
	Oil / battery cable end	153.87
	Oil & filter	37.52
	Fuel filters / oil	79.27
	Def	71.94



	Brake fluid / cable tie	33.98	
	Hydraulic oil	377.45	
	Filters / fuel treatment	50.96	
	Air filters / oil	238.36	
	Brake fluid	23.80	
	Brake cleaner / fluid	57.84	1,743.86
Rod & Staff, LLC	Metal	165.00	
	Mount & balance tire	23.00	188.00
East End Motor Company, Inc.	Inspection		16.00
Fisher Auto Parts, Inc.	Oil	49.68	
	Batteries	269.42	
	Return battery	-73.93	245.17
James P. Childress, Jr.	Truck maintenance	864.25	
	Service call	80.00	944.25
Southern States	Straps / cord / gloves	98.44	
	Netting / post driver	88.98	
	Post / rake	48.95	
	Bolts	21.23	257.60
Republic Services #974	Trash collection		434.38
Emanuel Tire of Virginia	Tire recycling		2,492.10
STEPS, Inc.	Recycling fee		1,905.80
Synergy Recycling, LLC	Electronic recycling		5,097.25
Southside Electric Cooperative	DH site	122.89	
	Virso site	207.78	330.67
Dominion Energy Virginia	Rice site	80.55	
	Cell C pump station	18.18	
	Green Bay site	251.23	
	Leachate pump	6.97	
	Worsham site	160.34	
	Prospect site	119.03	
	Scalehouse	223.82	
	Landfill site	107.15	967.27
CenturyLink	Phone		338.11
US Cellular	Phone		47.42
Verizon	Phone		291.99
O. O. Stiff, Inc.	Monthly service		702.50
Prince Edward County Public Schools	Diesel		1,255.34
Lemunyah Family Trailer	Trailer jack		45.00
Lowe's	Fittings / clamps		9.07
Ron Van Eps	Transfer titles		15.00

LANDFILL OPERATIONS

Resource International	Assessment monitoring	8,206.95	
	Misc. work tasks	6,988.45	
	Storm water compliance	2,419.45	17,614.85
Arc3 Gases	Welding supplies	291.00	
	Welder & supplies	3,069.83	3,360.83
Goodman Truck & Tractor	Valve		125.73
Parker Oil Company, Inc.	Diesel		4,427.93
Construction Station	Caterpillar dozer		34,000.00

<u>RETIREMENT BENEFIT FUND</u>		
Vicki K. Johns	Retiree benefit	1,132.00
 <u>PIEDMONT COURT SERVICES</u>		
Alere Toxicology Services, Inc.	Drug testing	58.44
Richmond Suburban Newspaper	Advertising	90.00
Southside Messenger	Advertising	128.00
	Subscription	42.00
Classifieds Marketplace	Advertising	170.00
Dominion Energy Virginia	Electric service	103.16
USPS - Hasler	Add postage to meter	404.49
U. S. Postal Service	Postcards	500.00
CenturyLink	Phone	780.00
Lumos Networks	Phone	76.50
C N A Surety	Phone	314.60
SRP Corporation, LLC	Surety bonds	212.63
Zachary Ayoub	Rent	2,500.00
Connie Stimpson	Mileage	31.55
	Mileage	6.35
	Shredders	839.96
Taylor Herndon	Mileage	846.31
	Mileage	327.68
	Newspapers	5.20
Andy Mays	Mileage	332.88
Paige Roberts	Mileage	50.36
	Mileage	105.17
	Newspapers	2.10
Rachel Stahlman	Mileage	107.27
	Mileage	73.03
	Newspapers	1.58
Rebecca Staton	Mileage	74.61
Key Office Supply	Credit	119.14
	Power strips / USB	-639.98
	Rolling carts	474.29
Compro Computers	Laptops & computers	359.98
Southern Copier Sales & Service	Connect PC to copier	194.29
		9,964.13
		65.00

In Re: FY17 Audit

On March 6, 2018, the Board was provided a copy of the FY17 Audit for review. The County's cash position increased from approximately \$9.7 million to \$11.5 million during FY17, an increase of about \$1.8 million or 18%. Approximately one half of this increase was the result of the Schools under-expending their budget. The majority (65%) of the savings occurred in the Instructional category.

The Funds comprising the General Fund saw their combined cash increase by \$1.8 million while the Landfill Fund's cash balance decreased about \$700,000 because of the construction of the new cell. The Water and Sewer Funds cash decreased approximately \$300,000 due to debt service payments.

Matt McLearen, CPA, CFE, Robinson Farmer Cox Associates, reviewed the findings of the FY17 audit. Joshua Roller, CPA, Robinson Farmer Cox Associates, explained the process taken by the auditors to obtain the unmodified opinion. He said there was one compliance finding this year; there is a separate letter that has two comments on the findings.

Supervisor Townsend made a motion, seconded by Supervisor Wilck, to accept the Audit as presented; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

Supervisor Timmons asked Mrs. Donna Nunnally, Treasurer, about the inability to reconcile the accounts in a timely manner. He said there is supplemental staff and asked if there are plans to rectify the issue, and have all work done in-house in the Treasurer's Office, and when.

Mrs. Nunnally said she spoke with the Treasurer from Amelia County, who offered to come assist and train for two weeks beginning in April.

Supervisor Timmons asked if Mrs. Nunnally expects to complete the in-house training to ensure compliance within a 90-day period.

Mrs. Nunnally said she will be present for the training and employees will be cross-trained.

Mr. Bartlett said the auditors will be back to the County in May or June for field work.

Supervisor Pride asked about the cost of the outside contractor.

Mr. Bartlett said Information Technology already works for the County and has been with the County for 15-16 years; he works with the AS400 and his firm built the networks for the County. He said the cost is considerably less than if the County ran its own IT department. Mr. Bartlett stated the IT provider worked on the Sheriff's Department and provides most of the computer support for the County offices. He said this isn't due to finding an error but recommends cross-training.

Mr. McLearn said the finding is not an error but was the timeliness of the reconciliations, and cross-training in the Treasurer's office will allow the Treasurer's Office to handle in the event the contractor leaves.

Supervisor Wilck made a motion, seconded by Supervisor Emert, that the Prince Edward County Board of Supervisors create an Audit Committee of two supervisors consisting of the Board of Supervisors Chairperson and Vice-Chairperson. This Audit Committee will get a presentation of the audit, by the auditors, and then the Board of Supervisors will get the report given to them by the independent auditors, along with Audit Committee comments, before any other county employees (or those the County might hire as consultants) get to see the report. The Audit Committee's purpose is to assist the Board of Supervisors in fulfilling its oversight responsibilities for financial reporting, internal control systems, and audit processes.

Audit Committee Responsibilities include, but are not limited to:

- Consider the independent auditor's proposed audit scope and approach, provide input on areas for special attention.
- Review annual financial statements and the results of the independent audit.
- Review the independent auditor's findings and recommendations, together with management's responses, regarding internal controls and monitor progress toward improvement.
- Recommend appointment, reappointment, or dismissal of independent auditors to the Board of Supervisors.
- Request regular/periodic financial reports on potential areas of concern, as needed.
- Monitor any areas of concern regarding internal controls over financial reporting as needed.

Supervisor Timmons asked if the Chair and Vice-Chair of the committee are to be rotated annually; Supervisor Wilck said they are.

Mr. Bartlett asked if by the statement "presentation of the audit before it goes to any staff," that means the draft audit. He said there is a lot of work done before this [information] is ready for publication. He said that would mean the Audit Committee would have to complete all of the pre-work for the audit

Mr. McLearn said he believes the terms being used are confused; the term "audit" to him is a function which is performed, which is to review the record. He said he believes what is being discussed is a tangible product, which is the financial report, and records that are kept throughout the year. He said the document is required under standards and is the responsibility of the auditee. He said the auditors come in to make sure it is correct. There are guidelines that have to be met and the format is required. The document itself is a working document. To speak to the audit conclusions, that is from the audit firm that is independent

of managers and the governing body. That is the information that is typically communicated with the Audit Committee. The audit is what the auditors do; the financial report is the responsibility of the County.

Mr. Bartlett said it is almost impossible to do what the motion states, because if the financial staff which includes the Treasurer, does not look at these documents, this audit cannot be created. He said he is confused as to what the role of the Audit Committee would be. Mr. Bartlett said there is a lot of work needed before this report is done; this work is completed by his staff, the school's financial staff, Social Services and himself.

Supervisor Townsend made a substitute motion, seconded by Supervisor Timmons, to table the issue until there is time to process the request and information.

Supervisor Jones said this may have moved forward because of the Piedmont Regional Jail issue but they have had problems before. He said the County has almost always gotten a clean audit. He said a committee doesn't have the expertise and knowledge that Mr. Bartlett has to gather the financial facts, and the County finances show that Mr. Bartlett does a good job since the County always comes out ahead at the end of the fiscal year. Supervisor Jones said he does not see the need for it (the committee).

Supervisor Wilck said they want to see three pages in the report, not all the numbers. The other situation is from a timing standpoint, there are meetings coming up in May with the auditors, he said he can see no reason to table it; the timing is right. Discussion followed.

Supervisor Timmons said the motion is very detailed but seems to be more than what he intends it to be; he suggested meeting specifically to define the scope of what the committee is supposed to do. He said the motion entails more than the three pages of the report that Supervisor Wilck is referring to.

Supervisor Wilck said it has been in the newspaper three to four weeks ago and there has been discussion on it.

A vote was taken on Supervisor Townsend's motion to table the issue until there is time to process the request and information; the motion failed:

Aye: Robert M. Jones  
C. Robert Timmons, Jr.  
Jerry R. Townsend

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

A vote was then taken on Supervisor Wilck’s motion, seconded by Supervisor Emert, that the Prince Edward County Board of Supervisors create an Audit Committee of two supervisors consisting of the Board of Supervisors Chairperson and Vice-Chairperson. This Audit Committee will get a presentation of the audit, by the auditors, and then the Board of Supervisors will get the report given to them by the independent auditors, along with Audit Committee comments, before any other county employees (or those the County might hire as consultants) get to see the report. The Audit Committee’s purpose is to assist the Board of Supervisors in fulfilling its oversight responsibilities for financial reporting, internal control systems, and audit processes.

Audit Committee Responsibilities include, but are not limited to:

- Consider the independent auditor’s proposed audit scope and approach, provide input on areas for special attention.
- Review annual financial statements and the results of the independent audit.
- Review the independent auditor’s findings and recommendations, together with management’s responses, regarding internal controls and monitor progress toward improvement.
- Recommend appointment, reappointment, or dismissal of independent auditors to the Board of Supervisors.
- Request regular/periodic financial reports on potential areas of concern, as needed.
- Monitor any areas of concern regarding internal controls over financial reporting as needed.

The motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Odessa H. Pride  
Jim R. Wilck

Nay: Robert M. Jones  
Jerry R. Townsend  
C. Robert Timmons, Jr.

In Re: Prince Edward Area Firefighters Association Report

Mr. Dallas Tinsley, Chief, Darlington Heights Volunteer Fire Department, thanked the Board for adopting the Recognitions portion of the agenda; he suggested the Board of Supervisors provide a certificate or plaque for Miss Hurt because it isn’t often you get to take credit for a life-save. He said it should be something they can physically hold onto and show their children.

Dallas Tinsley, acting as spokesman for the Prince Edward Area Firefighters Association, addressed fire services provided to the County. He said that last year, there were 905 fire calls, 846 rescue calls for an increase of 139 fire and rescue calls this year. He said there were many calls that were non-emergency, such

as requests for smoke detectors and assistance through the storms. He said the trucks will need to be replaced or refurbished; Darlington Heights has a 1976 tanker truck. He said the upgrades and replacements are largely to comply with national Health and Safety standards. He thanked the Board for its continued support and requested the funding remain level.

Supervisor Timmons said his constituents have received a letter stating the Farmville Volunteer Fire Department is “YOUR” local emergency agency and have been concerned there is no longer one in Darlington Heights. He asked that future letters referring to the Farmville Volunteer Fire Department be kept to that area’s residents.

Chief Tinsley said that Chief has been informed and it is being corrected; an outside vendor did the mailing, instead of the family portrait fund raiser as they normally do.

Brian Butler, President, Prince Edward Volunteer Rescue Squad, addressed emergency medical services. He presented statistics, stating there were 3,242 calls which is an 8% increase over 2016. He said the ability to go on calls depends on the availability of crews, and there is a lack of volunteers. He said they do have paid staff, which adds to the cost. Mutual aid calls have increased and they now assist the hospital with discharge of patients. Mr. Butler said they will need to replace ambulances; the current ambulances were purchased in 2001. He said the new retention systems required by the new standards cost between \$15,000-\$30,000. He added the entire board is volunteer.

Supervisor Timmons said that beginning July 1, the Commonwealth Regional Council will begin doing grants for free [for the fire departments and rescue squads].

In Re: Property Committee Report

Mr. Bartlett stated the Property Committee, comprising of Supervisor Timmons (Chair), Supervisor Cooper-Jones, and Supervisor Townsend, has numerous times since the last Board meeting.

Supervisor Timmons provided an update regarding the Courthouse renovation project. He stated the STEPS building design and roofing work has been agreed to; the final information for the RFP should be received by Friday, March 16. He said the STEPS meeting regarding the Bargain and Sale will be held by Friday, and the lease agreement already executed will be released. He said the design

for the Courthouse is 60-70% complete and the RFP will be issued in April and will be selected May 1. He said the cost associated with the project will be known once the responses are received.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to authorize advertisement of a public hearing regarding the lease with STEPS to be held Tuesday, March 27, 2018; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

In Re: Finance Committee Report – Funding Policy for Non-County Agencies

Mr. Bartlett stated that on June 14, 2016, the Board of Supervisors approved the Funding Policy for Non-County Agencies. This policy was adopted after a deliberative process where the Board sought to develop binding controls to assist the Board in responding to the many funding requests the Board receives each year, especially outside of the normal budgetary process.

In order to ensure disciplined budgetary decisions, this policy places specific restraints on funds and requires a super-majority to override certain aspects of the policy. Because of these constraints, this policy must be adopted when a new Board is constituted. No Board can take actions that bind a future Board. The election of Mr. Emert created a new Board as Mr. Emert was not a member of the Board when this policy was originally adopted. Therefore, for this policy to be binding on the current Board, it must be adopted by the current Board. This same process will have to be repeated when the seat for Farmville Election District is filled, no matter when that may occur.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to approve the Policy for Funding Non-County Agencies and Organizations; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		



**PRINCE EDWARD COUNTY BOARD OF SUPERVISORS**  
**POLICY FOR FUNDING NON-COUNTY AGENCIES AND ORGANIZATIONS**

**EFFECTIVE DATE: March 13, 2018**

I. Purpose

The Board of Supervisors of Prince Edward County receives numerous funding requests from non-county agencies. The Board is aware many of these organizations provide valuable services to citizens of Prince Edward County. These organizations either enhance the lives of County citizens or support operations of County government. At the same time the Board is cognizant of its fiduciary responsibility to the tax payers of Prince Edward County. This policy is intended to guide the Board with its fiduciary duties and responsibilities and aid in the prudent and consistent evaluation of funding requests.

II. Definition

In the past, all organizations that were not under the direct control of the County were lumped into one category in the County budget often called “outside organizations.” These organizations followed the same policy regarding requesting funds from the County during the County’s budget development process. After careful deliberation the Board has determined these organizations are best divided in to three distinct categories.

First, is a Public Safety Category. This category includes firefighting and emergency medical service response. Providing Public Safety is a core function of government. These organizations cannot be established without the approval of the governing body (15.2-955). Additionally, the governing body has the authority to dissolve such fire/EMS agencies if for any reason it deems it advisable (27-10). These responsibilities and duties codified in the Code of Virginia document these services are a core function of government. In small/rural communities these services are often performed by volunteer organizations. These volunteer agencies provide these core functions at the least cost to the citizens. But because these are core functions and are vital to the well-being of the citizens, the Commonwealth has developed certain controls and criteria these agencies must meet if they are to exist.

In Prince Edward County Firefighting services are performed by the Volunteer Fire Departments while emergency medical service is provided by a combination of volunteer non-profit organizations and for-profit agencies. The volunteer organizations provide the majority of the service to Prince Edward citizens while the for-profit agencies serve primarily as a backup service. The Board does not believe the use of taxpayer dollars to support for-profit organizations providing emergency medical service is appropriate. Prince Edward County has authorized the creation of the volunteer fire/EMS agencies in the County and as such has a special relationship to these organizations. These agencies will no longer be considered as outside organizations. Instead they will be treated the same as a County department during the budget process. They will still submit funding requests and those will be considered by the Board of Supervisors the same as other County departments.

The second category contains organizations that are either state agencies, political subdivisions of the state, agencies created by the County and the Town of Farmville. For many of these organizations the County appoints members to their governing boards or the agency provides services to the citizens the state has deemed a core function and the state and local governments have a long history of sharing costs. These agencies are listed in Attachment A. These agencies will also be treated as a County department during the budget process. They will still submit funding requests and those will be considered by the Board of Supervisors the same as other County departments.

The final category contains all other agencies which perform services for citizens but which are not deemed to be a core function of local government. Or, if providing a core service, is ancillary to the primary provider of such service. To assist the Board with their fiduciary duties and responsibilities and aid in the prudent and consistent evaluation of funding requests received from such organizations the Board has created the following policies and criteria which must be met before the Board will consider funding request and which will guide the decision process. The agencies currently receiving funds are listed in Attachment A.

1. The agency must be affiliated with the County by providing services directly to County residents.
2. Only organizations providing educational, health, safety or social services will receive funding consideration. Health includes agencies that provide food to citizens.
3. Only 501c(3) organizations or non-profits that provide financial statements will be considered.
4. No new organization can receive funding unless two-thirds of the Board of Supervisors approve. All members must be present for such a vote.
5. For FY17 and FY18 the total amount reserved for allocation to such agencies will be no more than \$150,000. The Board of Supervisors will establish a new spending limit for FY19 and beyond.
6. Once the budget is approved for any fiscal year, the Board will not consider any new or additional funding requested by any organization or Board member except in case of an emergency. Additional funding provided due to an emergency will not be provided unless approved by two-thirds of the Board of Supervisors. All members must be present for the vote.
7. All funds provided are subject to modification, reduction, or can be completely rescinded without prior notification. Such action will require approval of two-thirds of the Board of Supervisors. All members must be present for the vote.

These procedures will be used during the development of the annual budget and cannot be amended or abolished without the approval of two-thirds of the Board of Supervisors. All members must be present for the vote. The Board of Supervisors understands that one Board cannot bind a future Board. It is envisioned this policy will be ratified or amended during the organizational meeting of each new Board.

**OUTSIDE AGENCIES FUNDING RECOMMENDATIONS**

<b>OTHER WELFARE / SOCIAL SERVICE</b>			<b>FY18 ADOPTED</b>
53501	5608	SCOPE / Meals on Wheels	5,000
53501	5609	Piedmont Senior Resources	6,128
53501	5610	STEPS, Inc.	20,000
53501	5612	Pamplin Community Center	0
53501	5613	Jolly Glee Senior Citizens	1,120
53501	5637	FACES	4,275
53501	5640	Special Olympics Area 12	1,000
53501	5645	VA Legal Aid Society	1,200
53501	5650	Tri-County Life Learners	2,400
53501	5651	Southside Center for Violence Prevention	4,800
53501	5652	Heart of Virginia Free Clinic	6,000
53501	5653	Longwood Center for Visual Arts	2,000
53501	5654	Habitat for Humanity	3,200

**CONTRIBUTIONS TO COLLEGES**

68100	5643	Longwood Small Business Development Center	6,750
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**PARKS & RECREATION**

71100	5640	PE/Farmville Youth Association	25,000
71100	5642	Heart of Virginia Festival	2,000
71100	5643	Southside VA Family YMCA	20,000
71100	5647	YMCA - Summer Program	10,000
71100	5649	Virso Recreation & Community Center	

**MUSEUMS**

72200	5641	Moton Museum	
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**COMMUNITY DEVELOPMENT**

81200	5647	Chamber of Commerce	250
81200	5652	Piedmont Area Transit	8,000
81200	5655	Downtown Farmville	8,000

**GRAND TOTAL**

\$145,123

In Re: Finance Committee Report – Heart of Virginia Festival 40<sup>th</sup> Anniversary

Mr. Bartlett stated the Board of Directors of the Heart of Virginia Festival is requesting a special one-time donation from Prince Edward County of \$10,000 to assist in making the 40<sup>th</sup> anniversary of the Heart of Virginia Festival a special event.

A letter was received describing the goal of the Board of Directors, and during the meeting March 6, 2018, Mr. Holland explained the desire of the Board to revitalize the festival to draw more visitors to Farmville. To accomplish this goal, the Heart of Virginia Festival Board desires to book several bands with a large regional following to perform at the various venues throughout the day. In addition, they desire to have a wider variety of activities for both children and adults.

The Heart of Virginia Festival is partnering with the Jaycees and the United Way to hold events that will allow both of those organizations to raise money which they can use to provide more assistance to the Citizens of Prince Edward County.

Mr. Bartlett said the Finance Committee met March 7, 2018 to discuss this request. The recommendation from the Committee is to authorize the County Administrator to expend \$4,796 from

the Contingency accounting line. This is the amount that is left in that accounting line and funding this request from the Contingency Line does not artificially inflate the normal line. The Committee recognizes the positive impact the Heart of Virginia Festival has on the Town and County, and actions taken to increase attendance to mark the 40<sup>th</sup> anniversary of the Heart of Virginia Festival will have a positive impact on our citizens and local businesses.

As an “outside agency,” this request falls under the Board’s policy for funding Non-County Agencies. The following section of that policy pertains to this request: “All funds provided are subject to modification, reduction, or can be completely rescinded without prior notification. Such action will require approval of two-thirds of the Board of Supervisors. All members must be present for the vote.” For this request to be approved, five Board members must vote in the affirmative.

Mr. Bartlett stated the Policy does allow approving funding for things outside of the normal items by a two-thirds vote. He said Item 6 states that once the budget is approved for the fiscal year, but Board will not consider any new or additional funding being requested by an organization or Board member “except in case of an emergency.” He said there is also a paragraph that states “These procedures will be used during the development of the annual budget and cannot be amended or abolished without the approval of two-thirds of the Board of Supervisors.” He said the Board could vote to set aside this policy for this request and then vote to approve the funding.

Discussion followed.

Supervisor Timmons made a motion, seconded by Supervisor Emert, to adhere to the Policy for Funding Non-County Agencies and Organizations; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	Robert M. Jones
	J. David Emert		
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

In Re: Closed Session

Supervisor Wilck made a motion, seconded by Chairman Townsend, that the Board convene in Closed Session for consultation with legal counsel pertaining to public safety communications for the County

of Prince Edward, pursuant to the exemption provided for in Section 2.2-3711(A)(8) of the *Code of Virginia*, and for discussion of a business prospect, 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*; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

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

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

On motion of Chairman Cooper-Jones and seconded by Supervisor Emert, and carried by the following roll call vote

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

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

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

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

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

In Re: Finance Committee – Request from the Interim Clerk of Circuit Court

Mr. Bartlett stated the retirement of Mrs. Eppes created several personnel moves in the Clerk's office. The changes in the office will create cost savings for the County. Mr. Bartlett said as a result of the Board's policy that every new Constitutional Officer will begin at the minimum Comp Board approved salary, we know we will have annual savings of \$16,991 for that position. This equates to a savings of \$10,265 from April through the Election. Additional savings will depend on who wins the election and what personnel moves the new Clerk institutes.

The Interim Clerk will be receiving the minimum Comp Board Salary (\$110,825) from April 1, 2018 through the election. The Chief Deputy's position will remain open during this period and the Comp Board is allowing the Interim Clerk to use the Comp Board savings to hire temporary staff through a temp agency from April 1, 2018 through the election. The use of the savings in this manner will not require the use of any local funds resulting in a savings to the County of the local cost for the Chief Deputy's position which is about \$2,067 per month, or approximately \$14,983 from April 1, 2018 through the election in November. Adding that to the \$10,265 savings from the Clerk's position results in a total savings of \$25,248 from April through the election.

The Interim Clerk is requesting the use of \$13,645 of the savings to provide pay increases to the other employees in the office. This amount includes all benefit costs. These increases range from \$2,687 to \$5,633 annually for the clerks. The Interim Clerk is requesting these salary increases based on the additional duties the remaining staff will be absorbing while the full-time position is vacant. The temp employees will only be responsible for relatively minor tasks such as issuing marriage licenses, answering phones, receipting court fines. All employees understand these increases are only temporary and after the election if Mrs. Coe is not elected, all would go back to their original amounts. If Mrs. Coe is elected, she intends to ask for these amounts to be made permanent.

The Finance Committee reviewed the request from the Clerk of Circuit Court and respectfully declines to recommend approval of the request to the Board of Supervisors for the following reasons. It is not the policy of the Board to provide salary increases to every member of an office when there is a vacancy. Section 4.9 ACTING CAPACITY of the Personnel Policies Manual allows an employee that is required to work in a higher-level SUPERVISORY position to possibly receive additional pay. This request does not meet that standard.

Discussion followed.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to deny the request of the Interim Clerk of Circuit Court for salary increases; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

In Re: Animal Warden's Report

Mr. Adam Mumma, Animal Control Officer, submitted a report for the month of February 2018, 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 February 2018, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Commercial Operations

Ms. Allie Hill, Virginia Food Works, submitted a report for February 2018, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Dr. Barbara Johnson, Superintendent, submitted a financial summary report for the month of February 2018, 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 February 2018, which was reviewed and ordered to be filed with the Board papers.

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

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

the meeting was recessed at 9:21 p.m. until Thursday, March 15, 2018 at 5:30 p.m. in the Prince Edward County High School Library, 35 Eagle Drive, Farmville, Virginia.



March 15, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Prince Edward County High School Library, 1482 Zion Hill Road, Farmville, VA, thereof, on Thursday, the 15<sup>th</sup> day of March, 2018; at 5:30 p.m., there were present:

Board of Supervisors

Pattie Cooper-Jones, Chair  
David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

School Board

Beulah M. Womack, Chair  
Dr. Peter Gur  
Lucy B. Carson  
Dr. Timothy W. Corbett, Sr.  
Elzora Glenice Stiff  
Cainan D. Townsend

Also present: Wade Bartlett, County Administrator; Dr. Barbara A. Johnson, Superintendent; and Cindy Wahrman, Division Director of Finance.

Chairman Cooper-Jones called the special meeting to order as the Joint Meeting with Prince Edward County School Board.

Dr. Barbara Johnson, Superintendent, presented a review of the proposed School Budget for 2018-2019. She said this is a culmination of everything we see for the strategic plan for the children in Prince Edward County. Dr. Johnson reviewed successes, following are just a few of the many accomplishments at the schools: developed a division-wide vision (United In Excellence) and mission (“We are an inclusive student centered community that is focused on aspiring confident, knowledgeable and productive citizens who are empowered to lead”); implemented breakfast in the classroom; earned over \$10,000 in grant money for STEM; students have revived a drama club and won a Region Two Theater Competition and the History Olympiad two years in a row.

Dr. Johnson stated there are several things that while she wouldn’t change steps taken to get to this point, there are steps to take in moving forward, such as reviewing instructional outcome data before implementing division wide programs; focus on changing the culture of the division; and focus on strategic professional development.

Dr. Johnson then reviewed the Executive Summary, Budget Development, and Strategic Priorities. She discussed teacher retention, workplace skills, and long term instructional and operational

goals. She said since the House and Senate have not met to come up with a budget, the schools have not been able to budget but have prepared three budget highlights.

Dr. Johnson then reviewed proposed budget comparisons; she said there are significant cuts in the state and federal funding. She said in order for the schools to get to the proposed budget, it will require an increase from the County. The Governor's budget provides the best scenario and the Senate provides the worst.

Cindy Wahrman, Director of Finance, stated as with any year, state budgets are going to take away funds from one area to add it to another area. She pointed out areas where the House, Senate and Governor's office have provided different amounts in funding in different areas of the budget.

Discussion followed regarding ADM and how it is computed by the State.

Dr. Johnson said they are changing to block scheduling and anticipate the need for a math teacher and a foreign language teacher. At the elementary level, it is anticipated there will be a need for Special education teacher. A technology technician and growing the [Technology] department must wait for another year. She reviewed further staffing needs and the teacher's salary scale in comparison to others in the region.

Dr. Johnson said the health insurance cost increased by 25% this year. Mrs. Wahrman said the Schools pay 80% of the single and 20% for each dependent, with the 250, 500 and the "High Deductible" Plans. Discussion followed on the health insurance offered by Prince Edward County Schools and possible reductions available.

Dr. Johnson said the school staff is working hard for the children. She stated that their purpose is to improve instruction and their mission is for the children to graduate and have choice.

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

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

the meeting was adjourned at 6:45 p.m.

March 27, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 27<sup>th</sup> day of March, 2018; at 5:30 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; James R. Ennis, County Attorney; and Brian T. Butler, Deputy County Attorney.

Chairman Cooper-Jones called the special meeting to order.

Supervisor Timmons led the invocation and the Pledge of Allegiance.

In Re: Farmville District 101 Vacancy on the Board of Supervisors

Mr. Wade Bartlett, County Administrator, said that at a special called meeting on February 21, 2018, the Board of Supervisors heard the County Attorney explain the requirements and options available to the Board under the Code of Virginia. After that discussion, the Board authorized the County Attorney to file a petition and seek a Writ of Election from the Circuit Court for a special election to be held on November 6, 2018 to fill the vacancy for District 101.

He said the Attorney also informed the Board if they desired to make an appointment to fill the seat until the special election that the appointment must be made within 45 days of the vacancy. The Board was informed if they did not make an appointment, the Circuit Court *may* make the appointment; the date of this meeting is the 43<sup>rd</sup> day of vacancy if February 13, 2018 is not counted.

Mr. Bartlett said the County has received two applications from citizens interested in serving. If the Board wishes to appoint someone, the Board is not restricted to considering only the citizens submitting an

application. The Board can appoint any qualified citizen. The Board can also interview any or all of the candidates in closed session before making a decision.

Supervisor Timmons stated the Board will be making substantial capital expenditure decisions during the budget process and because of that, he said the Board owes citizens of District 101 representation on the Board to speak their points. He said the Supervisors for the other Districts are not accountable to District 101. He added if the Board does wish to make an appointment, the candidates would need to be interviewed.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to make an appointment to the Board of Supervisors District 101.

Supervisor Wilck said that while he understands there are two people interested in the job, if there are more than one, it should be the right of the District, not the Board members, to select a representative because an incumbent would have an easier time to win the next time; he said they should not appoint someone but should be elected.

Supervisor Emert said he spoke to several citizens in that District; only one person that spoke to him was in favor of someone being appointed but the majority were not.

Supervisor Townsend said with something as serious as the County budget, District 101 should have representation, and the Board should make an appointment.

A vote was then taken on Supervisor Timmons' motion, seconded by Supervisor Townsend, to make an appointment to the Board of Supervisors District 101; the motion failed:

Aye:	Robert M. Jones	Nay:	Pattie Cooper-Jones	Abstain:	Odessa H. Pride
	C. Robert Timmons, Jr.		J. David Emert		
	Jerry R. Townsend		Jim R. Wilck		

Supervisor Timmons said the Board must be aware that the judges will do something.

Mr. Bartlett asked Mr. Ennis, County Attorney, how the Board should proceed.

Mr. Ennis said there is nothing set out in the [State] Code; he said he will contact Judge Blessing. Mr. Ennis said the Judge looked at the issue preliminarily. Mr. Ennis said he researched to find precedence through the Attorney General opinions and other Circuit Court cases but did not find any authority on the

point that addresses the procedural issue. He said if the Judge wishes to, he may convene the Circuit Court Judges to discuss the matter; if there is a tie, the Chief Judge makes a decision. If the Judges decide to fill it on an interim basis, an order will be prepared for the Judge's signature appointing whomever they select.

Supervisor Timmons and Supervisor Townsend thanked Mr. Gur and Mr. Jones for their applications and their willingness to serve.

In Re: Presentation of the County Administrator's FY 19 County Budget

Mr. Bartlett presented his FY 19 County Budget:

**INTRODUCTION**

*I am pleased to present to the Board of Supervisors my recommended budget for Prince Edward County for Fiscal Year 2019 (FY19). I look forward to feedback and questions from the Board as you consider my recommendations and make adjustments as you move through the budget process, eventually agreeing on a final budget. The development of the budget is the single most important function the County staff completes during any year. The budget is the County's chief decision-making document detailing both the revenue generation decisions of the Board and the allocation of those resources. I could not have presented the budget today without the help of the Judges, Constitutional Officers, School Superintendent, Department Directors and my staff in the County Administrator's office. I would like to thank each of them for their assistance.*

*The input provided by the Board of Supervisors during the initial budget planning meeting on March 6, 2018 served as the primary direction I followed in developing my recommended budget. The FY18 budget served as a starting point for the development of the FY19 budget. This meant past decisions by the Board were carried into FY19, specifically the spending reductions approved during the FY15 budget development process and the approved policy regarding funding outside organizations.*

*Before developing the FY19 budget I had to understand the current financial position of the County and project how that position may change during the course of the current fiscal year. In other words, what will Prince Edward's FY19 financial starting point be on July 1, 2018?*

**FORECAST OF FY18 BUDGET RESULTS**

*Enclosure (1) is a chart of projected fund balances at the end of FY18 for our major budgetary funds. When totaling the funds together I predict the fund balance will increase by \$1,464,471 to slightly more than \$13.7 million. Some of these funds have restrictions on their use, either by legal restrictions or by past practice of the Board of Supervisors. Of that amount \$465,657 is contained in the School Cafeteria Fund and can only be used for costs associated with the operations of the cafeteria. An additional \$1,486,682 is found in the landfill construction fund which has historically been used to pay for the opening and closing of landfill cells. There is no mandatory requirement to pay such costs in cash, thus those funds are available for use at the discretion of the Board of Supervisors. It is predicted the Forfeited Asset Fund will contain \$47,330 and the Piedmont Court Services Fund will have \$336,539 at the end of FY18.*

*The Forfeited Asset Fund is legally restricted for law enforcement purposes only and the Piedmont Court Services Fund is used to support the regional delivery of services associated with that office.*

Assuming the cash in the four funds mentioned above cannot be used, the unrestricted cash balance for Prince Edward County at the end of FY18 is projected to be \$11,379,295. Historically, the County's cash balances decrease about 42% from the end of June until it hits its low point which is typically in September or October. Assuming cash needs will follow the same pattern, the County's cash balance will drop to about \$6.6 million sometime in September or October. On top of the normal cash flow cycle we are in the midst of a major renovation project for the Courthouse and the former STEPS CENTRE. The estimated cost of all phases of the project could be between \$3 - \$4 million. Subtracting that expense means the County's cash balances could decline between \$3.3 - \$2.3 million in the fall before recovering once the real estate and personal property tax bills are mailed. While still a significant cash balance, that amount would be the lowest for the County in several years.

The increase in the cash balance in the General Fund was the result of both revenues exceeding expectations and savings in expenditures. The General Fund is our primary source of revenue and supports the majority of all County operations. The General Fund will end FY18 with an estimated increase in the fund balance of \$1,206,498 bringing the cash reserve to \$ 11,569,870. A combination of better than expected revenues and lower than expected spending led to this positive result.

General Property taxes are estimated to generate \$306,359 more than contained in the budget. Collections exceeding the budget for Personal Property Tax (\$269,365) and Merchants Capital (\$54,059) were the primary reason for this positive result. Revenues from Fines & Forfeitures will exceed budgeted amounts by \$23,034 and the Local Recordation Tax collections will be about \$45,000 greater than budgeted. Revenues from the state associated with the Child Services Act (CSA) should be approximately \$173,000 less than the original budget. But this reduction in revenue is more than offset by a reduction in CSA expenditures of \$250,000 with the end result being a local savings of \$77,000.

Expenditures in the General Fund are forecast to be about \$1,078,327 less than budgeted. The School Superintendent is estimating the need to use almost \$602,000 less in local funding than originally budgeted. That is the single largest savings item for FY18. Additional, savings can be found in the Planning Department (\$56,000), Economic Development Office (\$44,000), the Regional Jail (\$183,329), Juvenile Detention (\$25,000), Clerk of Circuit Court (\$30,000) and CSA as mentioned above (\$250,000). Holding positions vacant generated the savings in the departments, having fewer inmates than estimated caused the savings in the Regional Jail and Juvenile Detention and a reduction in the number of children requiring services caused the under expenditure in CSA.

### **FY19 BUDGET**

For FY19, the recommended budget for all funds is \$54,631,302. The budget is balanced, and as directed by the Board of Supervisors this was accomplished with no increase in tax rates or use of the General Fund Fund Balance. In fact, it is projected that \$235,407 will be added to the fund balance in the General Fund.

There is a significant expenditure item not contained in the FY19 budget. This is the Courthouse renovation project and renovations at the STEPS CENTRE. The County is in the process of obtaining bids on both of these projects. Until that is accomplished we will not receive an estimate of the cost for this project.

After adjusting for the non-cash expense of depreciation, to balance the water and sewer funds required the transfer from the General Fund of \$237,579 to the water fund and \$89,579 to the sewer fund. The Welfare Fund (Social Services) will require the transfer of \$600,000 from the General Fund to meet the local funding requirements for the programs overseen by Social Services. These are approximately the same amounts as in FY18.

Enclosure (2) is a chart that shows the anticipated revenues, expenses and projected fund balances of the various funds at the end of FY19.

## **FACTORS SHAPING THE FY19 PROPOSED BUDGET**

*The dominant factor in developing the FY19 budget was the lack of a final budget from the General Assembly. The major impact on the General Fund is primarily restricted to the uncertainty of the funding the County receives to support the Constitutional Officers. From the information I have received the funding of these officers is not controversial or in jeopardy. In building the FY19 I assumed we will receive funding from the state for the Constitutional offices as we normally do. The same cannot be said in regards to funding for the Schools. The funding for K-12 education is considerably different in each of the budgets (Governor, Senate, House). Because the County provides approximately \$3 million more in local funding than is required by the SOQ, I recommend the local contribution be held the same as was provided in FY18 (\$8,440,984). Once the final funding numbers are provided by the state the Schools will be required to adjust their budget accordingly. In addition, the Board of Supervisors provided guidance that they would not support any tax increases and expenses should be held in check in anticipation of the expenses associated with the renovations to the Courthouse/STEPS CENTRE.*

*With a few exceptions all expenses have been held at level funding or decreased. This includes the charitable donations and County departments. There are four large capital expenditure items in the proposed budget. These are (1) \$135,000 to allow the Sheriff to purchase 3 new cars, (2) \$32,350 to purchase computers, printers etc., (3) \$45,000 to purchase an animal control truck, and (4) \$75,000 for the second payment for the new voting machines. In addition to these capital items I have included \$42,000 for the development of a GIS system and \$15,000 for a redesign of the County's website.*

*Our technology consultant has informed me he may be retiring in December 2020. The consultant assists with all tax preparations, retrieval of information from DMV to prepare Personal Property Tax Tickets, install equipment and software upgrades for PCs and the IBM AS400 to include the BRIGHT financial system. He is responsible for building and maintaining the County's internet network. Besides these critical networks the Sheriff's new IBR system will require someone trained to install, maintain and monitor this system. To implement a smooth succession plan to ensure these critical functions are not interrupted I have budgeted for the hiring of a full-time position. We are fortunate to have someone locally that is highly proficient in most of this technology and would be a valuable addition to the County. Not only is he technically savvy but he is also a lawyer. I am proposing hiring Brain Butler to become the County's in-house IT support and serve as County Attorney for most issues. Mr. Ennis will still be used on a part-time basis to continue work involving the Manor and any other work the Board so desires. Once fully implemented several cost savings will be realized and IT support will expand. A more detailed explanation of this proposal will be presented during the budget process.*

*Due to the refinancing of debt in 2017 the County's debt expense in FY19 is almost \$200,000 less than the previous year while capital expenditures are approximately \$150,000 less than in FY18 because of the completion of the purchase of the IBR system for the Sheriff.*

*The \$10,000 placed in the Planning and Community Development budget last year to be used to pay for officers to oversee additional inmate work crew is not in the proposed budget. This program was not as effective as hoped. But I have spoken with the interim jail superintendent and he has revamped the work crew program. The changes he has instituted (use of weekend inmates, expansion of officers certified, etc.) will result in an increase in the number of work crews and the number of inmates on each crew. It is anticipated these changes will provide additional coverage at no cost increase.*

*Enclosure (3) is a listing of outside agencies showing the funding approved by the Board for FY18, the request from the agency for FY19 and my recommendations for FY19. The Board of Supervisors agreed to a funding policy for outside agencies that removed public safety organizations and governmental organizations from this category and restricted the amount of funding to \$150,000. I*

*am recommending all agencies receive the same funding as they received in FY18 with no new agencies added. The total amounts to \$145,123. This leaves \$4,877 that could be used at the discretion of the Board.*

*There are a number of outside factors that may still impact the FY18 budget, especially the failure of the General Assembly to adopt a budget. Final decisions and implementing instructions regarding the Commonwealth's budget have not been received. Thus, there is still uncertainty regarding the final disposition of State and Federal funding at the local level, but we must proceed with the information we have at hand.*

### **Conclusion**

*I look forward to our future work sessions and realize the Board may make changes to the proposed budget; that is understandable and expected. Thank you for the opportunity to present this budget for the citizens of Prince Edward County.*

Supervisor Townsend questioned the amount expended on the jail crew program and if it will be expanded to include work on weekends.

Mr. Bartlett said the work on the Worsham Clerk's Office cost over \$4,000; he said that worked out to about \$40 per hour of work. He said the program was not cost-effective since the Court Officer must be paid along with other expenses. Mr. Bartlett said they also had problems attracting Officers to sign up for the overtime. He added that currently, there are five officers in the Academy; once their training is finished, five more officers will attend the Academy.

Supervisor Wilck said a constituent reported there is trash on the roads and floating in the ditches after the rains. He said the constituent suggested it would be better if the trash would not be thrown out onto the County roads in the first place and said in Canada, they have an exceptionally large fine of \$15,000.

Mr. Butler, Deputy County Attorney, said throwing trash on the highway is a Class One misdemeanor and is punishable by up to twelve months in jail and \$2,500 fine. Discussion followed.

Sheriff Reed said that his department can write a ticket, but they have to witness someone throwing the trash. He said there have been instances where bags fall from vehicles; the officers put on gloves and go through the bags and when the owner is contacted, they return and take care of the trash.

Mr. Brian Butler stated the State has a higher fine than may be assigned by the localities. Discussion followed.



Mr. Bartlett suggested starting a publicity campaign to institute or raise awareness of the issue, such as “Adopt A Highway.” Discussion followed.

Supervisor Townsend requested the \$4,877 in the budget for donations be considered that some or a portion be given to the Virso Recreation Center. He said it would not impact the budget and resources for the Virso Rec Center are limited. He said there are recreational challenges in the rural areas.

In Re: Closed Session

Supervisor Wilck made a motion, seconded by Supervisor Emert, that the Board convene in Closed Session for consultation with legal counsel pertaining to the interpretation of the County Zoning Ordinance as it may apply to certain specific real properties in the County of Prince Edward, pursuant to the exemption provided for in Section 2.2-3711(A)(8) of the *Code of Virginia*; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

The Board returned to regular session by motion of Supervisor Wilck, seconded by Supervisor Emert and adopted as follows:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

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

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
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 Emert, to hold a Joint Public Hearing with the Planning Commission on Tuesday, April 17, 2018 at 7:00 p.m. to amend the County Zoning Ordinance to reflect the definition of a construction camp in the Industrial Zone; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

Supervisor Emert said a representative from Piedmont Senior Resources called and said the reason their request increased is due to a Federal mandate to obtain ten percent from the County. He said this was established by the Area Agency on Aging forty years ago; the County signed intent to do what was federally mandated. He asked if the Department for Aging and Rehabilitative Services (DARS) oversees STEPS.

Mr. Bartlett said he will research to ensure that it is a federal mandate; STEPS has several departments and DARS oversees some of the programs but not all. He said there is match requirement of Crossroads, Piedmont Senior Resources; he said it doesn't have to be a match from local government. It can be from donations, local government, or other sources.

Supervisor Emert said Piedmont Senior Resources has not expected the counties to do this in previous years, but this year, they expect the counties to do so. He said they have documents with that wording. He added that 40 years ago, none of the current Board was on the Board.

Mr. Bartlett stated there have been some management issues in the past, but Ms. [Justine] Young must be given credit for revamping and expanding the program. Discussion followed.

In Re: Properties Committee Update

Supervisor Timmons said he received a call from Judge Blessing who is concerned regarding the schedule for Judge Dunkum's courtroom. He said they built two weeks "float" into the schedule, one was used and there is still a week of "float." Supervisor Timmons said after the proposals are received for the roof and the upfit, the amounts can be firmed up. He stated the contract for the roofing will be awarded in May, and asked about the contract for the upfit.

Mrs. Puckett said both RFPs are out; there are pre-bid meetings on April 9 at 2:00 p.m. for the interior and at 2:45 p.m. for the roof. She said the bids for the interior are due April 24 at 2:00 p.m. and bids for the roof are due April 24 at 2:30 p.m.

Supervisor Timmons said Social Services should be moved to the STEPS building by the end of August. Discussion followed on the RFPs.

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

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

the meeting was recessed at 7:01 p.m. until Tuesday, March 27, 2018 at 7:30 p.m. for a Public Hearing (STEPS Centre Lease).

DRAFT

March 27, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 27<sup>th</sup> day of March, 2018; at 7:30 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; James R. Ennis, County Attorney; and Brian T. Butler, Deputy County Attorney.

Chairman Cooper-Jones called the special meeting to order.

In Re: Public Hearing – STEPS Centre Lease

Chairman Cooper-Jones announced that this was the date and time scheduled for a public hearing solicit input and receive comments concerning two leases of Property that is commonly known as The STEPS Centre, located at 56 SMI Way, Farmville, VA 23901 and designated as Tax Parcel #023B-A-2. Notice of this hearing was advertised according to law in the Friday, March 16, 2018 edition of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

The first lease pertains to a lease of approximately 5,800 square feet of office space while the second lease pertains to approximately 12,714 square feet of space currently housing the Shredding operation.

The leases have been reviewed by the County Attorney, follow the MOU agreed to by both parties and have been signed by both parties. The leases are not fully executed until the Board ratifies them after the public hearing. The actual commencement date will begin once the work on the building has been substantially completed and either a temporary or permanent occupancy permit is issued allowing the premises to be occupied.

Chairman Cooper-Jones opened the public hearing.

There being no one wishing to speak, Chairman Cooper-Jones closed the public hearing.

Mr. Bartlett stated the copies of the two leases, one for office space and one for the Shred area.

Mr. Butler said the State Code provides that any property disposed of in any way, including by lease, the Board must hold a public hearing.

Supervisor Timmons said this doesn't include the lease with Social Services; Mr. Butler said it does not include any governmental agency.

Mr. Bartlett said it is not in force until the majority of the work is done and the Certificate of Occupancy is issued.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to adopt the Resolution Accepting STEPS Property; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

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

**ACCEPTANCE OF STEPS PROPERTY**

**WHEREAS**, Section 15.2-1803, Code of Virginia, 1950, as amended, requires a person authorized to act on behalf of the County to sign an instrument conveying property to the County; and

**WHEREAS**, the County wishes to accept the transfer of certain property currently owned by STEPS, Inc., and identified by Tax Map Number 023B-A-2.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Supervisors of the County of Prince Edward, that Pattie Cooper-Jones, Chairperson of the Board of Supervisors of the County of Prince Edward, is authorized to sign the instrument conveying property to the County of Prince Edward from STEPS, Inc., and identified by Tax Map Number 023B-A-2, and to sign such other associated documents as may be required to effect said conveyance.

Supervisor Timmons made a motion, seconded by Supervisor Emert, to ratify the execution of the leases; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

On motion of Supervisor Emert, seconded by Supervisor Wilck, and adopted by the following vote:

Aye: Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

Nay: None

the meeting was recessed until Thursday, March 29, 2018 at 2:00 p.m. for a budget work session.

March 29, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 29<sup>th</sup> day of March, 2018; at 2:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

C. Robert Timmons, Jr.

Jim R. Wilck

Absent: Jerry R. Townsend

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

Chairman Cooper-Jones called the reconvened meeting to order for a budget work session.

In Re: Approval of County Emergency Operations Plan

Sarah Elam Puckett, Assistant County Administrator, stated the Commonwealth of Virginia requires the EOP be updated and officially approved by the Board of Supervisors every four years. She presented an overview of the proposed EOP, and highlighted several sections, including the support functions and annexes; the National Incident Management System, which is the federal mandate which states that every locality should have a common interoperable approach which allows communication between the localities to provide for mutual aid statewide and state-to-state; the CRC Hazardous Mitigation Plan, which prioritizes the hazards in Prince Edward County; the Concept of Operations; the succession of local authority and the control and authorities.

Chairman Cooper-Jones suggested waiting to take a vote until Supervisor Townsend arrived to the meeting; the Board concurred.



In Re: Review of Donation Requests

Mr. Bartlett stated the donation requests were level funded; he said some requests were higher. He said several have match requirements but not all must be a cash match.

Supervisor Timmons said that several years ago, a policy was set that would call for the reduction in funding to wean the agencies from the “payroll.” He said the goal was to reduce the amounts given and suggested a reduction of 10% unilaterally. Discussion followed.

Supervisor Wilck suggested combining the donations to Longwood University in one lump sum.

Mr. Bartlett said the donation to Longwood Center for Visual Arts must be able to show a matching grant; the County provides proof to the Arts Council before releasing funding to Longwood.

Supervisor Jones suggested leaving the donations level funded as they were last year. Discussion followed.

Supervisor Emert asked if STEPS has provided a list and referred to a program for heating and cooling. Mr. Bartlett said they have different programs; the funds they receive for the heating and cooling program is through Dominion [Energy Virginia] and the funds from the State go through Social Services. Mr. Bartlett said once the funds are exhausted, there is no further assistance. He added the Rapid Rehousing doesn't provide much funding to them.

Following some discussion, the Board concurred to leave donations level-funded.

In Re: Review of Expenditures

Mr. Bartlett reviewed new and revised County programs. He recommended the hire of an attorney/IT position, and said with the new CAD system, the County will need to interface with what is being used currently. He said this will allow for a direct link with Farmville 911, County Dispatch, and General District Court, and allow “e-ticketing.”

Supervisor Timmons questioned the attorney costs and asked if Mr. Butler will take over all attorney duties.

Supervisor Wilck said the legal costs for the Town of Farmville are approximately \$18,000.

Supervisor Timmons stated Mr. Butler has brought in revenue for the County through the collections which more than covers his costs.

Mr. Bartlett said the funding from real estate taxes goes to the Real Estate line item. He said the attorney fees are much higher in other counties; much of the fees are for work the County has requested of the attorneys. He said some of the work relates to The Manor, Animal control, and deceased persons; discussion followed.

Chairman Cooper-Jones stated all jobs should be advertised. She said Mr. Butler does a fantastic job but the positions need to be open to the public, regardless of the position. She said acknowledgements that the County has received an application or that someone has been selected for a position should also be sent out to the applicants.

Supervisor Townsend entered the meeting at this time.

Chairman Cooper-Jones said the Board needs to know about all new hires and meet them.

Mr. Bartlett said the attorney/IT position will be advertised.

Supervisor Timmons questioned the professional services and asked if some of the revenue will phase out

Mr. Bartlett said the service is ongoing and is different from IT. He said the County is charged a flat fee and also a fee for mileage; the contractor is here several times a week. He said he mainly works on the BRIGHT/AS400 system, used by the Treasurer, Commissioner of Revenue, Payroll, Accounts Payable, Building Office, among others. Mr. Bartlett said there will likely have to be a transfer to a new software system in three or four years, which will be costly. Discussion followed.

Supervisor Timmons questioned the GIS System and Regional Jail costs. Mr. Bartlett said the amounts are driven by the number of inmate days. Discussion followed.

Supervisor Timmons then questioned the costs for refuse. Mr. Bartlett said there is a new [accounting] line and it will be transferred to Solid Waste.

Supervisor Timmons stated the line item shows an increase in funding for the library of \$24,000 over last year. He said using that number, the County is providing \$460,378. Mr. Bartlett said that includes the County's portion of the debt service; he added the increase is due to the IT which is shared with the Town

of Farmville, the library, and Buckingham County. He said the increase for the IT position is in consideration of everything the library does for the citizens which requires IT help.

Supervisor Jones requested an update on the loan with the YMCA building. Mr. Bartlett said that is included in the debt service. Mr. Bartlett said the principal is \$100,000 and the interest is \$31,000.

Supervisor Jones asked how many years are left on the loan. Mr. Bartlett said he believes there are four or five years left.

Supervisor Timmons asked for a document showing the status of the loans. Mr. Bartlett said he will have it to present at the next meeting.

Supervisor Emert asked for the status of the Prospect Depot project. Mr. Bartlett presented a brief history of the project.

Mr. Bartlett advised the Board that the County has received a request from the Town requesting \$600,000 to help fund the 911 Center; this is approximately two-thirds of the cost.

Supervisor Wilck said there needs to be re-negotiation with the Town, if that happens, regarding the cost of the Library; he said more people in the town use the library than residents outside the Town limits. He said it is the same for the 911 Center. He added that if they want to re-negotiate the cost of the 911 Center, it should be based on usage, not population.

Mr. Bartlett said the Town controls [the 911 Center]. He said the need is to look at the development of a board to run [the 911 Center] separately from the County or the Town. He said it should be run by law enforcement, fire and rescue, and EMS, and that board would be in charge of the management of the 911 Center.

Mr. Bartlett said there is \$50,000 in the Pay Raise Reserve Fund, for a contingency fund. He said several employees' salaries got out of whack over the years and a market study is needed. He said there are fewer people working for the County Administrator but they never compared their pay with a market study. He proposed doing a market study, then it would go to the Personnel Committee, then to the Board to make a decision on any change to Grades in comparison to what they are doing now in their jobs.

Supervisor Timmons said discussion on the health insurance rate will be held next Tuesday; the insurance agent will give an update on the County's status. He said the insurance agent reported an increase

of 5.5% is an absolute minimum but recommended a 7% increase and said the Schools will have a 25% increase in insurance rate. He asked what rate Mr. Bartlett figured into the budget.

Mr. Bartlett said he kept the same rate but expects it to increase 7%. He said that would be an increase of \$60,000 and wouldn't changing anything. He said he expects additional revenues or savings or a combination to cover it.

In Re: Approval of County Emergency Operations Plan (2)

Mr. Bartlett presented a brief overview of the discussion held on the County EOP for Supervisor Townsend.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to adopt the County Emergency Operations Plan; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

In Re: Review of Revenues

Mr. Bartlett said some of the revenues have been increased; there are new hotels and there has been an increase in building permits and real estate taxes. He said personal property is difficult to gauge. He said he reviewed comparisons of the NADA values of used cars and that did decrease in value, but not by a large amount. He said Public Service Corporations decreased; the State Corporation Commission assesses that.

Supervisor Wilck asked about the Lapp project and if the value to the land will increase. Mr. Bartlett said it may increase the value because of the use. He said the Planning Commission will meet at 6:00 p.m. and the Board of Supervisors will meet at 7:00 p.m. for discussion of that project.

Supervisor Timmons questioned a Revenue line item for the Sheriff and asked about the Centra overtime Reimbursement. Mr. Bartlett said the Sheriff's Department has an agreement with Centra to pay \$40 per hour for officers. The County pays overtime at \$31 or \$32; this program just started.

Supervisor Timmons questioned the revenue for the School Resource Officer. Mr. Bartlett said this is the last year the County receives that recovered cost from grant funding. He said Chris Joyner works on grants; he said he could add that to charge the schools to reimburse the cost.

Supervisor Timmons asked about the status of salvage vehicles. He said where they sit, they're losing value every day. Mr. Bartlett said locally, the County would only get scrap metal price. Discussion followed.

Supervisor Townsend questioned a line item for Board of Supervisors Health Insurance. Mr. Bartlett said that line will be moved into a different line item but was a refund from Anthem.

Supervisor Jones asked if there is any word on the pipeline. Mr. Bartlett said all of it will be taxable but will not be much.

Supervisor Townsend said the recreation in the rural areas must be addressed. He said the Board must realize the financial situation people in the County are experiencing, and to move the County forward, the Board must consider the rural areas and recreation. He presented two proposals to provide for recreation: through donation process or through line item appropriation for each district for recreation. He stated that during the Strategic Plan and the Comprehensive Plan discussions, the Board talked about providing recreation, and the Board needs to consider it in the budget. He said the children, especially in Leigh District which is 20 miles away [from Farmville], the citizens do not have a way to get into town. He said the Board needs to begin somewhere.

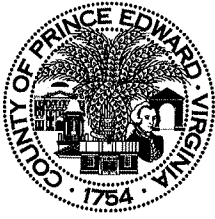
Mr. Bartlett discussed the County budget schedule with the absence of a state budget. He said the Board can authorize a public hearing at the normal time even if there is no state budget. He said by State Code, it is for informational purposes only and is an estimate of a budget. Mr. Bartlett said by Tuesday, we will need to know if stay with the same schedule; the Schools would have to adjust and can amend budget if there is something dire. Discussion followed.

On motion of Supervisor Wilck, seconded by Supervisor Pride, and adopted by the following vote:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

the meeting was recessed at 4:01 p.m. until Tuesday, April 3, 2018 at 5:30 p.m. for a budget work session.

DRAFT



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

**Meeting Date:** April 10, 2018  
**Item No.:** 8-c  
**Department:** County Administration  
**Staff Contact:** Barbara Poulston  
**Issue:** Review of Accounts & Claims

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**Summary:** The March bill list and Board of Supervisor mileage reports are attached for the Board's reviews.

**Attachments:** March 2018 Bill List  
Board Mileage Reports

**Recommendation:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_

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TO DATE- 3/21/2018

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

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FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
100	GENERAL FUND	\$400,512.42
125	DARE FUND	\$1,424.11
501	WATER FUND	\$20.11
502	SEWER FUND	\$44.59
520		\$45,772.72
732	RETIREMENT BENEFIT FUND	\$1,132.00
741	PIEDMONT COURT SERVICES FUND	\$13,259.12
	TOTAL	462,165.07



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MAJOR#	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT
011010	BOARD OF SUPERVISORS				
3160	29127	Professional Services			
	999999	THARP FUNERAL HOME & CREMATION SOCIETY OF VA	ALVIS WILMORE LOCKNER KENNETH	CREMATION CREMATION	862.00 1,787.61
3600	15240	Advertising	129579/0218	ADVERTISING	2,649.61 *
5530	11894	Travel-Subsistence & Lodg	6702 PUCKETT318	LODGING	639.08
	11894	BUSINESS CARD	6702 PUCKETT318	MEALS	639.08 *
6040	31333	ADP Equipment	9802224552	IPAD MONTHLY SERVICE	364.98
		VERIZON WIRELESS			51.15
					416.13 *
012110	COUNTY ADMINISTRATOR				465.54
5210	11894	Postal Services	6702 PUCKETT318	POSTAGE	465.54 *
6001	11894	Office Supplies	6702 PUCKETT318	POSTAGE	4,170.36 **
	13369	BUSINESS CARD	6702 PUCKETT318	ENVELOPES	2,350.00
	20600	DIAMOND SPRINGS WATER INC	11393100 318	WATER & EQUIP RENTAL	2,350.00 *
	20600	KEY OFFICE SUPPLY	512156	DATE STAMP	483.30
	20600	KEY OFFICE SUPPLY	512171	BINDERS/TABS	16.20
					42.89
					83.18
					625.57 *
012210	LEGAL SERVICES				2,975.57 **
3160	12182	Professional Services	71899167	VA SPECIAL COMR BOND	400.00
		CNA SURETY			400.00 *
012240	INDEPENDENT AUDITOR				400.00 **
3120	27715	Accountings & Auditing Se	59674	FY17 AUDIT	35,000.00
		ROBINSON FARMER COX ASSOC			35,000.00 *
012310	COMMISSIONER OF REVENUE				35,000.00 **
5210	11353	Postal Services	117110 318	PPTY FORMS/POSTAGE	3,796.52
		BMS DIRECT			3,796.52 *

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MAJOR# ACCT# 5230	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	13325	Telecommunications TREASURER OF VIRGINIA	T412289	ONLINE SERVICE	81.59
	13325	TREASURER OF VIRGINIA	T413065	ONLINE SERVICE	81.59
				ACCOUNT TOTAL	163.18 *
6001	11902	Office Supplies BUSINESS DATA OF VA, INC.	25 2018	NORTON ANTI-VIRUS	69.90
	20600	KEY OFFICE SUPPLY	511918	STAPLERS	35.78
				ACCOUNT TOTAL	105.68 *
6014	11902	Other Operating Supplies BUSINESS DATA OF VA, INC.	18 2018	DMV DOWNLOAD	3,314.86
				ACCOUNT TOTAL	3,314.86 *
				MAJOR TOTAL	7,380.24 **
012410	TREASURER				
3320	12762	Maintenance Service Contr COMPUTERPLUS SALES/SERVIC	MC0000188864	PRINTER SERV CONTRCT	602.55
				ACCOUNT TOTAL	602.55 *
3600	15240	Advertising FARMVILLE NEWSMEDIA	130364 0218	DELINQUENT RE TAX AD	1,290.45
				ACCOUNT TOTAL	1,290.45 *
5210	23798	Postal Services NEOFUNDS	2447 318	POSTAGE	1,000.00
				ACCOUNT TOTAL	1,000.00 *
5230	11250	Telecommunications BENCHMARK COMMUNITY BANK	7596 TREAS 318	PAYFLOW/PAYPAL	6.30
	13325	TREASURER OF VIRGINIA	T412289	ONLINE SERVICE	81.59
	13325	TREASURER OF VIRGINIA	T413065	ONLINE SERVICE	81.59
				ACCOUNT TOTAL	169.48 *
5410	22079	Lease/Rent Equipment MAIL FINANCE	N7019079	POSTAGE MTR LEASE	1,527.00
				ACCOUNT TOTAL	1,527.00 *
6001	11353	Office Supplies BMS DIRECT	122281	DELINQUNT PPTY BILLS	1,090.28
	11353	BMS DIRECT	122282	DELINQUENT RE BILLS	290.36
	20600	KEY OFFICE SUPPLY	31114	RETURN GLUE	5.99-
	20600	KEY OFFICE SUPPLY	31161	CREDIT	217.98-
	20600	KEY OFFICE SUPPLY	31168	CREDIT	108.99-
	20600	KEY OFFICE SUPPLY	511111	FILE BOX	15.69
	20600	KEY OFFICE SUPPLY	511567	GLUE	12.56
	20600	KEY OFFICE SUPPLY	512283	COPY PAPER	77.90
	20600	KEY OFFICE SUPPLY	512318	INK CARTRIDGES	336.96
	20600	KEY OFFICE SUPPLY	512435	LASER CARTRIDGES	205.98
				ACCOUNT TOTAL	1,696.77 *
6014	28866	Other Operating Supplies STEPS, INC	13577	SHREDDING SERVICE	35.00
				ACCOUNT TOTAL	35.00 *
				MAJOR TOTAL	6,321.25 **

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MAJOR# ACCT# 012510	VENDOR NUMBER NAME INFORMATION TECHNOLOGY	INVOICE#	DESCRIPTION	AMOUNT
3160	Professional Services			
11902	BUSINESS DATA OF VA, INC.	MARCH 2018	MONTHLY CONTRACT	3,900.00
11902	BUSINESS DATA OF VA, INC.	13 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	17 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	19 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	20 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	24 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	25 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	27 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	33 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	34 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	35 2018	TRAVEL EXPENSE	125.00
11902	BUSINESS DATA OF VA, INC.	6 2018	TRAVEL EXPENSE	125.00
			ACCOUNT TOTAL	5,275.00 *
3161	Webpage Services			
28330	SITEVISION INC	19602	WEB HOSTING SERVICE	179.85
			ACCOUNT TOTAL	179.85 *
3320	Maintenance Service			
12762	COMPUTERPLUS SALES/SERVIC	MC00000188865	PRINTER SERV CONTRACT	79.00
			ACCOUNT TOTAL	79.00 *
			MAJOR TOTAL	5,533.85 **
013100	ELECTORAL BOARD AND OFFICIALS			
1100	Salaries & Wages			
10173	AKERS-BOOKER GWENDOLYN	NOV 17-DEC 18	SALARY	1,074.00
22152	MARTIN SAMUEL A JR	NOV 17-FEB 18	SALARY	537.32
28445	SMITH GORDON V	NOV 17-FEB 18	SALARY	537.32
			ACCOUNT TOTAL	2,148.64 *
6001	Office Supplies			
24985	OWEN G DUNN CO	11850	USB STICKS	1,370.25
			ACCOUNT TOTAL	1,370.25 *
			MAJOR TOTAL	3,518.89 **
013200	REGISTRAR			
5210	Postal Services			
32961	WRIGHT LYNETTE	POSTAGE 318	POSTAGE	10.00
			ACCOUNT TOTAL	10.00 *
6001	Office Supplies			
32961	WRIGHT LYNETTE	REIMB 318	BOXES/GLUE/BUBBLEWRP	19.30
			ACCOUNT TOTAL	19.30 *
			MAJOR TOTAL	29.30 **
021100	CIRCUIT COURT			
6001	Office Supplies			
20600	KEY OFFICE SUPPLY	510396	FILES	64.26
			ACCOUNT TOTAL	64.26 *
			MAJOR TOTAL	64.26 **

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MAJOR# ACCT# 021200	VENDOR NUMBER GENERAL	VENDOR NAME DISTRICT COURT	INV#	DESCRIPTION	AMOUNT
3160	28866	Professional Services STEPS, INC	13573	SHREDDING SERVICE	35.00 *
5210	14552 22079	Postal Services ELECTRONIC SYSTEMS INC MAIL FINANCE	IN881080 N7023582	INK EQUIPMENT LEASE	155.00 376.17 531.17 *
6001	29118 29118	Office Supplies THE SUPPLY ROOM THE SUPPLY ROOM	3219121 0 3232388 0	MARKERS NOTES/STAPLES/CORKBD	19.89 68.73 88.62 *
8202	20600 20600 20600	Furniture & Fixtures KEY OFFICE SUPPLY KEY OFFICE SUPPLY KEY OFFICE SUPPLY	511147 511352 512382	CHAIRMATs CHAIRMATs CHAIRS	159.80 199.80 476.00 835.60 *
021600		CLERK OF THE CIRCUIT COURT		ACCOUNT TOTAL	1,490.39 **
3160	10857 10857	Professional Services ATWORK FRANCHISE INC ATWORK FRANCHISE INC	37033 37578	PART-TIME EMPLOYEE PART-TIME EMPLOYEE	164.00 410.00 574.00 *
3310	20600	Repairs/Maintenance KEY OFFICE SUPPLY	511501	COPIER MAINT CONTRACT	406.00 406.00 *
5210	22079	Postal Services MAIL FINANCE	N7023581	LEASE PAYMENT	407.13 407.13 *
5230	21319	Telecommunications CENTURYLINK	309863799 318	PHONE	45.74 45.74 *
6001	20600 20600 20600 20600 20600 20600	Office Supplies KEY OFFICE SUPPLY KEY OFFICE SUPPLY KEY OFFICE SUPPLY KEY OFFICE SUPPLY KEY OFFICE SUPPLY	511076 511222 511223 511280 511582 512411	CLIPS/GERM-X COPY PAPER INK CARTRIDGES LASER CARTRIDGE DATE STAMP LASER CARTRIDGE	142.46 215.91 532.74 319.90 38.89 309.98 1,559.88 *
6012	29038	Books and Subscriptions T&N PRINTING	297429	COPY PLATS	38.50 38.50 *
021800		LAW LIBRARY		ACCOUNT TOTAL	3,031.25 **
6012	21761	Books and Subscriptions RELX INC DBA LEXISNEXIS	3091352095	MONTHLY SUBSCRIPTION	289.00 289.00 *
				ACCOUNT TOTAL	289.00 **
				MAJOR TOTAL	289.00 **

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MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
022100	022100	COMMONWEALTH'S ATTORNEY			
5899		Miscellaneous			
	15380	FARMVILLE PRINTING	4427	BUSINESS CARDS-MOSS	15.80
	15380	FARMVILLE PRINTING	4428	BUSINESS CARDS-HANNA	15.80
	15380	FARMVILLE PRINTING	4513	BUSINESS CARDS-BOOKR	15.80
	28866	STEPS, INC	13575	SHREDDING SERVICE	35.00
	999999	CAVALIER REPORTING &	103586	TRANSCRIPTS	237.40
				ACCOUNT TOTAL	319.80 *
6001		Office Supplies			
	20600	KEY OFFICE SUPPLY	511165	CLIPS/PENS/LABELS	115.52
	20600	KEY OFFICE SUPPLY	511775	FOLDERS/TABS/PENS	166.19
	20600	KEY OFFICE SUPPLY	511776	ENVELOPES	8.79
	20600	KEY OFFICE SUPPLY	511857	SHARPIE MARKERS	9.55
	22747	MOSS DAVID		PENS/HIGHLIGHTERS	18.36
	999999	LEAP LAURIE M		DVD'S	15.67
				ACCOUNT TOTAL	334.08 *
6012		Books and Subscriptions			
	31675	VA LAWYERS WERKLY	377370	SUBSCRIPTION	389.00
				ACCOUNT TOTAL	389.00 *
				MAJOR TOTAL	1,042.88 **
022200		VICTIM WITNESS ASSISTANCE PROGRAM			
6001		Office Supplies			
	20600	KEY OFFICE SUPPLY	512078	FILE CABINETS	237.98
				ACCOUNT TOTAL	237.98 *
				MAJOR TOTAL	237.98 **
031200		SHERIFF			
3311		Repairs & Maint-Auto & Eq			
	11005	B&G AUTO INC	3223	INSPECTION	16.00
	11005	B&G AUTO INC	3225	BRAKE PADS	460.88
	11005	B&G AUTO INC	3283	OIL CHANGE	82.16
	11775	BURKEVILLE BODY SHOP	33156	AUTO REPAIRS	2,648.29
	14300	EAST END MOTOR CO INC	160242	INSPECT/OIL CHANGE	66.05
	14300	EAST END MOTOR CO INC	160516	BALL JNT/HOUSING	463.26
	14300	EAST END MOTOR CO INC	160531	INSPECTION	16.00
	14300	EAST END MOTOR CO INC	160596	ROTATE TIRES/OIL CHG	122.49
	14300	EAST END MOTOR CO INC	160926	INSPECT/OIL CHG/BULB	103.48
	14915	EXPRESS CARE	1065	OIL CHANGE	71.17
	14915	EXPRESS CARE	1082	OIL CHG/WIPER BLADES	92.15
	14915	EXPRESS CARE	1092	OIL CHANGE	77.15
	14915	EXPRESS CARE	347	OIL CHANGE	60.08
	14915	EXPRESS CARE	363	OIL CHANGE	82.06
	14915	EXPRESS CARE	401	OIL CHANGE	46.08
	14915	EXPRESS CARE	654	OIL CHANGE	60.08
	14915	EXPRESS CARE	770	OIL CHANGE	41.47

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230	15920	FOURTH STREET MOTOR CO	MAR 1 2018	AUTO REPAIR	949.26
	20323	KENBRIDGE TIRE	188394	CALIBRATION	25.00
	20323	KENBRIDGE TIRE	188395	CALIBRATION	25.00
	20323	KENBRIDGE TIRE	188396	CALIBRATION	25.00
	20323	KENBRIDGE TIRE	475177	CALIBRATION	25.00
	20323	KENBRIDGE TIRE	475200	CALIBRATION	25.00
	20323	KENBRIDGE TIRE	873667	CALIBRATION	25.00
	32736	WOHLFORD'S RADAR	250024	CALIBRATE TUNE FORKS	192.00
				ACCOUNT TOTAL	5,800.11 *
5230	21319	Telecommunications		PHONE	10.36
	21319	CENTURYLINK	309468839 318	VCIN	7.97
	30440	US CELLULAR	309558628 318	PHONE	812.79
			918210747 318		831.12 *
				ACCOUNT TOTAL	
5530	11894	Travel-Subsistence & Lodg		MEALS	456.45
	16653	BUSINESS CARD	0555 SHERIFF318	MEAL	7.66
	999999	GOLDMAN ROBERT	MEAL 318	MEALS	15.02
		COEN SARAH	MEALS 318		479.13 *
				ACCOUNT TOTAL	
5801	11894	Accreditation		CRATES/LODGING	197.02
	20600	BUSINESS CARD	0555 SHERIFF318	TONER	383.48
	20600	KEY OFFICE SUPPLY	512088	TONER	868.73
	20600	KEY OFFICE SUPPLY	512089	BINDERS	59.57
	20600	KEY OFFICE SUPPLY	512399	HOLE-PUNCH	44.95
	20600	KEY OFFICE SUPPLY	512417		1,553.75 *
				ACCOUNT TOTAL	
5810	18600	Dues & Association Member		DUES-CARR	50.00
	18600	IAPE	LI604795	DUES-THORPE	50.00
	18600	IAPE	LI604796	DUES-WALKER	50.00
			M18 32472		150.00 *
				ACCOUNT TOTAL	
6001	11894	Office Supplies		CUPS	26.89
	11902	BUSINESS CARD	0555 SHERIFF318	BATTERY UNIT	99.95
	11902	BUSINESS DATA OF VA, INC.	33 2018	FINGERPRINT UNIT PRT	50.42
	11902	BUSINESS DATA OF VA, INC.	34 2018	PRINTER PART	124.91
	11902	BUSINESS DATA OF VA, INC.	38 2018	NORTON ANTI-VIRUS	34.95
	13369	BUSINESS DATA OF VA, INC.	6 2018	WATER & EQUIP RENTAL	106.70
	20600	DIAMOND SPRINGS WATER INC	27961300 318	TONER	72.99
	20600	KEY OFFICE SUPPLY	511221	COPY PAPER	149.75
	20600	KEY OFFICE SUPPLY	511342	BATTERIES/FOLDERS	99.75
	20600	KEY OFFICE SUPPLY	511343	FLASH DRIVES	53.96
	20600	KEY OFFICE SUPPLY	511455	FLASH DRIVES	56.78
	20600	KEY OFFICE SUPPLY	511482	LAMINATOR	79.99
	20600	KEY OFFICE SUPPLY	512335	STYROFOAM CUPS	39.19
	20600	KEY OFFICE SUPPLY	512236	OFFICE SUPPLIES	10.37
	32138	WALMART COMMUNITY/SYNCE	8858		1,006.60 *
				ACCOUNT TOTAL	
6004	28640	Virso Comm Center Crime P		ELECTRIC SERVICE	15.15
		SOUTHSIDE ELECTRIC COOP	526776002 318		15.15 *
				ACCOUNT TOTAL	

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6009	14300	Vehicle & Powered Equip S			
	14300	EAST END MOTOR CO INC	160141	TIRES	599.86
	14300	EAST END MOTOR CO INC	160254	TIRES	269.69
	14300	EAST END MOTOR CO INC	160777	TIRE	149.96
				ACCOUNT TOTAL	1,019.51 *
6010	11649	Police Supplies			
		BROWNELLS INC	15126869	GUN MOUNTS	234.95
				ACCOUNT TOTAL	234.95 *
6011	10380	Uniforms & Wearing Appare			
	16102	AMERICAN UNIFORM SALES	50799	SHIRTS	115.16
	16102	GALLS LLC	9268387	HASHMARK EMBLEMS	42.50
	16102	GALLS LLC	9300101	INSIGNIA	31.50
	16102	GALLS LLC	9319378	INSIGNIA	31.50
	16102	GALLS LLC	9351276	BLAZER	405.00
	19331	JEFFERSON JANNEAR	1221 318	SEW ON HASHMARKS	14.00
				ACCOUNT TOTAL	639.66 *
6023	999999	Equipment-Alcohol Grant			
		MID-ATLANTIC DUI	REGISTRATION318	REGISTRATION	135.00
				ACCOUNT TOTAL	135.00 *
8202	20600	Furniture & Fixtures			
	20600	KEY OFFICE SUPPLY	512091	CHAIRS	929.97
	20600	KEY OFFICE SUPPLY	512092	HUMIDIFIER/HEATER	138.38
				ACCOUNT TOTAL	1,068.35 *
				MAJOR TOTAL	12,933.33 **
032300		VOLUNTEER FIRE DEPARTMENT			
7001	15656	Payment to Farmville VFD			
	20600	FIRE & SAFETY EQUIP CO	87173	HANGING LETTER PATCH	68.00
	22397	KEY OFFICE SUPPLY	512139	KEY BOX/ENVELOPES	41.29
	22397	MUNICIPAL EMERGENCY SERV	IN1188899	BOOTS	374.00
	22397	MUNICIPAL EMERGENCY SERV	IN1196469	TACLITE PANTS	113.89
	22397	MUNICIPAL EMERGENCY SERV	IN1204000	RESCUE TOOL SERVCALL	966.00
				ACCOUNT TOTAL	1,563.18 *
7002	12845	Payment to Rice VFD			
	21319	COUNTY WASTE	08125809 318	TRASH COLLECTION	32.34
	21319	CENTURYLINK	310013979 318	PHONE	201.50
	31846	RICE VOL FIRE DEPT	WORK COMP 318	REIMB WORK COMP INS	3,087.00
	31846	DOMINION ENERGY VIRGINIA	4500495009 318	ELECTRIC SERVICE	459.51
	31846	DOMINION ENERGY VIRGINIA	5487358649 318	ELECTRIC SERVICE	9.15
				ACCOUNT TOTAL	3,789.50 *
7003	10626	Payment to Prospect VFD			
	14700	APPOMATTOX AUTO WORKS INC	11222595	PAINT TRUCK	6,530.89
	15908	ELLINGTON ENERGY SERVICE	ACCT 913G	REPAIR GENERATOR	200.00
	16651	FOSTER FUELS INC	193933	PROPANE	314.90
	16651	GOODMAN SPECIALIZED	14759G	TRK REPAIRS/INSPECT	3,118.23
	16651	GOODMAN SPECIALIZED	14795G	REPAIR FUEL LEAK	1,445.69
	16651	GOODMAN SPECIALIZED	14853G	REPAIR DEFROST	262.14
	20600	KEY OFFICE SUPPLY	511512	STAMPS	47.50

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
7004	25782	PRINCE EDWARD CO PBLG SCH	DIESEL-FEB 2018	DIESEL	118.71
	29440	PRINCE EDWARD CO TREAS	GAS-FEB 2018	GAS	90.56
	32146	WATKINS INSURANCE AGENCY	30175	INSURANCE-ADD VEHICL	407.00
				ACCOUNT TOTAL	12,535.62 *
	12996	Payment to Darlington VFD	FEB 2018	EXTERMINATING SERVIC	45.00
	13083	CYRUS PEST CONTROL CO	INTERNET 318	REIMB INTERNET	98.05
	14700	DARLINGTON HGT FIRE DEPT	77457	PROPANE	454.06
	14700	ELLINGTON ENERGY SERVICE	77462	PROPANE	285.46
	15656	FIRE & SAFETY EQUIP CO	87426	SAFETY SCENE LIGHTS	1,259.98
	15656	FIRE & SAFETY EQUIP CO	87427	TACT LGHT HELMET MNT	513.90
	15656	FIRE & SAFETY EQUIP CO	87428	BOMBER JACKETS	2,505.28
	15721	FISHER AUTO PARTS, INC.	203651	BATTERY	159.14
	15721	FISHER AUTO PARTS, INC.	203730	HOSE CLAMP	1.58
	28640	SOUTHSIDE ELECTRIC COOP	38156001 318	ELECTRIC SERVICE	278.39
				ACCOUNT TOTAL	5,600.84 *
7005	12024	Payment to Hampden-Sydney	608418	FOAMJET TWISTER	105.91
	14300	C W WILLIAMS	160304	INSPECTION	16.00
	15560	EAST END MOTOR CO INC	631821	BULBS	11.86
	15560	FARMVILLE WHSALE ELECTRIC	633777	BULBS	29.74
	15908	FARMVILLE WHSALE ELECTRIC	187572	PROPANE	511.98
	15908	FOSTER FUELS INC	204289	PROPANE	98.06
	15908	FOSTER FUELS INC	206040	PROPANE	266.79
	21319	CENTURYLINK	310187773 318	PHONE	66.08
				ACCOUNT TOTAL	1,106.42 *
7006	11491	Payment to Pamplin VFD	5082468	OUTLET/PIGTAIL/GAUGE	353.77
	11491	ARC3 GASES	5151197	VALVE/OUTLETS	68.79
	11491	ARC3 GASES	5153599	CYLINDER LEASE	288.00
	19651	JOHNSON BENJAMIN H CPA	30453	ACCOUNTING SERVICES	1,550.00
	25210	PAMPLIN EXXON	PAMPLIN VFD 318	FUEL	392.06
	25860	PRINCE EDWARD OVRHD DOORS	4131	REPAIR BAY DOOR	140.00
	31846	DOMINION ENERGY VIRGINIA	4743517221 318	ELECTRIC SERVICE	420.45
	31846	DOMINION ENERGY VIRGINIA	4743517221 318A	ELECTRIC SERVICE	317.77
	31846	DOMINION ENERGY VIRGINIA	6280980001 318	ELECTRIC SERVICE	79.05
	31846	DOMINION ENERGY VIRGINIA	628098001 318	ELECTRIC SERVICE	40.33
				ACCOUNT TOTAL	3,650.22 *
7007	25246	Payment to Meherrin VFD	585942	PROPANE	621.07
	25246	PARKER OIL CO INC	606162	PROPANE	185.23
	31333	VERIZON OIL CO INC	942130219 318	PHONE/INTERNET	268.34
	31335	VERIZON WIRELESS	131066238 318	PHONE	238.15
	31335	VERIZON	131066238 318A	PHONE/FAX	1.37
	31846	DOMINION ENERGY VIRGINIA	0519881510 318	ELECTRIC SERVICE	386.27
	31846	DOMINION ENERGY VIRGINIA	1054718216 318	ELECTRIC SERVICE	276.37
	31846	DOMINION ENERGY VIRGINIA	1913347348 318	ELECTRIC SERVICE	39.93
	31846	DOMINION ENERGY VIRGINIA	2725824417 318	ELECTRIC SERVICE	13.76
				ACCOUNT TOTAL	2,030.49 *



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7010	17776	First Responders HAMPDEN-SYDNEY VOL FIRE	17-18 SUPPRT4/4	17-18 SUPPORT	1,250.00 1,250.00 * 31,526.27 **
032300		AMBULANCE AND RESCUE SERVICES			
7005	25880	Prince Edward Rescue Squa PRINCE EDWARD VOL RESCUE	17-18 SUPPRT4/4	17-18 SUPPORT	18,700.00 18,700.00 *
7008	22349	Meherrin Rescue MEHERRIN FIRE & RESCUE	17-18 SUPPRT4/4	17-18 SUPPORT	3,250.00 3,250.00 * 21,950.00 **
032500		EMERGENCY SERVICES			
3160	29280	Professional Service E-91 TIMMONS GROUP	202131	E911 ADDRESSING	80.00 80.00 * 80.00 **
033200		REGIONAL JAIL & DETENTION			
3196		Purchase of Services - Ja CITY OF LYNCHBURG			
	12550	IRONGATE BOUNDARY MNGT	176816	GROUP HOME CARE	3,542.00
	18743	IRONGATE BOUNDARY MNGT	JH 318	ELECTRONIC MONITORIN	1,046.25
	25375	PIEDMONT RGNL JUVENILE	TT 318	ELECTRONIC MONITORIN	1,046.25
	25375	PIEDMONT RGNL JUVENILE	1605	JUVENILE DETENTION	1,050.00
	25375	PIEDMONT RGNL JUVENILE	1647	JUVENILE DETENTION	225.00
	25375	PIEDMONT RGNL JUVENILE	1655	JUVENILE DETENTION	4,350.00
034100		BUILDING OFFICIAL			11,259.50 * 11,259.50 **
5810	11894	Dues & Association Member BUSINESS CARD	6702 PUCKETT318	VBCOA DUES	45.00 45.00 *
6009	27770	Vehicle & Powered Equip S ROD & STAFF LLC	62944	TIRES	378.00 378.00 * 423.00 **
035100		ANIMAL CONTROL			
3110	27524	Vet Care RIDGE ANIMAL HOSPITAL	244558	VET SERVICE	57.00 57.00 *

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5110	31846	DOMINION ENERGY VIRGINIA Electrical Services	0890745003 318	ELECTRIC SERVICE	542.56 542.56 *
5230	21319	Telecommunications CENTURYLINK	310119726 318	PHONE	120.47 120.47 *
5530	14931	Travel-Subsistence & Lodg FARLEY JAMES	SCHOOL-1	CASH ADVANCE	200.00
	14931	FARLEY JAMES	SCHOOL-2	CASH ADVANCE	200.00
	14931	FARLEY JAMES	SCHOOL-3	CASH ADVANCE	200.00
5540	999999	Travel-Convention & Educa RAPPAHANNOCK REGIONAL	1718TU16	TUITION (FARLEY)	600.00 *
6001	22900	Office Supplies MUNMA ADAM	KEYS 318	KEYS	1,400.00 1,400.00 *
6002	15721	Vehicle & Powered Equip S FISHER AUTO PARTS, INC.	203284	WIPER BLADES	18.32 18.32 *
035300		MEDICAL EXAMINER			38.90 38.90 *
3110	29459	Professional Health Serv TREASURER OF VIRGINIA	FOULDS MARISSA	CORONER	2,777.25 **
043200		GENERAL PROPERTIES			20.00 20.00 * 20.00 **
3310	13746	Repairs/Maintenance DODSON PEST CONTROL	R01983102	ANNUAL RENEWAL-AG	150.00 150.00 *
3320	12128	General Repair - Water Da CARPET HOUSE	16392	FLOORING	28,626.00 28,626.00 *
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	114379002 318	SRR LIGHTS	30.04
	31846	DOMINION ENERGY VIRGINIA	1545926683 318	SCOPE BLDG	150.31
	31846	DOMINION ENERGY VIRGINIA	2786281903 318	COURTHOUSE	10,123.95
	31846	DOMINION ENERGY VIRGINIA	4951935099 318	SHERIFF DEPT SHED	6.59
	31846	DOMINION ENERGY VIRGINIA	5856894620 318	WORSHAM CLERK OFFICE	273.04
	31846	DOMINION ENERGY VIRGINIA	6669158583 318	LIGHTS AT RICE	111.81
	31846	DOMINION ENERGY VIRGINIA	8105475944 318	AG BLDG	1,728.25
	31846	DOMINION ENERGY VIRGINIA	9670710004 318	SHOP	36.32
5120	25247	Heating Services PARKER OIL COMPANY INC	589637	HEATING OIL	12,460.31 *
					455.99 455.99 *

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5130	29332	Water & Sewer TOWN OF FARMVILLE	AG BLDG 318	WATER & SEWER	89.78
	29332	TOWN OF FARMVILLE	CH IRRIG 318	WATER	17.40
	29332	TOWN OF FARMVILLE	SCOPE BLDG 318	WATER & SEWER	33.65
				ACCOUNT TOTAL	140.83 *
5230	10105	Telecommunications AT&T	7305055660 318	PHONE	44.19
	21319	CENTURYLINK	310262069 318	PHONE	57.40
	21319	CENTURYLINK	310441360 318	PHONE	87.48
				ACCOUNT TOTAL	189.07 *
5440	28869	Portable Toilet Rental STIFF O O INC	6426	MONTHLY SERVICE	100.00
				ACCOUNT TOTAL	100.00 *
6005	13367	Janitorial Supplies DIAMOND PAPER COMPANY	2099672	TRASH BAGS	44.27
	13367	DIAMOND PAPER COMPANY	211746	JANITORIAL SUPPLIES	754.33
	17312	HANDI-CLEAN PRODUCTS INC	SI 149652	WAX & STRIPPER	657.41
	21811	LOWE'S	907022	WINDOW CLEANER	9.63
	30239	UNIFIRST CORPORATION	972519	JANITORIAL SUPPLIES	55.22
	30239	UNIFIRST CORPORATION	974545	JANITORIAL SUPPLIES	56.05
				ACCOUNT TOTAL	1,576.91 *
6007	11138	Repairs and Maintenance S BALDWIN'S SMALL ENGINE	1464	CARBURETOR/BATTERY	505.86
	13369	DIAMOND SPRINGS WATER INC	11393100 318	EQUIP RENTAL	8.95
	15560	FARMVILLE WHSALE ELECTRIC	632468	WATER HEATER PARTS	2.13
	15560	FARMVILLE WHSALE ELECTRIC	632741	BULBS/BALLASTS	348.85
	15721	FISHER AUTO PARTS, INC.	203777	SHOP TOWELS	2.27
	15721	FISHER AUTO PARTS, INC.	203960	WD40/FUNNEL	9.55
	21811	LOWE'S	901778 318	ADHESIVE/TAPE MEASUR	92.25
	21811	LOWE'S	907022	BATTERIES	18.94
	25352	PHELPS LOCKSMITH SERVICE	FEB 15 2018	DOOR LEVER/CYLINDER	255.00
	27922	CINTAS CORPORATION #524	524 09428 318	UNIFORM RENTAL	147.84
				ACCOUNT TOTAL	1,391.64 *
6008	25782	Vehicle & Powered Equip F PRINCE EDWARD CO PBLC SCH	DIESEL-FEB 2018	DIESEL	76.33
				ACCOUNT TOTAL	76.33 *
6009	15721	Vehicle & Powered Equip S FISHER AUTO PARTS, INC.	203777	OIL/FILTER/GAS TREAT	54.21
	23248	NAPA OF FARMVILLE	178688	OIL & FILTER	75.63
				ACCOUNT TOTAL	129.84 *
				MAJOR TOTAL	45,296.92 **
043400	CANNERY				
3161	31653	Professional Services-Can VIRGINIA FOOD WORKS	257	COMMERCIAL CONTRACT	2,916.67
				ACCOUNT TOTAL	2,916.67 *
3310	11410	Repairs & Maintenance DOLI/BOILER SAFETY	954118826	BOILER INSPECTION	80.00

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5110	21811 LOWE'S	906508	CAULK & GASKET	34.08
			ACCOUNT TOTAL	114.08 *
5230	28640 Electrical Services SOUTHSIDE ELECTRIC COOP	44435001 318	ELECTRIC SERVICE	299.98
			ACCOUNT TOTAL	299.98 *
6014	21319 Telecommunications CENTURYLINK	310248529 318	PHONE	250.85
			ACCOUNT TOTAL	250.85 *
	16913 Other Operating Supplies GULICK PATTY	REIMB 318	MIXING BOWLS	70.80
			ACCOUNT TOTAL	70.80 *
			MAJOR TOTAL	3,652.38 **
052500	CHAPTER X BOARD			
5640	12928 Payment to Crossroad Ser CROSSROAD SERVICES BOARD	4TH QTR 318	4TH QTR SUPPORT	15,000.00
			ACCOUNT TOTAL	15,000.00 *
			MAJOR TOTAL	15,000.00 **
053500	COMPREHENSIVE SERVICES ACT			
3160	CSA Programs			
	11191 BEAR CREEK ACADEMY	MH 318	PROFESSIONAL SERVICE	3,515.00
	12283 CENTRA HEALTH INC	AG 318	PROFESSIONAL SERVICE	6,860.00
	12283 CENTRA HEALTH INC	GL 318	PROFESSIONAL SERVICE	6,860.00
	12283 CENTRA HEALTH INC	JP 318	PROFESSIONAL SERVICE	6,860.00
	12283 CENTRA HEALTH INC	KW 318	PROFESSIONAL SERVICE	3,234.00
	12283 CENTRA HEALTH INC	WC 318A	PROFESSIONAL SERVICE	4,620.00
	16672 GRAFTON SCHOOL INC	WC 318	PROFESSIONAL SERVICE	5,720.00
	16672 GRAFTON SCHOOL INC	NMA 318	PROFESSIONAL SERVICE	11,397.00
	19233 JAMES RIVER THERAP SVCS	WRJ 318	PROFESSIONAL SERVICE	11,187.00
	19233 JAMES RIVER THERAP SVCS	WRJ 318A	PROFESSIONAL SERVICE	400.00
	23268 NAPIER JEAN	FEB 2018	FOSTER CARE	605.00
	28866 STEPS, INC	JQ 318	PROFESSIONAL SERVICE	700.00
	28866 STEPS, INC	JY 318	PROFESSIONAL SERVICE	855.00
	31657 VIRGINIA KEYS SCHOOL	JY 318	PROFESSIONAL SERVICE	720.00
	31657 VIRGINIA KEYS SCHOOL	MG 318	PROFESSIONAL SERVICE	3,230.00
	31981 VOICES SPEECH THERAPY	AG 318	PROFESSIONAL SERVICE	3,230.00
	31981 VOICES SPEECH THERAPY	GL 318	PROFESSIONAL SERVICE	250.02
			ACCOUNT TOTAL	400.00
			ACCOUNT TOTAL	70,643.02 *
3180	Administrative TREASURER VIRGINIA TECH	WORKSHOP 318	CSA WORKSHOP	25.00
			ACCOUNT TOTAL	25.00 *
			MAJOR TOTAL	70,668.02 **
053501	OTHER WELFARE/SOCIAL SERVICES			
5610	28866 STEPS Inc. STEPS, INC	17-18 SUPPRT4/4	17-18 SUPPORT	5,000.00
			ACCOUNT TOTAL	5,000.00 *

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MAJOR# ACCT# 5615	VENDOR NUMBER	VENDOR NAME	STEPS-Community Action Pr	INV#	DESCRIPTION	AMOUNT
	28866	STEPS, INC		17-18 SUPPRT4/4	17-18 SUPPORT	3,622.00 3,622.00 * 8,622.00 **
073500		PUBLIC LIBRARY				
5640	15400	Contribution To Library FARMVILLE-PE COMM LIBRARY		17-18 SUPPRT4/4	17-18 SUPPORT	52,702.00 52,702.00 * 52,702.00 **
081100		PLANNING				
3161		Planning Commission				
	17883	HUNT PRESTON		MAR 20 2018	COMMISSION MTG	100.00
	19875	JONES ROBERT M		MAR 20 2018	COMMISSION MTG	100.00
	21525	LEATHERWOOD CLIFFORD JACK		MAR 20 2018	COMMISSION MTG	100.00
	22170	MASON ROBERT CHRISTOPHER		MAR 20 2018	COMMISSION MTG	100.00
	25309	PEERY JOHN W JR		MAR 20 2018	COMMISSION MTG	100.00
	28067	SANDLIN TERESA		MAR 20 2018	COMMISSION MTG	100.00
	32150	WATSON BRETT VON CANNON		MAR 20 2018	COMMISSION MTG	100.00
5510		Travel-Mileage				
	17883	HUNT PRESTON		MAR 20 2018	MILEAGE	21.80
	19875	JONES ROBERT M		MAR 20 2018	MILEAGE	5.45
	22170	MASON ROBERT CHRISTOPHER		MAR 20 2018	MILEAGE	9.81
	25309	PEERY JOHN W JR		MAR 20 2018	MILEAGE	1.63
	28067	SANDLIN TERESA		MAR 20 2018	MILEAGE	6.54
						45.23 * 745.23 **
081600		TOURISM				
5110		Electrical Services				
	31846	DOMINION ENERGY VIRGINIA		0675198071 318	ELECTRIC SERVICE	138.78
	31846	DOMINION ENERGY VIRGINIA		1059387447 318	ELECTRIC SERVICE	45.84
						184.62 *
5130		Water & Sewer				
	29332	TOWN OF FARMVILLE		MOORE BLDG 318	WATER & SEWER	47.65 47.65 *
5210		Postal Services				
	11894	BUSINESS CARD		6702 PUCKETT318	UPS	3.75
	22453	MIDTOWN MAILBOXES		227927	TRIANGULAR BOX	4.59
						8.34 *
5230		Telecommunications				
	21319	CENTURYLINK		310393238 318	PHONE	369.30 369.30 *
5530		Travel-Subsistence & Lodg				
	31199	VANEPS MAGI		MEAL 318	VA RETREAT LUNCH	17.78 17.78 *

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MAJOR# ACCT# 6001	VENDOR NUMBER 20600 31199	VENDOR NAME Office Supplies KEY OFFICE SUPPLY VANEPS MAGI	INV# 511058 REIMB 318	DESCRIPTION CORRECT TAPE/LABELS OFFICE SUPPLIES	AMOUNT 11.46 12.59 24.05 * 651.74 **
082300		FLOOD & EROSION CONTROL			
5470	17925	Stormwater Review Fees HURT & PROFFITT, INC	48343	STORMWTR PLAN REVIEW	480.00 480.00 * 480.00 **
082400		SOIL & WATER CONSERVATION DISTRICT			
5641	25440	Donation - PS&WCD PIEDMONT SOIL & WATER	17-18 SUPPRT4/4	17-18 SUPPORT	2,960.00 2,960.00 * 2,960.00 **
083500		COOPERATIVE EXTENSION OFFICE			
5230	21319	Telecommunications CENTURYLINK	309520098 318	PHONE	109.48 109.48 * 109.48 **
091000		GENERAL EXPENSE			
5230	23933	Internal Telecom Account LUMOS NETWORKS	165866886 318	PHONE	2,870.90 2,870.90 *
5699	29748	Reimbursement to State TREASURER OF VIRGINIA	INS ADJUST 318	ADVERSE EXPER ADJUST	4,025.32 4,025.32 * 6,896.22 **
094000		CAPITAL PROJECTS			
0028	17925	Prospect Depot VDOT Grant HURT & PROFFITT, INC	48286	GRANT ADMINISTRATION	99.00 99.00 *
0034	12889 12889 28402	Courthouse Renovation A&E CRABTREE ROHRBAUGH & ASSC CRABTREE ROHRBAUGH & ASSC SIX SIDES BLDG ENCLOSURE	1 3151 8 1053	STEPS ROOF REPLACMNT CH ADDITION/RENO INFRARED INSPECTION	23,438.00 12,236.86 4,500.00 40,174.86 * 40,273.86 **
				FUND TOTAL	400,512.42

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MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			

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MAJOR# ACCT# 031299	VENDOR NUMBER ***DARE FUND EXPENSES***	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	11894	Expenditures - Dare Donat BUSINESS CARD	0555	SHERIFF318 T-SHIRTS	1,424.11 1,424.11 * 1,424.11 **
				ACCOUNT TOTAL	1,424.11
				MAJOR TOTAL	1,424.11
				FUND TOTAL	1,424.11



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MAJOR# ACCT# 043200	VENDOR NUMBER GENERAL PROPERTIES	VENDOR NAME GENERAL PROPERTIES	INV#	DESCRIPTION	AMOUNT
5130	29332	Water Service TOWN OF FARMVILLE		WATER TANK 318	20.11
				WATER	20.11 *
				ACCOUNT TOTAL	20.11 **
				MAJOR TOTAL	20.11 **
				FUND TOTAL	20.11

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MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
043200	31846	Electrical Services DOMINION ENERGY VIRGINIA	4148700281	SEWER PUMP	44.59
				ACCOUNT TOTAL	44.59 *
				MAJOR TOTAL	44.59 **
				FUND TOTAL	44.59

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MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
042300	COLLECTIONS				
3310	14300	Repairs & Maintenance	161197	TOW BLDG TO RICE	100.00
	15560	EAST END MOTOR CO INC	632755	FUSES	21.90
	15560	FARMVILLE WHSALE ELECTRIC	633793	ELECT PARTS-RICE BLDG	1,532.62
	15560	FARMVILLE WHSALE ELECTRIC	633987	CONNECTOR/COUPLING	26.96
	15560	FARMVILLE WHSALE ELECTRIC	633996	SAW BLADE/WIRE	214.88
	15560	FARMVILLE WHSALE ELECTRIC	634006	FUSE	45.33
	15560	FARMVILLE WHSALE ELECTRIC	634041	CONNECTORS/PLUG	10.95
	15799	FLAMELESS SPECIALTIES	F022322	FITTING	4.77
	15799	FLAMELESS SPECIALTIES	F023257	LEACHATE PUMP PARTS	24.00
	21811	LOWE'S	901419	KEYS	8.68
	21811	LOWE'S	901636	GLOVES/SEAL	18.97
	21811	LOWE'S	906356	AIR-CONDITIONER	236.55
	25680	PRICE SUPPLY CO INC	1802 015587	PIPE	149.63
	28596	SOUTHERN STATES	87379	NETTING/CABLE TIES	136.67
				ACCOUNT TOTAL	2,531.91 *
3311	12282	Repairs & Maint-Auto & Eq	40175	HYDRAULIC OIL	172.30
	12282	CAVALIER HOSE & FITTINGS	40244	TRANSMISSION OIL	285.70
	15721	CAVALIER HOSE & FITTINGS	203960	HYDRAULIC OIL	85.96
	23248	FISHER AUTO PARTS, INC.	178767	BATTERIES	435.97
	23248	NAPA OF FARMVILLE	179062	GREASE TUBES/BEARING	162.33
	23248	NAPA OF FARMVILLE	179093	BEARING/SEAL/JACKOIL	72.18
	23248	NAPA OF FARMVILLE	179121	U-JOINT/BRAKE FLUID	94.86
	23248	NAPA OF FARMVILLE	179228	PLUGS/IGNITION COIL	79.71
	27770	ROD & STAFF LLC	62724	STEEL VALVE STEMS	20.00
	27770	ROD & STAFF LLC	62737	PATCH	15.00
	999999	WISE-LOVE GWENDOLYN	REIMB PHONE	PHONE BURNED IN FIRE	128.75
				ACCOUNT TOTAL	1,552.76 *
3840	10254	Contract Landfill - POS	518839	TRASH COLLECTION	188.20
	10254	REPUBLIC SERVICES #974	518840	TRASH COLLECTION	123.82
	10254	REPUBLIC SERVICES #974	518841	TRASH COLLECTION	123.82
				ACCOUNT TOTAL	435.84 *
3841	14723	Purchase of Service - Rec	486465	TIRE RECYCLING	416.40
	14723	EMANUEL TIRE OF VIRGINIA	486487	TIRE RECYCLING	572.40
	14723	EMANUEL TIRE OF VIRGINIA	486590	TIRE RECYCLING	528.00
	28866	STEPS, INC	FEB 2018	RECYCLING FEE	1,995.04
	29029	SYNERGY RECYCLING LLC	1800168	ELECTRONIC RECYCLING	3,062.50
				ACCOUNT TOTAL	6,574.34 *
5110	28640	Electrical Services	114379001 318	DH SITE	95.22
	28640	SOUTHSIDE ELECTRIC COOP	114379003 318	VIRSO SITE	174.97
	31846	SOUTHSIDE ELECTRIC COOP	0599507431 318	RICE SITE	52.13
	31846	DOMINION ENERGY VIRGINIA	0670040567 318	CELL C PUMP STATION	34.15
	31846	DOMINION ENERGY VIRGINIA	5181167213 318	LEACHATE PUMP	69.49

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MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230			Telecommunications			
		21319	CENTURYLINK	309480181 318	PHONE	55.95
		21319	CENTURYLINK	309553498 318	PHONE	46.82
		21319	CENTURYLINK	309615846 318	PHONE	51.77
		21319	CENTURYLINK	310039285 318	PHONE	41.28
					ACCOUNT TOTAL	195.82 *
5440		28869	Portable Toilet Rental			
			STIFF O INC	6426	MONTHLY SERVICE	702.50
					ACCOUNT TOTAL	702.50 *
6008		25782	Vehicle & Powered Equip F			
			PRINCE EDWARD CO PBLC SCH	DIESEL-FEB 2018	DIESEL	917.56
					ACCOUNT TOTAL	917.56 *
6009			Vehicle & Powered Equip S			
		23248	NAPA OF FARMVILLE	178746	DEF	35.97
		23248	NAPA OF FARMVILLE	179453	BATTERIES/CABLE/CLMP	277.60
		23248	NAPA OF FARMVILLE	179542	BRAKE FLUID	20.99
		23248	NAPA OF FARMVILLE	179543	BRAKE FLUID	20.99
					ACCOUNT TOTAL	355.55 *
					MAJOR TOTAL	14,190.62 **
042400			LANDFILL OPERATIONS			
3160			Professional Services			
		27191	RESOURCE INTERNATIONAL	44345	ASSESSMENT MONITORIN	18,931.96
		27191	RESOURCE INTERNATIONAL	44346	MISC WORK TASKS	2,871.00
		27191	RESOURCE INTERNATIONAL	44347	STORM WTR COMPLIANCE	693.00
					ACCOUNT TOTAL	22,495.96 *
3161			Uniforms			
		11894	BUSINESS CARD	6702 PUCKETT318	SAFETY BOOTS	347.43
					ACCOUNT TOTAL	347.43 *
3311			Equipment Repairs & Maint			
		11491	ARC3 GASES	5163028	OXYGEN	79.75
		11491	ARC3 GASES	5178842	GRINDING WHEELS	42.12
		11491	ARC3 GASES	5180553	OXYGEN	22.00
		11491	ARC3 GASES	5183831	GRINDER/WELDING WIRE	314.22
		12220	CARTER MACHINERY CO INC	1553959	PARTS FOR 963 LOADER	202.41
		12220	CARTER MACHINERY CO INC	1553960	NUTS & BOLTS	32.04
		12220	CARTER MACHINERY CO INC	1555637	DOZER PARTS/SEAL	301.08
		12220	CARTER MACHINERY CO INC	1560263	SEAL KITS/FUEL CAP	311.58
		12220	CARTER MACHINERY CO INC	1560264	SEAL/TUBE ASSEMBLY	155.41
		12220	CARTER MACHINERY CO INC	1560265	HOSE	75.39
		12220	CARTER MACHINERY CO INC	1562185	ACTUATOR	61.61
		12220	CARTER MACHINERY CO INC	1564058	NUTS/BOLTS/PLATE	448.48
		12220	CARTER MACHINERY CO INC	1567274	O-RING/TUBE ASSEMBLY	179.16

AP375H  
3/30/2018  
FUND # - 520

PRINCE EDWARD  
LISTING OF INVOICES FOR 3/01/2018 -- 3/21/2018

AFTER CHECKS  
PAGE 21

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230		12220	CARTER MACHINERY CO INC	1568999	HOSE/COVER/DISCONNCT	494.36
		12282	CAVALIER HOSE & FITTINGS	40129	ADAPTER & HOSE	10.84
		21297	LANGLOIS PAUL	WRENCH 318	RATCHET WRENCH	59.99
		22468	MID-ATLANTIC IRRIGATION	199578	LEACHATE PUMP PARTS	156.08
		32270	WATTS INDUSTRIAL EQUIPMNT	535439	RESEAL CYLINDERS	130.00
					ACCOUNT TOTAL	3,076.52 *
5810		21319	Telecommunications	309326764 318	PHONE	52.47
			CENTURYLINK			52.47 *
					ACCOUNT TOTAL	212.00
6008		29015	Dues	2019 907138	MEMBERSHIP DUES	212.00 *
			SWANA			
			Fuel			
		25247	PARKER OIL COMPANY INC	594351	DIESEL	4,296.63
		25247	PARKER OIL COMPANY INC	595741	DIESEL	1,101.09
					ACCOUNT TOTAL	5,397.72 *
					MAJOR TOTAL	31,582.10 **
					FUND TOTAL	45,772.72

AP375H  
 3/30/2018  
 FUND # - 732 RETIREMENT BENEFIT FUND

PRINCE EDWARD  
 LISTING OF INVOICES FOR 3/01/2018 -- 3/21/2018

AFTER CHECKS  
 PAGE 22

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
002230	25257	LEOS Disbursements JOHNS VICKI K	MARCH 2018	RETIREE BENEFIT	1,132.00
				ACCOUNT TOTAL	1,132.00 *
				MAJOR TOTAL	1,132.00 **
				FUND TOTAL	1,132.00

AP375H  
3/30/2018  
FUND # - 741

PRINCE EDWARD  
LISTING OF INVOICES FOR 3/01/2018 -- 3/21/2018

AFTER CHECKS  
PAGE 23

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3199	28095	Purchase of Services - Ot ALERE TOXICOLOGY SERV INC	L152029	DRUG TESTING	136.36 *
3600	12309 28652	Advertising CLASSIFIED MARKETPLACE SOUTHSIDE MESSENGER	134798 0218 PCS 318	ADVERTISING ADVERTISING	149.89 96.00 245.89 *
5110	31846 31846	Electrical Service DOMINION ENERGY VIRGINIA DOMINION ENERGY VIRGINIA	4324962309 318 7218131923 318	ELECTRIC SERVICE ELECTRIC SERVICE	138.85 141.32 280.17 *
5230	21319 23933	Telecommunications CENTURYLINK LUMOS NETWORKS	310357807 318 174057257 318	FAX LINE PHONE	70.22 312.18 382.40 *
5420	28724	Lease/Rent of Building SRP CORPORATION LLC	RENT 318	RENT	2,500.00 2,500.00 *
5510	16944 17636 22217 22259 27655 28736 28833	Travel - Mileage STIMPSON CONNIE HERNDON TAYLOR MAXEY RENEE T MAYS ANDY ROBERTS PAIGE STAHLMAN RACHEL STATON REBECCA	MILEAGE 318 MILEAGE 318 MILEAGE 318 MILEAGE 318 MILEAGE 318 MILEAGE 318 MILEAGE 318	MILEAGE MILEAGE MILEAGE MILEAGE MILEAGE MILEAGE MILEAGE	53.00 158.58 294.72 125.89 116.08 170.04 92.05 1,010.36 *
5530	27655 28736	Travel - Subsistence & Lo ROBERTS PAIGE STAHLMAN RACHEL	MILEAGE 318 MILEAGE 318	MEALS MEALS	70.26 81.19 151.45 *
6001	12046 16944 20600 20600 20600 20600 20600 2217 26525 26525 26525 26525 26525 26525	Office Supplies CMI INC STIMPSON CONNIE KEY OFFICE SUPPLY KEY OFFICE SUPPLY KEY OFFICE SUPPLY KEY OFFICE SUPPLY KEY OFFICE SUPPLY MAXEY RENEE T QUILL CORPORATION QUILL CORPORATION QUILL CORPORATION QUILL CORPORATION QUILL CORPORATION QUILL CORPORATION	8010016 MILEAGE 318 512121 512172 512388 512936 513028 MILEAGE 318 PCS 318 5336924 5361628 5365648 5392309 5473388	MOUTHPIECES BATTERIES/TAPE/KEYS HOLE PUNCH/INK WRIST RESTS/MOUSEPAD CHAIRMATs PAPER/BINDER/RECEIPT STACKING TRAY DESK CONVERTER/SUPPL OFFICE SUPPLIES INDEX CARD FILES STAND MONITOR MESH OFFICE SUPPLIES PARTITIONS TAB INDEX INSERT	252.00 29.79 152.52 287.68 320.00 294.92 8.29 527.73 139.88 120.30 29.22 18.34 71.08 270.00 2,521.75 *
				ACCOUNT TOTAL	

AP375H  
3/30/2018  
FUND # - 741

PIEDMONT COURT SERVICES FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 3/01/2018 -- 3/21/2018

AFTER CHECKS  
PAGE 24

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT
6012	15241	Books & Subscriptions	PCS 318	SUBSCRIPTION-2 YR	70.00
	17472	FARMVILLE HERALD	8354001	LIVING SKILLS DVD	440.90
	17636	HAZELDEN PUBLISHING	MILEAGE 318	NEWSPAPER	2.10
	28736	HERNDON TAYLOR	MILEAGE 318	NEWSPAPER	.79
		STAHLMAN RACHEL			
				ACCOUNT TOTAL	513.79 *
6030	12046	Non-Capital Equipment	8010016	ALCO-SENSORS	598.00
	20600	CMI INC	513084	2 DESKS	790.00
		KEY OFFICE SUPPLY			
				ACCOUNT TOTAL	1,388.00 *
6040	11902	ADP Equipment	38 2018	PC BATTERY	45.99
		BUSINESS DATA OF VA, INC.			
				ACCOUNT TOTAL	45.99 *
8202	16674	Furniture and Fixtures	76434	INSTALL WINDOW	200.00
	20600	GRANT'S GLASS	512120	FILE CABINET	878.00
	20600	KEY OFFICE SUPPLY	512163	CHAIRS	920.00
	20600	KEY OFFICE SUPPLY	512167	FILE CABINETS	747.00
	20600	KEY OFFICE SUPPLY	512168	WORKSTATIONS	599.96
	20600	KEY OFFICE SUPPLY	512170	BOOKCASES	738.00
				ACCOUNT TOTAL	4,082.96 *
				MAJOR TOTAL	13,259.12 **
				FUND TOTAL	13,259.12
				TOTAL DUE	462,165.07

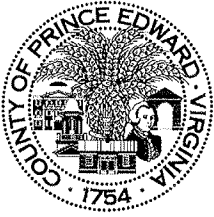
Approved at meeting of \_\_\_\_\_ on \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





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

**Meeting Date:** April 10, 2018  
**Item No.:** 8-d  
**Department:** County Administration  
**Staff Contact:** Cheryl Stimpson  
**Issue:** Salaries

---

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

**Attachments:** None

**Recommendation:** None

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_

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

**Meeting Date:** April 10, 2018  
**Item No.:** 9  
**Department:** Planning and Community Development  
**Staff Contact:** Rob Fowler  
**Issue:** PUBLIC HEARING: Special Use Permit-Interstate Sign, Co., Inc.

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**Summary:** The County has received a special use permit application from Interstate Sign, Co., Inc. to permit the installation of one internally lighted free standing sign with LED digital display for the gas price and two canopy/wall signs located at 14315 Farmville Road on tax map parcel 112-1-1A owned by Patricia Hudson. The property is zoned A1, Agricultural Conservation, and this zoning classification permits internally lighted signs by Special Use Permit.

The proposed signs are part of an exterior renovation project for the business and the free standing sign will be 32 square feet in area.

The Planning Commission conducted a public hearing on March 20, 2018 to obtain public comment of the proposed Special Use Permit. No one spoke in opposition to the request.

The Planning Commission recommended forwarding the application to the Board of Supervisors for approval.

**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. Letter explaining photo sensors embedded in the signs to control light intensity
7. Schematics of the proposed signs
8. Planning Commission Minutes (Draft)

**Recommendation:** Conduct the Public Hearing to hear comments of the Special Use Permit Application

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Pride \_\_\_\_\_ Townsend \_\_\_\_\_  
Second \_\_\_\_\_ Emert \_\_\_\_\_ Timmons \_\_\_\_\_ Wilck \_\_\_\_\_  
Jones \_\_\_\_\_



February 22, 2018

**Please publish the following public hearing notice in THE FARMVILLE HERALD on Friday, March 9, and Friday March 16, 2018**



### **Notice of Public Hearings**

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, March 20, 2018 at 7:00 p.m. in the Board of Supervisors Room located on the 3<sup>rd</sup> floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia, to receive citizen input prior to the Planning Commission making recommendations to the Board of Supervisors on the following:

1. Request by Tammy Brindle for a Special Use Permit to install one lighted free standing sign with LED digital reader and illuminated wall/canopy signs located at 14315 Farmville Road on property identified as Tax Map Parcel 112-1-1A. This is an A1, Agricultural Conservation District.
2. Request by Schaffer Construction Company, Inc. to construct Townhome units for sale on Briarwood Drive on property identified as Tax Map Parcel 038C-7-A. This is an R2, General Residential District.

Complete copies of each Special Use Permit application are available for public review in the office of the Prince Edward County Administrator, 111 South Street, 3<sup>rd</sup> Floor, Farmville, VA, or on the county website at [www.co.prince-edward.va.us](http://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 \_\_\_\_\_  
 MAGISTERIAL DISTRICT \_\_\_\_\_  
 DATE SUBMITTED \_\_\_\_\_

*County of Prince Edward*

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: Tammy Brindle, Permit Coordinator, Interstate Sign Co., Inc.  
 Applicant's Address: 1990 Rockford Street, Mount Airy, NC 27030  
 Applicant's Telephone Number: (336) 789-3069 x220

Present Land Use: LAND USE: 0      CONVENIENCE STORE / FUEL SALES

Legal Description of Property with Deed Book and Page No. or Instrument No. NEWCOMB LOT 1  
DEED BOOK/PAGE: 210 / 309      INSTRUMENT: 00

Tax Map # 112 1 1A      Acreage : 2.260

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) Approval of this sign permit should not impact adjoining properties

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) The installation of the proposed signage should be compatible with any adjacent properties or other properties in the zoning district.

Height of Principal Building (s): Feet 18'      Stories 1

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.**

Tammy L. Brindle      01/26/2018  
 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.**

[Signature]      01/26/2018  
 Signature of Property Owner(s)      Date  
 \_\_\_\_\_  
 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 \_\_\_\_\_      Date \_\_\_\_\_

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: Interstate Sign Co., Inc.

Date: March 5, 2018

**Schedule B**

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

Parcel ID	Owner	Address	Note
112-1-1B	Celina Beachly & Brain Kemp Trust, Celina Beachly Living Trust	106 Carson Mills Drive Farmville, VA 23901	
112-1-2B 112-1-2C	William Nelson	14275 Farmville Road Meherrin, VA 23954	
112-1-1	Crystal Newton	3778 New Bethel Road Meherrin, VA 23954	
112-A-4 112-A-5	Rebecca Dix	14298 Farmville Road Meherrin, VA 23954	

BOARD OF SUPERVISORS

Robert M. Jones  
CHAIRMAN

PATTIE COOPER-JONES  
VICE CHAIRMAN

CALVIN L. GRAY  
Howard K. Simpson  
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**

February 28, 2018

RE: Special Use Permit Application at 14315 Farmville Road

To Whom It May Concern:

The Prince Edward County Planning Commission has scheduled a Public Hearing on Tuesday, March 2018 at 7:00 p.m. to consider a Special Use Permit Application by Tammy Brindle with Interstate Sign Company, Inc. 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 request.

Request by Interstate Sign Company (Tammy Brindle) to install one lighted free standing sign with LED digital reader and illuminated wall/canopy signs located at 14315 Farmville Road.

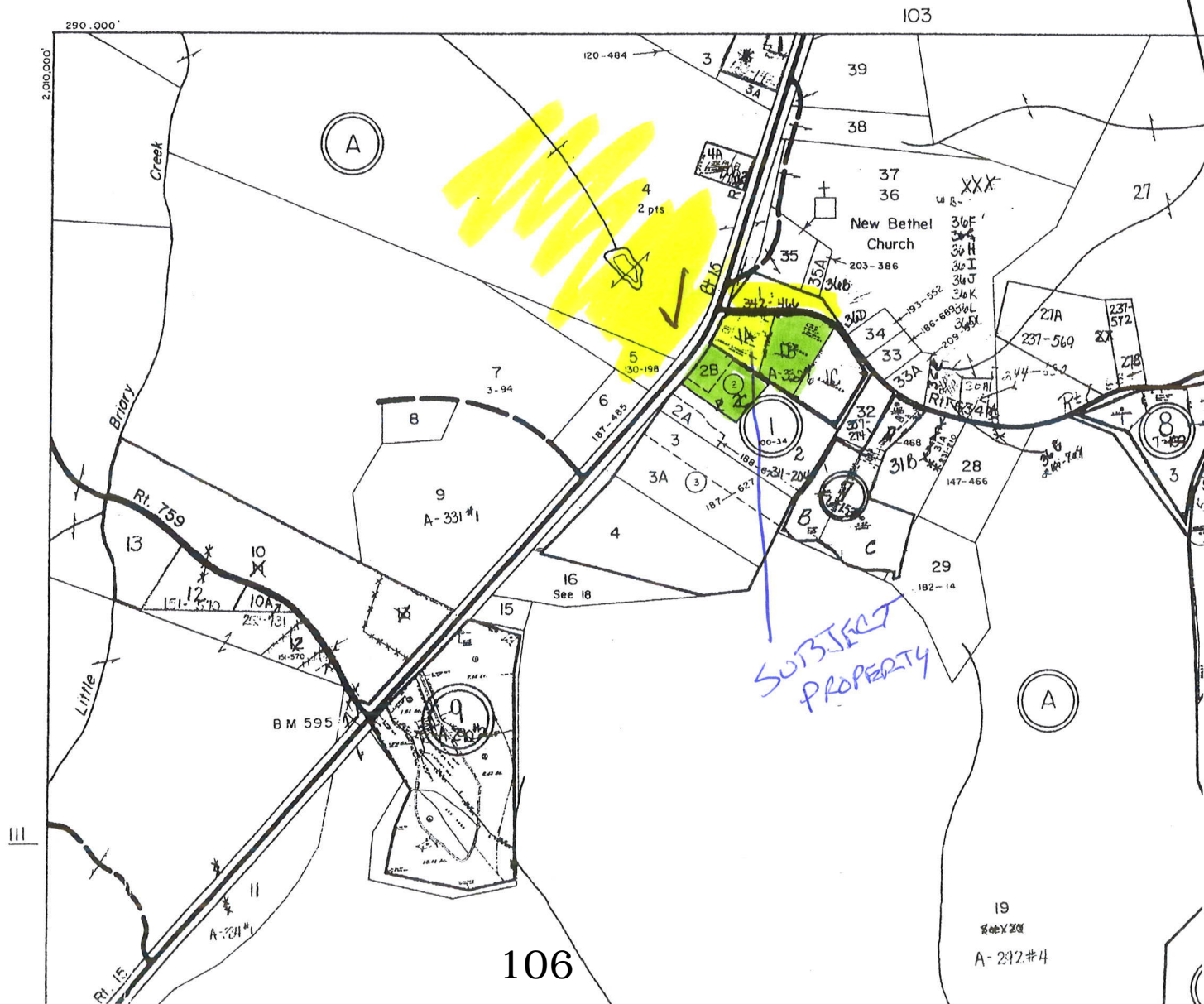
The property is located on Tax Map Parcel 112-1-1A owned by Patricia Hudson. This is an A1, Agricultural Conservation District and allowed by Special Use Permit).

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](http://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](mailto:rfowler@co.prince-edward.va.us)

Sincerely,

Robert S. Fowler  
Director  
Planning and Community Development

PRINCE EDWARD COUNTY







DAKTRONICS.COM

201 Daktronics Drive PO Box 5128  
Brookings, South Dakota 57006-5128  
T 800-325-8766 F 605-692-0200 F 605-697-4700

March 9, 2018

Rob Fowler  
Zoning Administrator for  
Prince-Edward County, VA

**Re: Manufacturer Certification for Rick's Mini Mart in Meherrin, VA**

Dear Sir:

The following information pertains to the display provided by Daktronics, Inc. and proposed for Rick's Mini Mart in Meherrin, VA.

The proposed sign comes equipped with a photo-sensor that detects ambient light levels and adjusts the display intensity automatically according to natural ambient light conditions.

Per industry standards, the sign comes equipped with automatic dimming technology to adjust the sign's brightness based on ambient light conditions. As the sun rises and sets, the display will automatically detect that change and adjust the level of brightness accordingly, which will prevent glare, hazards, or nuisances.

The sign is programmed to stay within .3 foot candles of the ambient light level when measured at the appropriate distance. (Please see the accompanying pamphlet for an in depth understanding of this standard)

Daktronics is committed to providing LED displays that adhere to the regulatory environment, working closely with our customers for a responsible approach to the market.

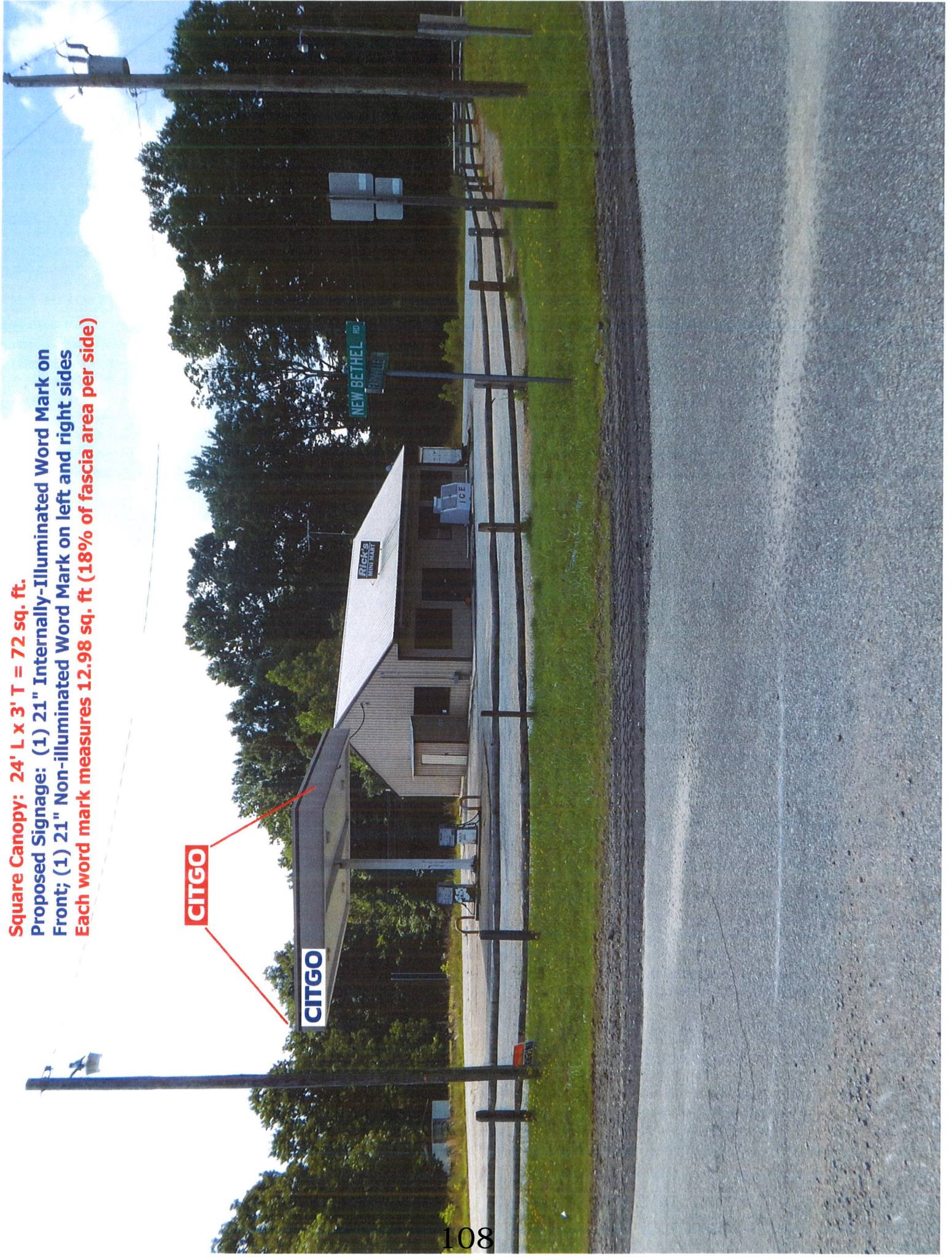
Please let me know if you have any questions or concerns.

Sincerely,

Daktronics, Inc.

Roger Brown  
Signage Legislation  
605-692-0200

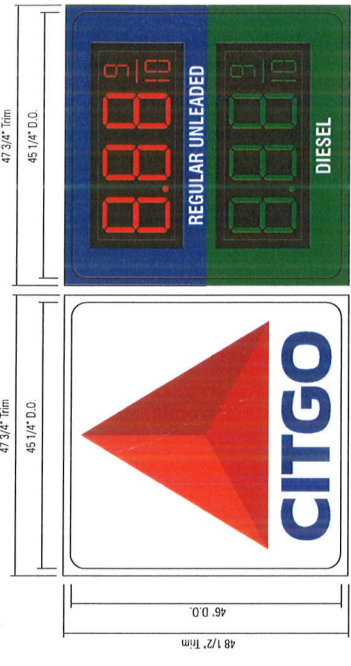
**Square Canopy: 24' L x 3' T = 72 sq. ft.**  
**Proposed Signage: (1) 21" Internally-Illuminated Word Mark on Front; (1) 21" Non-illuminated Word Mark on left and right sides**  
**Each word mark measures 12.98 sq. ft (18% of fascia area per side)**



SECTION 1 / SIGNS AND POLES IMAGE STANDARDS

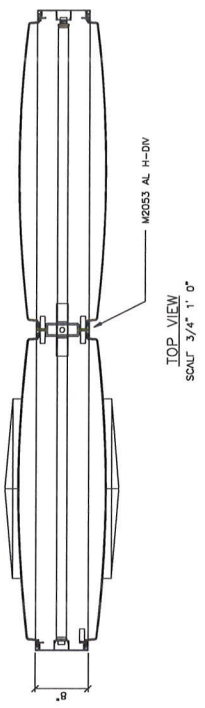
4' x 8' Combo Sign System with 2 Product LED Price Sign (G/D)

Ordering Code - Sign: SS-EURO-CP-4X8-LED-2P (G/D) (Material Code: 2186599)



**SIGN SPECIFICATIONS**  
 Sign Type: 4'x8' w/2 prod LED's  
 Measurements: 50 1/8" x 97 1/4"  
 Electrical: (2) 120v circuits - lamp circuit @ 2.34 amp/LED circuit @ 1.64 amp  
 Weight: 250 lbs

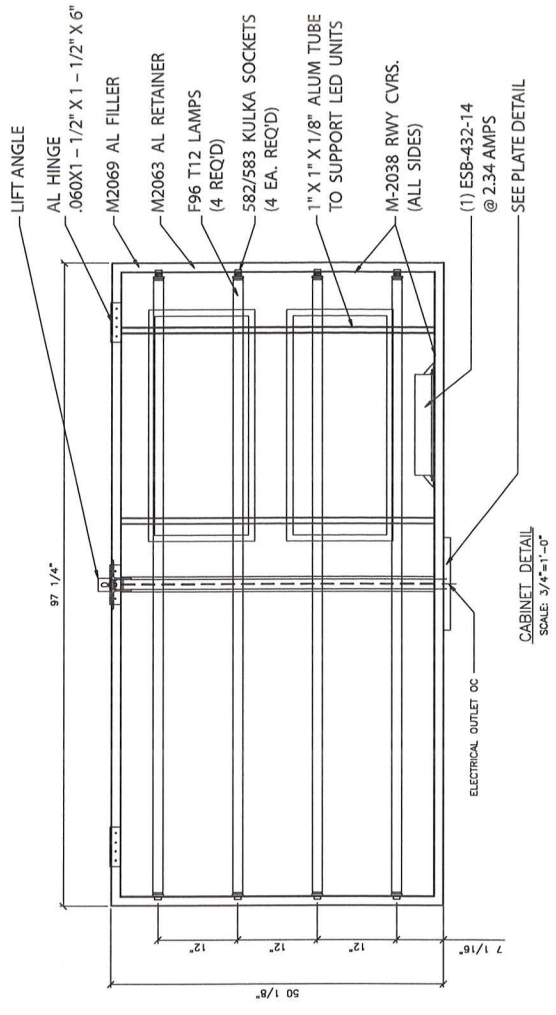
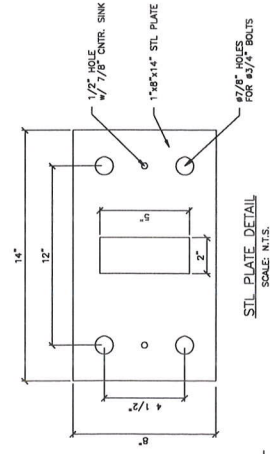
**POLE & FOUNDATION SPECIFICATIONS**  
 STANDARD  
 Design Windload: 100 MPH  
 Pole Supports: 8" x 6" x 1/4 x 12'  
 Baseplates: 1" x 21" x 22"

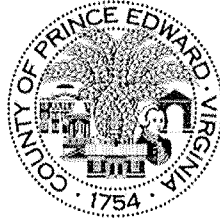


12" NUMBERS

2

DROP IN LEDS





**Prince Edward County Planning Commission  
Meeting Minutes  
March 20, 2018  
7:00 pm**

Members Present: John "Jack" W. Peery, Jr., Vice Chairman  
Donald Gilliam  
Robert "Bobby" Jones  
Chris Mason  
Cannon Watson  
Preston L. Hunt  
Clifford Jack Leatherwood  
Teresa Sandlin

Absent: Donald Gilliam, Mark Jenkins, John Prengaman, Chair

Staff Present: Rob Fowler, Planning & Zoning Director; Wade Bartlett, County Administrator

Vice Chairman John "Jack" W. Peery, Jr., called the March 20, 2018 meeting to order at 7:00 p.m.

**Approval of Minutes: January 16, 2018**

Commissioner Jones made a motion, seconded by Commissioner Sandlin, to approve the meeting minutes from January 16, 2018, as presented; the motion carried:

Aye: Preston L. Hunt  
Robert M. Jones  
Clifford Jack Leatherwood  
Chris Mason  
John "Jack" W. Peery, Jr.  
Teresa Sandlin  
Cannon Watson

Nay: (None)

Absent: Donald Gilliam, Mark Jenkins, John Prengaman

**In Re: Public Hearing – Special Use Permit, Interstate Sign Company, Inc.**

Vice-Chairman Peery announced this was the date and time scheduled for a Public Hearing to receive citizen input prior to considering a request by Interstate Sign Company, Inc. for a Special Use Permit to permit the installation of one internally lighted free-standing sign with LED digital display for the gas price and two canopy/wall signs, located at 14315 Farmville Road, on Tax Map Parcel 112-1-1A and owned by Patricia Hudson. This is an A1, Agricultural Conservation District. Notice of this hearing was advertised according to law in the Friday, March 9, 2018 and Friday, March 16, 2018 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Rob Fowler, Planning and Zoning Director, stated Prince Edward County received a Special Use Permit application to permit the installation of one internally lighted free-standing sign with LED digital display for the gas price and two canopy/wall signs located at 14315 Farmville Road on Tax Map Parcel 112-1-1A, owned by Patricia

Hudson. He said the proposed signs are part of an exterior renovation project for the business and the free-standing sign will be 32 square feet in area, will utilize the existing pole, and will be self-dimming at night.

Mr. Fowler said there has been no opposition to this application; there was one inquiry but when they learned where the lighting was going, there were no objections.

Mr. Fowler said the property was formerly used as a convenience store and is a legal non-conforming use. Section 3-104.11 of the Prince Edward County Zoning Ordinance permits lighted signs by Special Use Permit.

Vice-Chairman Peery opened the public hearing.

Commissioner Watson asked if this is the store that has been closed for a while; Mr. Fowler said it is.

Vice-Chairman Peery asked if the sign will have a message; Mr. Fowler said it will just announce the price of the gasoline.

There being no one further wishing to speak, Vice-Chairman Peery closed the public hearing.

Commissioner Watson made a motion, seconded by Commissioner Jones, to approve for recommendation to the Board of Supervisors the request for installation of one internally lighted free-standing sign with LED digital display for the gas price and two canopy/wall signs; the motion carried:

Aye:	Preston L. Hunt	Nay:	(None)
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	Teresa Sandlin		
	Cannon Watson		

Absent: Donald Gilliam, Mark Jenkins, John Prengaman

**In Re: Special Use Permit Application – Schaffer Construction Company, Inc.**

Vice-Chairman Peery announced this was the date and time scheduled for a Public Hearing to receive citizen input prior to considering a request by Schaffer Construction Company to construct Townhome units for sale on Briarwood Drive on property identified as Tax Map Parcel 038C-7-A. This is an R2, General Residential District. Notice of this hearing was advertised according to law in the Friday, March 9, 2018 and Friday, March 16, 2018 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Fowler stated the County has received a special use permit application to permit the construction of ten townhome units for sale located on Briarwood Drive, on property identified as Tax Map Parcel 038C-7-A and owned by Schaffer Construction Company, Inc. He said the proposed townhomes will be two stories, approximately 1,400 square feet per unit and the exterior building materials will be vinyl and faux stone. The project is adjacent to the Briery Acres Townhouse project that was developed several years ago. The proposed townhomes must comply with Section 3-100.3(B) of the Prince Edward County Zoning Ordinance.

Mr. Fowler said a similar project was done in 1994 and originally this was part of the Master Plan, but the previous Board only approved ten townhouse units; they wish to add ten more units. They will have to provide a full site plan and apply for the Stormwater ENS when the project gets to that point; it will have to meet the Zoning Ordinance Townhome standards with staggered rows, the side will have to change after every four units. He added it is recommended they leave the buffer in the rear of the property in place. He said a subdivision plan will also be necessary. The project is compatible with the Comprehensive Plan.

Mr. Fowler stated there were two inquiries which did not support or oppose the project; one adjacent neighbor opposed the project on the grounds that the area is strictly single family residential and should stay that way.

Commissioner Sandlin asked if these townhomes will be the same as the others [on site]. Mr. Fowler said they will.

Commissioner Sandlin said the community has a need for townhomes.

Mr. Fowler said the townhomes will be served by public water and sewer, which is a requirement of the Zoning Ordinance, and will follow the Townhome standards. He said there will be 35' front, two off-street parking spaces per unit, 40' separation between and the minimum lot width will be 16' for each unit; they will need to create a Home Owners Association, and this meets the standards and leaves a buffer in the rear of the property and will not fill out the entire property.

Commissioner Sandlin questioned the ingress and egress; Mr. Fowler said it will be off Briery Drive.

Vice-Chairman Peery opened the public hearing.

There being no one wishing to speak, Vice-Chairman Peery closed the public hearing.

Commissioner Hunt made a motion, seconded by Commissioner Jones, to approve for recommendation to the Board of Supervisors the Special Use Permit Application of Schaffer Construction Company to construct Townhome units for sale on Briarwood Drive on property, with the following conditions:

- 35' front yard setback
- Two off-street parking spaces per unit
- 40' space between the two buildings
- 16' minimum lot width for each unit
- Meet standards in Zoning Ordinance for Townhomes
- Leave buffer at back of property adjacent to existing single-family dwellings
- Create HOA to take care of exterior maintenance
- Approved Site Plan

The motion carried:

Aye:	Preston L. Hunt	Nay:	(None)
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	Teresa Sandlin		
	Cannon Watson		

Absent: Donald Gilliam, Mark Jenkins, John Prengaman

**In Re: Old Business**

Mr. Fowler said the Board of Supervisors approved the Special Use Permit Application for both Mr. Gray and Mr. King during their last meeting. In Mr. Gray's project, the site plan has been received and it is currently being reviewed. He said the existing opening will be closed by Lindsay Hardwoods and will share an easement with a neighbor at the opening in the median as recommended by VDOT for safety.

**New Business**

(None.)

Vice-Chairman Peery made a motion, seconded by Commissioner Jones, to adjourn the meeting at 7:11 p.m.; the motion carried:

Aye: Preston L. Hunt  
Robert M. Jones  
Clifford Jack Leatherwood  
Chris Mason  
John "Jack" W. Peery, Jr.  
Teresa Sandlin  
Cannon Watson

Nay: (None)

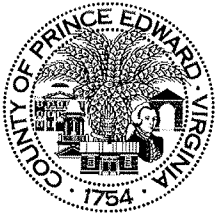
Absent: Donald Gilliam, Mark Jenkins, John Prengaman

**Next Meeting: TBD**

DRAFT

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** April 10, 2018  
**Item No.:** 10  
**Department:** Planning and Community Development  
**Staff Contact:** Rob Fowler  
**Issue:** PUBLIC HEARING: Special Use Permit-Schaffer Construction Co. Inc.

**Summary:** The County has received a special use permit application from Schaffer Construction Co., Inc. to permit the construction of ten townhome units for sale located on Briarwood Drive, on property identified as Tax Map Parcel 038C-7-A. The property is zoned R2, General Residential District and the use is allowed by Special Use Permit.

The proposed townhomes will be two stories, approximately 1,400 square feet per unit and the exterior building materials will be vinyl and faux stone. The project is adjacent to Briery Acres Townhouse project that was developed several years ago.

The Planning Commission conducted a public hearing on March 20, 2018 to obtain public comment of the proposed Special Use Permit. No one spoke in opposition to the request. Staff has received two calls opposing the project.

The Planning Commission recommended forwarding the application to the Board of Supervisors for approval with the following conditions:

The proposed townhomes must comply with Section 3-100.3 of the Prince Edward County Zoning Ordinance. A more detailed site plan will be provided to the Board of Supervisors.

**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 adjoining property owners
4. Sample letter sent to adjoining property owners
5. Plat of Tax Parcel
6. Site Plan
7. Schematic of the Townhomes
8. Planning Commission Minutes (Draft)

**Recommendation:** Conduct the Public Hearing to hear comments on the Special Use Permit Application

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Timmons _____	Wilck _____
	Jones _____		



February 22, 2018

**Please publish the following public hearing notice in THE FARMVILLE HERALD on Friday, March 9, and Friday March 16, 2018**



### **Notice of Public Hearings**

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, March 20, 2018 at 7:00 p.m. in the Board of Supervisors Room located on the 3<sup>rd</sup> floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia, to receive citizen input prior to the Planning Commission making recommendations to the Board of Supervisors on the following:

1. Request by Tammy Brindle for a Special Use Permit to install one lighted free standing sign with LED digital reader and illuminated wall/canopy signs located at 14315 Farmville Road on property identified as Tax Map Parcel 112-1-1A. This is an A1, Agricultural Conservation District.
2. Request by Schaffer Construction Company, Inc. to construct Townhome units for sale on Briarwood Drive on property identified as Tax Map Parcel 038C-7-A. This is an R2, General Residential District.

Complete copies of each Special Use Permit application are available for public review in the office of the Prince Edward County Administrator, 111 South Street, 3<sup>rd</sup> Floor, Farmville, VA, or on the county website at [www.co.prince-edward.va.us](http://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 \_\_\_\_\_  
MAGISTERIAL DISTRICT \_\_\_\_\_  
DATE SUBMITTED \_\_\_\_\_

**County of Prince Edward**

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: Schaffer Construction Co Inc  
Applicant's Address: 14008 Bayport Landing Terrace Middleham VA 23112  
Applicant's Telephone Number: 804 792-8729

Present Land Use: \_\_\_\_\_

Legal Description of Property with Deed Book and Page No. or Instrument No. Plot Book 7 Page 47  
Lot A 4.208 Acres Briarwood

Tax Map # 038 C - 7 - A      Acreage: 4.208

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) 10 Townhomes

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) compatible to existing townhomes

Height of Principal Building (s): Feet 30      Stories 2

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.

Mann Schaffer      MS  
Signature of Applicant (if not property owner)      Date 2-21-18

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.

Mann Schaffer      MS  
Signature of Property Owner(s)      Date 2-21-18

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 \_\_\_\_\_      Date \_\_\_\_\_

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: Schaffer Construction Co., Inc.  
14008 Bayport Landing Terrace  
Midlothian, VA 23112

Date: March 5, 2018

**Schedule B**

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

Parcel ID	Owner	Address	Note
038C-7-3-31	Norman Robertson	131 Poplar Court Farmville, VA 23901	
038C-7-3-32	Garrett Properties & Construction, LLC	1023 Marshall Avenue South Boston, VA 24592	
038C-7-3-33	Robert Winthrop	133 Poplar Court Farmville, VA 23901	
038C-7-3-34	Christopher and Kayla Jones	104 Beverley Court Farmville, VA 23901	
038C-7-3-35	Jennifer Apperson & Braxton Lee	135 Poplar Court Farmville, VA 23901	
038C-7-3-36	Michael Kubatz	136 Poplar Court Farmville, VA 23901	
038C-8-4	Earl & Janice Fariss	P O Box67 Farmville, VA 23901	
038C-9-18	Gerald & Charlotte Davis	300 Briarwood Drive Farmville, VA 23901	
038C-9-19	Rosemary Worthy	250 Briarwood Drive Farmville, VA 23901	
038C-A-10	Village Bank	15521 Midlothian Turnpike Midlothian, VA 23113	
038C-8-1	Senetra Trust, ET, AL	155 Briarwood Drive Farmville, VA 23901	

038C-6-8	Tim & Melinda Pierson	1611 Briery Road Farmville, VA 23901	
038C-6-7	James & Hilde Watson	1613 Briery Road Farmville, VA 23901	
038C-7-C	Town of Farmville	116 N Main Street Farmville, VA 23901	

BOARD OF SUPERVISORS

Robert M. Jones  
CHAIRMAN

PATTIE COOPER-JONES  
VICE CHAIRMAN

CALVIN L. GRAY  
Howard K. Simpson  
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**

March 5, 2018

RE: Special Use Permit Application at Briarwood Drive

To Whom It May Concern:

The Prince Edward County Planning Commission has scheduled a Public Hearing on Tuesday, March 20, 2018 at 7:00 p.m. to consider a Special Use Permit Application by Schaffer Construction Co, Inc. 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 request.

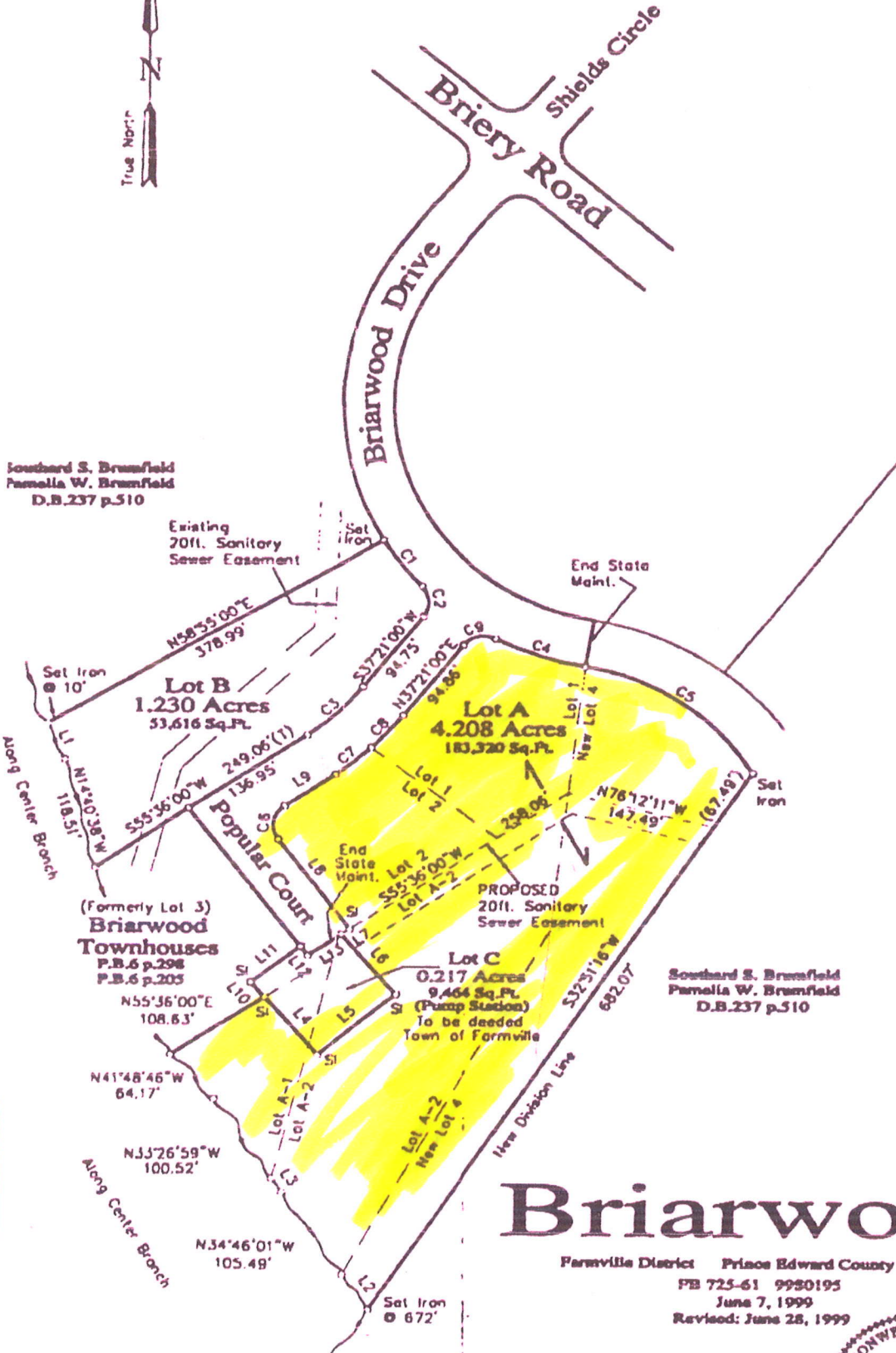
Request by Schaffer Construction Co., Inc. to allow the construction of ten townhome units for sale located on Briarwood Drive.

The property is located on Tax Map Parcel 038C-7-A owned by Schaffer Construction Co., Inc. This is an R2, General Residential District and allowed 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](http://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](mailto:rfowler@co.prince-edward.va.us)

Sincerely,

Robert S. Fowler  
Director  
Planning and Community Development



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# Briarwood

Farmville District Prince Edward County Virginia

PB 725-61 9980195

June 7, 1999

Revised: June 28, 1999



MARVIN JOHNSON 804-112-8127

038C 7 B Briarwood  
038C 7 A - 11

Townhouses  
Prince Edward

BRIARWOOD DRIVE

POPULAR COURT

2-20-18  
Sketch by  
R.6 Maxey  
434-392-8827

ROY E. EASTER,  
LAND SURVEYORS  
(804) 561-5298

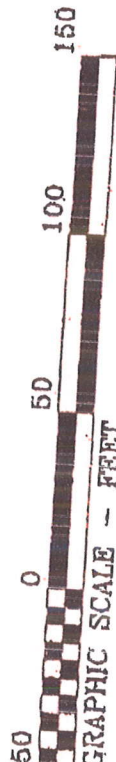
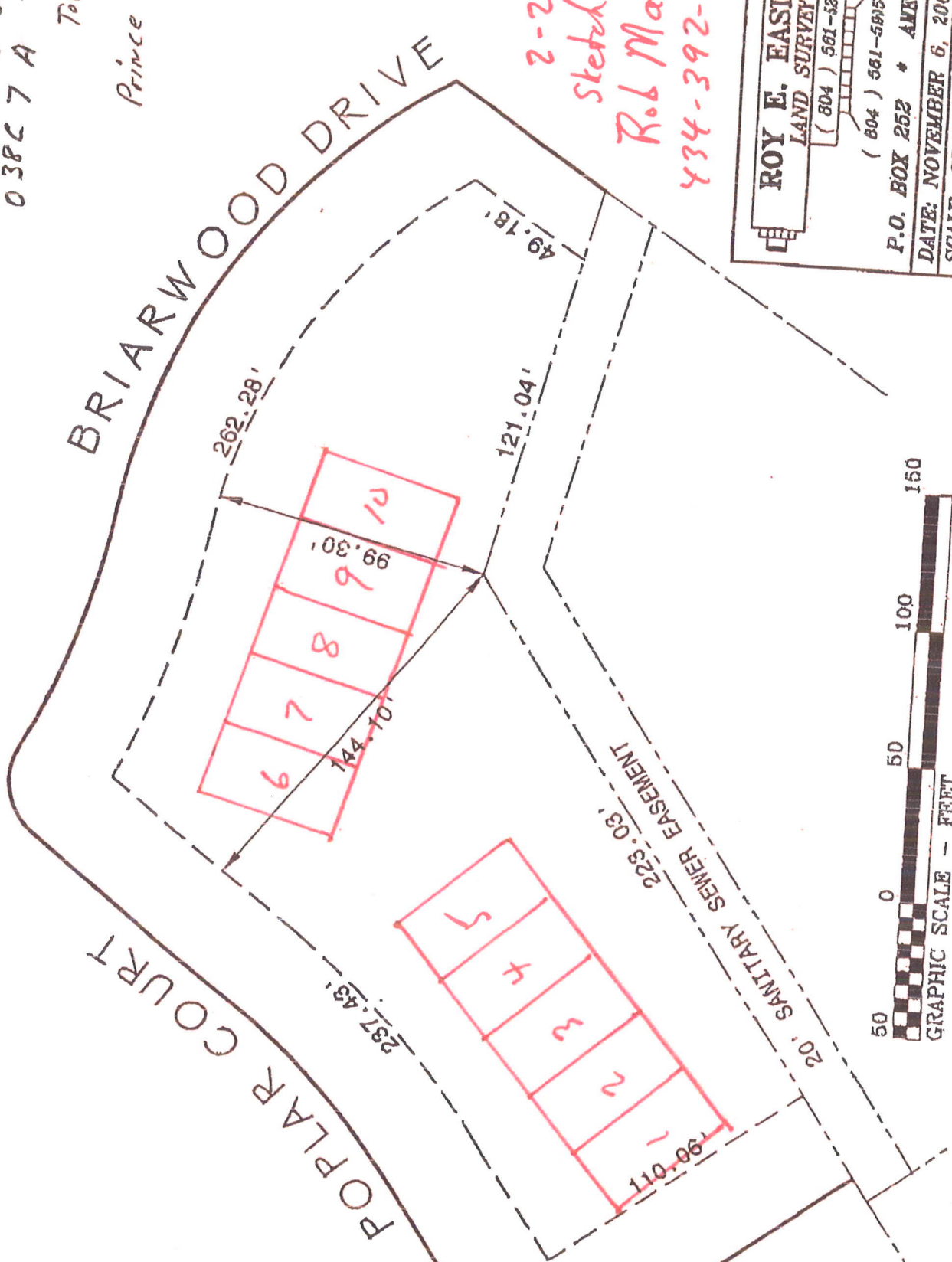
P.O. BOX 252 \* ARLITA, VA  
(804) 561-5915 FAX

DATE: NOVEMBER 6, 2006

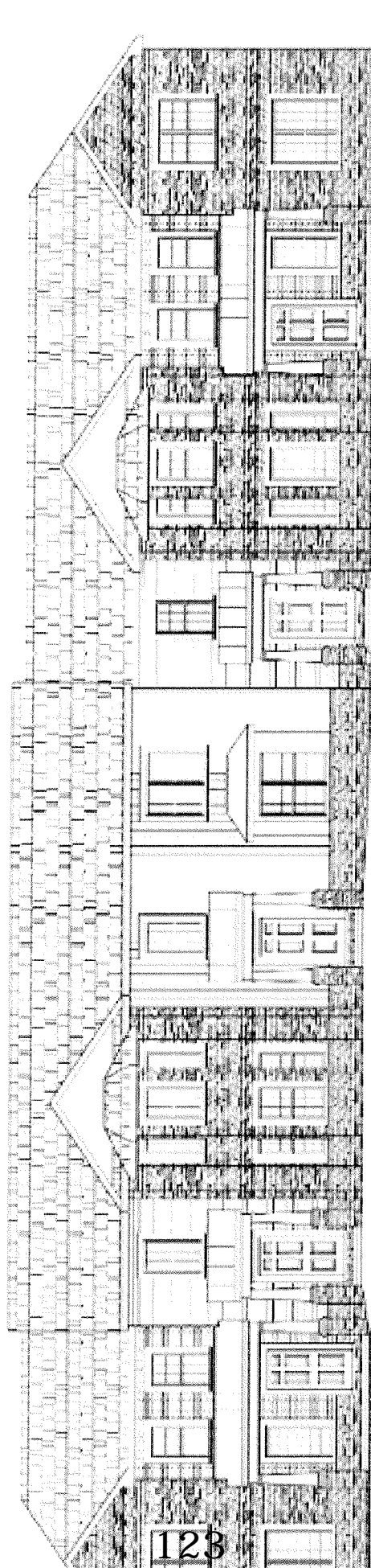
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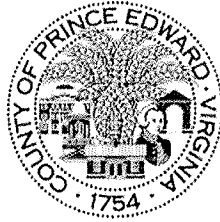
FB & PG:

JOB NO: 6132









Prince Edward County Planning Commission  
Meeting Minutes  
March 20, 2018  
7:00 pm

Members Present: John "Jack" W. Peery, Jr., Vice Chairman  
Donald Gilliam  
Robert "Bobby" Jones  
Chris Mason  
Cannon Watson  
Preston L. Hunt  
Clifford Jack Leatherwood  
Teresa Sandlin

Absent: Donald Gilliam, Mark Jenkins, John Pregelman, Chair

Staff Present: Rob Fowler, Planning & Zoning Director; Wade Bartlett, County Administrator

Vice Chairman John "Jack" W. Peery, Jr., called the March 20, 2018 meeting to order at 7:00 p.m.

**Approval of Minutes: January 16, 2018**

Commissioner Jones made a motion, seconded by Commissioner Sandlin, to approve the meeting minutes from January 16, 2018, as presented; the motion carried:

Aye: Preston L. Hunt  
Robert M. Jones  
Clifford Jack Leatherwood  
Chris Mason  
John "Jack" W. Peery, Jr.  
Teresa Sandlin  
Cannon Watson

Nay: (None)

Absent: Donald Gilliam, Mark Jenkins, John Pregelman

**In Re: Public Hearing – Special Use Permit, Interstate Sign Company, Inc.**

Vice-Chairman Peery announced this was the date and time scheduled for a Public Hearing to receive citizen input prior to considering a request by Interstate Sign Company, Inc. for a Special Use Permit to permit the installation of one internally lighted free-standing sign with LED digital display for the gas price and two canopy/wall signs, located at 14315 Farmville Road, on Tax Map Parcel 112-1-1A and owned by Patricia Hudson. This is an A1, Agricultural Conservation District. Notice of this hearing was advertised according to law in the Friday, March 9, 2018 and Friday, March 16, 2018 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Rob Fowler, Planning and Zoning Director, stated Prince Edward County received a Special Use Permit application to permit the installation of one internally lighted free-standing sign with LED digital display for the gas price and two canopy/wall signs located at 14315 Farmville Road on Tax Map Parcel 112-1-1A, owned by Patricia

Hudson. He said the proposed signs are part of an exterior renovation project for the business and the free-standing sign will be 32 square feet in area, will utilize the existing pole, and will be self-dimming at night.

Mr. Fowler said there has been no opposition to this application; there was one inquiry but when they learned where the lighting was going, there were no objections.

Mr. Fowler said the property was formerly used as a convenience store and is a legal non-conforming use. Section 3-104.11 of the Prince Edward County Zoning Ordinance permits lighted signs by Special Use Permit.

Vice-Chairman Peery opened the public hearing.

Commissioner Watson asked if this is the store that has been closed for a while; Mr. Fowler said it is.

Vice-Chairman Peery asked if the sign will have a message; Mr. Fowler said it will just announce the price of the gasoline.

There being no one further wishing to speak, Vice-Chairman Peery closed the public hearing.

Commissioner Watson made a motion, seconded by Commissioner Jones, to approve for recommendation to the Board of Supervisors the request for installation of one internally lighted free-standing sign with LED digital display for the gas price and two canopy/wall signs; the motion carried:

Aye:	Preston L. Hunt	Nay:	(None)
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	Teresa Sandlin		
	Cannon Watson		

Absent: Donald Gilliam, Mark Jenkins, John Prengaman

**In Re: Special Use Permit Application – Schaffer Construction Company, Inc.**

Vice-Chairman Peery announced this was the date and time scheduled for a Public Hearing to receive citizen input prior to considering a request by Schaffer Construction Company to construct Townhome units for sale on Briarwood Drive on property identified as Tax Map Parcel 038C-7-A. This is an R2, General Residential District. Notice of this hearing was advertised according to law in the Friday, March 9, 2018 and Friday, March 16, 2018 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Fowler stated the County has received a special use permit application to permit the construction of ten townhome units for sale located on Briarwood Drive, on property identified as Tax Map Parcel 038C-7-A and owned by Schaffer Construction Company, Inc. He said the proposed townhomes will be two stories, approximately 1,400 square feet per unit and the exterior building materials will be vinyl and faux stone. The project is adjacent to the Briery Acres Townhouse project that was developed several years ago. The proposed townhomes must comply with Section 3-100.3(B) of the Prince Edward County Zoning Ordinance.

Mr. Fowler said a similar project was done in 1994 and originally this was part of the Master Plan, but the previous Board only approved ten townhouse units; they wish to add ten more units. They will have to provide a full site plan and apply for the Stormwater ENS when the project gets to that point; it will have to meet the Zoning Ordinance Townhome standards with staggered rows, the side will have to change after every four units. He added it is recommended they leave the buffer in the rear of the property in place. He said a subdivision plan will also be necessary. The project is compatible with the Comprehensive Plan.

Mr. Fowler stated there were two inquiries which did not support or oppose the project; one adjacent neighbor opposed the project on the grounds that the area is strictly single family residential and should stay that way.

Commissioner Sandlin asked if these townhomes will be the same as the others [on site]. Mr. Fowler said they will.

Commissioner Sandlin said the community has a need for townhomes.

Mr. Fowler said the townhomes will be served by public water and sewer, which is a requirement of the Zoning Ordinance, and will follow the Townhome standards. He said there will be 35' front, two off-street parking spaces per unit, 40' separation between and the minimum lot width will be 16' for each unit; they will need to create a Home Owners Association, and this meets the standards and leaves a buffer in the rear of the property and will not fill out the entire property.

Commissioner Sandlin questioned the ingress and egress; Mr. Fowler said it will be off Briery Drive.

Vice-Chairman Peery opened the public hearing.

There being no one wishing to speak, Vice-Chairman Peery closed the public hearing.

Commissioner Hunt made a motion, seconded by Commissioner Jones, to approve for recommendation to the Board of Supervisors the Special Use Permit Application of Schaffer Construction Company to construct Townhome units for sale on Briarwood Drive on property, with the following conditions:

- 35' front yard setback
- Two off-street parking spaces per unit
- 40' space between the two buildings
- 16' minimum lot width for each unit
- Meet standards in Zoning Ordinance for Townhomes
- Leave buffer at back of property adjacent to existing single-family dwellings
- Create HOA to take care of exterior maintenance
- Approved Site Plan

The motion carried:

Aye:	Preston L. Hunt	Nay:	(None)
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	Teresa Sandlin		
	Cannon Watson		

Absent: Donald Gilliam, Mark Jenkins, John Prengaman

**In Re: Old Business**

Mr. Fowler said the Board of Supervisors approved the Special Use Permit Application for both Mr. Gray and Mr. King during their last meeting. In Mr. Gray's project, the site plan has been received and it is currently being reviewed. He said the existing opening will be closed by Lindsay Hardwoods and will share an easement with a neighbor at the opening in the median as recommended by VDOT for safety.

**New Business**

(None.)

Vice-Chairman Peery made a motion, seconded by Commissioner Jones, to adjourn the meeting at 7:11 p.m.; the motion carried:

Aye: Preston L. Hunt  
Robert M. Jones  
Clifford Jack Leatherwood  
Chris Mason  
John "Jack" W. Peery, Jr.  
Teresa Sandlin  
Cannon Watson

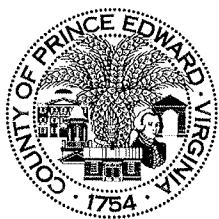
Nay: (None)

Absent: Donald Gilliam, Mark Jenkins, John Prengaman

**Next Meeting: TBD**

DRAFT

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** April 10, 2018  
**Item No.:** 11  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Citizen Volunteer Appointments

**Summary:** Listed below is a chart summarizing the boards and commissions which have upcoming vacancies and/or expiring terms of office in June 2018. Also attached is a copy of a Citizen Volunteer Application.

APPOINTMENT	TERM OF OFFICE	# OF VACANCIES	CURRENTLY IN OFFICE
Board of Appeals for Building Code	5 Years	1	Parker Terry *
Poplar Hill Community Development Authority	1 Year	2 (Citizen Positions)	John Gantt * Karen Schinabeck *
County Industrial Development Authority	4 Years	1	Robert M. Showalter *
Social Services Board <i>(Position to be filled by resident living in the Prospect-Pamplin area.)</i>	4 Years	1	Lanay Walker
Central Virginia Regional Library Board	4 Years	1	Rae Moore-Reed *
Piedmont Senior Resources	3 Years	1	Vacancy <i>(Mrs. Pauline Stokes tendered her resignation effective in March.)</i>

*\*Eligible for re-appointment.*

**Attachments:** Citizen Volunteer Application

**Recommendation:** Authorize advertising citizen volunteer positions.

Motion \_\_\_\_\_  
 Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
 Emert \_\_\_\_\_  
 Jones \_\_\_\_\_

Pride \_\_\_\_\_  
 Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
 Wilck \_\_\_\_\_



**CITIZEN VOLUNTEER APPLICATION**  
FOR COUNTY BOARDS, COMMITTEES & COMMISSIONS

Date \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Election District:	Buffalo-501 _____	Farmville-801 _____
	Hampden-401 _____	Leigh-301 _____
	Farmville-101 _____	Lockett-201 _____
	Farmville-701 _____	Prospect-601 _____

Home Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Current Employer \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Which Address is Preferred for Mailings? Home \_\_\_\_\_ Office \_\_\_\_\_

*Optional Information Which May Prove Helpful:*

Occupation \_\_\_\_\_

Former Occupation, If Retired \_\_\_\_\_

Education: High School \_\_\_\_\_ Year \_\_\_\_\_

College/Technical School \_\_\_\_\_ Year \_\_\_\_\_

Graduate School \_\_\_\_\_ Year \_\_\_\_\_

Military Service \_\_\_\_\_ Years \_\_\_\_\_

Degrees/Other \_\_\_\_\_

Past Board, Commission, and Committee Assignments \_\_\_\_\_

Professional, Civic, or Other Activities \_\_\_\_\_

Please state below your interest and/or reason to seek appointment by the Board of Supervisors and any special qualities that qualify you for this appointment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

---

---

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

---

---

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

**APPOINTED BY THE BOARD OF SUPERVISOR:**

- \_\_\_\_\_ Board of Appeals for Building Code
- \_\_\_\_\_ Southside Virginia Community College Board
- \_\_\_\_\_ Crossroads Community Services Board
- \_\_\_\_\_ Poplar Hill Community Development Authority
- \_\_\_\_\_ Prince Edward County Industrial Development Authority
- \_\_\_\_\_ Central Virginia Regional Library Board
- \_\_\_\_\_ Prince Edward County Planning Commission
- \_\_\_\_\_ Prince Edward County Social Services Board
- \_\_\_\_\_ Piedmont Regional Jail Board
- \_\_\_\_\_ Special Committee of the Board of Supervisors: \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- \_\_\_\_\_ Board of Zoning Appeals

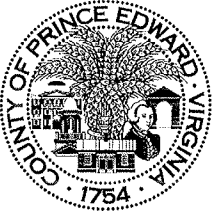
*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.*

\_\_\_\_\_  
Signature Date

**Please Return Application To:**  
Prince Edward County Administrator's Office  
Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor  
Farmville, Virginia 23901  
Tel: 434-392-8837 -- FAX: 434-392-6683  
e-mail: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** April 10, 2018  
**Item No.:** 12  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Community Policy Management Team Appointments

**Summary:**

The General Assembly created the Children’s Services Act (CSA) to create a collaborative system of services and funding that is child centered, family-focused and community based to address the needs of troubled at-risk youths and their families. Chapter 52 of title 2.2 of the Code of Virginia outlines the requirements of this program.

To receive CSA funds from the Commonwealth of Virginia section 2.2-5204 of the Code, directs every County to establish a Community Policy and Management Team (CPMT). Membership of the CPMT is specified in section 2.2-5205 of the Code and shall include”:

- One elected official or an appointed official (presently the County Administrator)
- The local agency heads or their designees of the following – (1) Community Services Board, (2) Juvenile Court Services Unit, (3) Department of Health, (4) Department of Social Services, and (4) Local School division.
- Representative of a private organization or association of providers for children’s or family services if such organizations are located within the locality
- A Parent Representative

The CPMT is requesting the Board re-appoint Rodney Wilkerson to serve as the representative of a private organization. Mr. Wilkerson is employed by Family & Community Support Systems located at 1 Mill St. Mr. Wilkerson has 20+ years of experience in the child services field. He has served on numerous Family Assessment Planning Teams (FAPT) and CPMT teams in the region. Thus, he is well aware of the challenges faced by families and their offspring who will require services administered through the CSA program. He has specialized in finding cost effective solutions for families facing mental health challenges of their children and is a valuable member on the CPMT. The re-appointment would be effective July 1, 2018 and expire on June 30, 2020.

Due to a resignation, both the CPMT and FAPT need a parent representative, if anyone is aware of a “parent volunteer candidate.” The CPMT meets once a month (usually the 3<sup>rd</sup> Wednesday) for about an hour. The FAPT meets once a month (usually the 3<sup>rd</sup> Monday) for several hours. We usually finish by 12:00. The CPMT is responsible for setting policy and authorizing the expenditure of funds, while the FAPT engages with parents regarding the need for services for their children and recommending services to the CPMT.

**Recommendation:** Re-appoint Mr. Rodney Wilkerson to the CPMT whose terms will be effective July 1, 2018 – June 30, 2020.

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Timmons _____	Wilck _____
	Jones _____		

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

**Meeting Date:** April 10, 2018  
**Item No.:** 13  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** County Administrator's Report

**Summary:**

A. County Health Insurance Renewal

The Board of Supervisors received information from the County's Health Insurance Consultant during the budget work session on April 3, 2018. The Consultant provided Attachment 1 during the meeting. The Board was informed a 5.5% increase upon renewal would provide enough funding for the County's self-insured Health Insurance Plan assuming the plan design remained the same except for changes required by law. This increase is projected to provide just enough funding to cover projected claims but would leave very little margin for error in case claims are higher than anticipated. The consultant informed the Board it should consider an increase of 7% to allow a better cushion.

The County's health insurance plan will cost \$929,760 for FY17 with the County's paying \$790,584 and the employee share being \$139,176. A 5.5% increase would cost the County an additional \$43,176 while 7% would be \$55,416. The corresponding amounts for the employees would be \$7,884 and \$9,552 respectively. Attachment 1 displays the current FY costs for the employer and employee and the total cost. It also displays the same information for both a 5.5% and 7% increase. The increase is split between the County and the employees with the same ratio exist in FY17. The proposed rates for both the County and employees are displayed in Attachment 1

B. Request from Margaret Watson Bird Club

The County received a request from the Margaret Watson Bird Club to place 10 nest boxes for the Prothonotary Warbler in the Sandy River Reservoir. These boxes will be mounted on steel conduit placed approximately 6 feet from shore about 50 yards apart. The Town of Farmville has already approved placement of these boxes in Wilck's Lake and DGIF has given their permission for Briery Creek WMA. This Warbler is bright golden yellow with blue-gray wings and tail and a yellow-olive back. It forages for food, mainly insects and snails, often above stagnant or slow-moving water. Neither DEQ or the Corps of Engineers object to the placement of these nesting boxes in the Sandy River Reservoir

**Attachment:**

1. Health Insurance Spreadsheet
2. Various Information regarding the Prothonotary Warbler

**Recommendation:**

A. County Health Insurance Renewal – Increase the amount set aside to fund the self-insurance plan by 7%.

The increase cost to be shared by the County and employees in the same proportion as in FY17 as reflected in column 4 of the attachment. Authorize the Chairman of the Board of Supervisors or the County Administrator to sign all necessary documents to renew the County's FY19 Health Insurance Plan with a 7% increase in funds set aside with the same benefit structure to include any changes mandated by law.

B. Request from the Margaret Watson Bird Club - Approve the request, as submitted.

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Timmons _____	Wilck _____
	Jones _____		

**VALUE SELECT<sup>SM</sup>**  
**Contribution Detail**

Option:	Current 1	Current 2	Option A: Renewal	Option A: Renewal	Option B	Option B
Carrier	Anthem-VA	Anthem-VA	Anthem-VA	Anthem-VA	Anthem-VA	Anthem-VA
Plan Description	Keycare 500 10/30/50/20%	Keycare 300 10/30/50/20%	Keycare 500 10/40/60/20%	Keycare 300 10/40/60/20%	Keycare 500 10/40/60/20%	Keycare 300 10/40/60/20%
Value Score	N/A	N/A	1.00	1.02	1.07	1.08
Enrollment: EE-Only	45	44	45	44	45	44
Enrollment: EE+Sp	3	6	3	6	3	6
Enrollment: EE+1C	1	1	1	1	1	1
Enrollment: EE+Cn	0	0	0	0	0	0
Enrollment: EE+Fam	1	2	1	2	1	2
<b>Total</b>	<b>50</b>	<b>53</b>	<b>50</b>	<b>53</b>	<b>50</b>	<b>53</b>
<b>% Increase</b>			<b>7.0%</b>		<b>5.5%</b>	
<b>Monthly</b>						
Premium: EE-Only	\$630.00	\$645.00	\$674.00	\$690.00	\$665.00	\$680.00
Premium: EE+Sp	\$1,367.00	\$1,399.00	\$1,463.00	\$1,497.00	\$1,442.00	\$1,476.00
Premium: EE+1C	\$1,367.00	\$1,399.00	\$1,463.00	\$1,497.00	\$1,442.00	\$1,476.00
Premium: EE+Cn	\$1,801.00	\$1,844.00	\$1,927.00	\$1,973.00	\$1,900.00	\$1,945.00
Premium: EE+Fam	\$1,801.00	\$1,844.00	\$1,927.00	\$1,973.00	\$1,900.00	\$1,945.00
<b>Monthly</b>						
ER Ctrb: EE-Only	\$630.00	\$597.00	\$674.00	\$639.00	\$665.00	\$629.00
ER Ctrb: EE+Sp	\$830.00	\$813.00	\$888.00	\$870.00	\$876.00	\$857.00
ER Ctrb: EE+1C	\$830.00	\$813.00	\$888.00	\$870.00	\$876.00	\$857.00
ER Ctrb: EE+Cn	\$813.00	\$720.00	\$870.00	\$771.00	\$858.00	\$759.00
ER Ctrb: EE+Fam	\$813.00	\$720.00	\$870.00	\$771.00	\$858.00	\$759.00
<b>Monthly</b>						
EE Ctrb: EE-Only	\$0.00	\$48.00	\$0.00	\$51.00	\$0.00	\$51.00
EE Ctrb: EE+Sp	\$537.00	\$586.00	\$575.00	\$627.00	\$566.00	\$619.00
EE Ctrb: EE+1C	\$537.00	\$586.00	\$575.00	\$627.00	\$566.00	\$619.00
EE Ctrb: EE+Cn	\$988.00	\$1,124.00	\$1,057.00	\$1,202.00	\$1,042.00	\$1,186.00
EE Ctrb: EE+Fam	\$988.00	\$1,124.00	\$1,057.00	\$1,202.00	\$1,042.00	\$1,186.00
<b>Grand Total: Total Premium</b>	<b>\$929,760</b>		<b>\$994,728</b>		<b>\$980,820</b>	
\$ Difference			\$64,968		\$51,060	
% Chg			7.0%		5.5%	
<b>Grand Total: Employer Premium</b>	<b>\$790,584</b>		<b>\$846,000</b>		<b>\$833,760</b>	
\$ Difference			\$55,416		\$43,176	
% Chg			7.0%		5.5%	
<b>Grand Total: Employee Premium</b>	<b>\$139,176</b>		<b>\$148,728</b>		<b>\$147,060</b>	
\$ Difference			\$9,552		\$7,884	
% Chg			6.9%		5.7%	
	2017 renewal		2018 estimated Renewal			
TLC Estimated Renewal Costs (5% last year 8% this year)	951,923.00		\$1,028,076.84			-4.60%

## Sarah Puckett

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**From:** PE Board <board@co.prince-edward.va.us>  
**Sent:** Thursday, March 22, 2018 8:21 AM  
**To:** 'Wade Bartlett'; 'Sarah Puckett'  
**Subject:** FW: Permission request - Sandy River Reservoir and Briery Creek Lake

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**From:** Amanda Dymacek <[margaretwatsonbirdclub@gmail.com](mailto:margaretwatsonbirdclub@gmail.com)>  
**Sent:** Monday, February 26, 2018 12:34 PM  
**To:** [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)  
**Subject:** Permission request - Sandy River Reservoir and Briery Creek Lake

Good morning,

I write on behalf of the Margaret Watson Bird Club to request permission to post nest boxes and small educational signs at SRR and Briery WMA.

Our club has been awarded a \$500 grant from the Virginia Society of Ornithology to build, erect, and monitor 30 Prothonotary Warbler nest boxes in our county. This comes as part of an effort across all of Southside Virginia to accommodate the specific nesting requirements for these tiny, neotropic migrants.

After our club heard a presentation by Bob Reilly from VCU, the members knew this would be a great way for our club to support and increase the breeding populations of these birds that are already present at Wilck's Lake, Briery Creek WMA and Sandy River Reservoir. These tiny birds winter in the jungles of Panama, but return to their breeding grounds each year to find more waterfront property cleared and developed and flooded bottomland drained. They require a very specialized spot: a dead/hollow tree over slow or stagnant water that is mostly shaded by other nearby trees. The researchers at VCU and several other programs have had tremendous success replicating this habitat using man-made nest cavities.

With your permission, we plan to post 10 houses at each local body of water and one 9x12" interpretive sign that explains the project. The houses will be about 50 yd. apart and will be mounted in the water on steel conduit about 2 yd. from the shoreline, out of the way of fishermen. Imagine very tiny wood duck boxes, but with the holes facing land instead of water.

Please advise me regarding my next steps.

All the best,  
Amanda Dymacek

P.S. For your information, I am including the following links, as well as an attachment showing the interpretive sign.  
VCU research: <https://ricerivers.vcu.edu/research/prothonotary-warblers/>  
All About Birds: [https://www.allaboutbirds.org/guide/Prothonotary Warbler/](https://www.allaboutbirds.org/guide/Prothonotary_Warbler/)

A photograph of a Prothonotary Warbler perched on a tree trunk. The bird has a bright yellow head and breast, with blue-gray wings and back. The background is a soft-focus green and blue, suggesting a natural habitat.

A CASE FOR CONSERVATION:

# PROTHONOTARY WARBLER

Prothonotary Warblers travel here from Latin America to breed in the wooded swamps, flooded bottomland forests, and wooded areas near this spot. They raise their young in cavities in dead snags that have been hollowed out by woodpeckers and chickadees.

This golden yellow bird has blue-gray wings and a big personality. Listen for its loud, repetitive "tweet-tweet-tweet-tweet" then look in the direction of the sound for a bright, bouncing bird.

The small wooden boxes you see by the shore are man-made substitutes for this bird's natural nesting cavity. Providing and monitoring them is one small way we can offset the loss of their natural habitat due to wetland drainage and waterfront development.

This project was funded by a conservation grant from the Virginia Society of Ornithology and executed by the membership of the Margaret Watson Bird Club, Farmville, Va.

© photo by Andy Reago & Chrissy McClarren





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

**Meeting Date:** April 10, 2018  
**Item No.:** 14  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Upcoming

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**Summary:** Please mark your calendars for the following upcoming VDOT Public Hearings.

- a. **VDOT Public Hearing – Kingsville Intersection (Roundabout)**  
Thursday, April 19, 2018, 4:00 – 6:00 p.m.  
County Agriculture & Natural Resources Building  
100 Dominion Drive, Farmville, VA
  
- b. **VDOT FY 19-24 Six-Year Improvement Program Public Hearing**  
Thursday, April 19, 2018, @ 4:00 p.m.  
VDOT Ramey Auditorium  
4303 Campbell Avenue, Lynchburg, VA

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
4219 CAMPBELL AVENUE  
LYNCHBURG, VIRGINIA 24501-4801

Stephen C. Brich, P. E.  
COMMISSIONER

March 9, 2018

## **ROUNDABOUT at Route 15 and Route 692**

### **Prince Edward County**

From: 0.125 MILE SOUTH OF RTE 692

To: 0.125 MILE NORTH OF RTE 692

Proj: 6015-073-616,P101, R201, C501

### **Location & Design Public Hearing**

A Location & Design Public Hearing utilizing an open forum will be held for the above project between 4:00 p.m. and 6:00 p.m. on Tuesday, April 19<sup>th</sup>, 2018 at:

Prince Edward County Natural & Agricultural Resources Building  
100 Dominion Drive  
Farmville, VA 23901

Representatives of the Virginia Department of Transportation (VDOT) will be present with maps and displays to explain the project to all interested individuals. Verbal comments will be taken at the hearing. Written comments and other exhibits relative to the proposed project may also be submitted at the public hearing or to the Department at any time within 10 calendar days after the hearing (Monday, April 30, 2018).

Should you have any questions about this hearing, contact Ms. Raina A. Rosado, Project Manager, at 4219 Campbell Ave., Lynchburg, VA or at 1-434-856-8318.

Sincerely,

A handwritten signature in cursive that reads "Brian J. Casto" with the initials "SKS" written below it.

Brian J. Casto, P.E.  
Lynchburg District  
Location and Design Engineer

Enclosure/RAR



**Route 15 (Farmville Road)  
at Route 692 (College Road)  
Prince Edward County**  
Design Public Hearing

**Thursday, April 19, 2018 4-6 p.m.**

*(Inclement weather date: Tuesday, April 24)*

Prince Edward County Natural Resources and Agriculture Building  
100 Dominion Drive, Farmville, VA 23901

**Find out** about plans to construct a roundabout on Route 15, Farmville Road at Route 692. The project limits will begin 0.125 miles south of Route 692 and end 0.125 miles north of Route 692. During construction, traffic will be maintained in either direction. The hearing will be held in an "open house" format and VDOT representatives will be present to answer questions.

**Review** project information and the National Environmental Policy Act document in the form of a Categorical Exclusion at the public hearing or after the hearing at VDOT's Lynchburg District Office located at 4219 Campbell Avenue in the City of Lynchburg. Please contact Raina Rosado, P.E., Project Manager at (434) 856-8318. Please call ahead to ensure the availability of personnel to answer your questions.

Property impact information, relocation assistance policies and tentative construction schedules are available for your review at the above address and will be available at the public hearing.

In compliance with the National Historic Preservation Act, Section 106 and 36 CFR Part 800, information concerning the potential effects of the proposed improvements on properties listed in or eligible for listing in the National Register of Historic Places is also available for public review.

**Give your written or oral comments** at the hearing or submit them **by April 29, 2018** (May 4, inclement weather) to Raina Rosado, P.E., Project Manager, Virginia Department of Transportation, 4219 Campbell Avenue, Lynchburg, VA 24501. You may also email your comments to [Raina.Rosado@vdot.virginia.gov](mailto:Raina.Rosado@vdot.virginia.gov). Please reference "Route 15, Farmville Road Public Comments" in the subject line.

VDOT ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact the project manager above or TDD/TTY 711.

State Project: 6015-073-616, P101, R201, C501; UPC 109537  
Federal Project: STP-073-3(044)

# LOCATION MAP

UPC: 109537





# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
4219 CAMPBELL AVENUE  
LYNCHBURG, VIRGINIA 24501

STEPHEN C. BRICH, P.E.  
COMMISSIONER

March 16, 2018

Ms. Pattie Cooper-Jones  
Chairman, Board of Supervisors  
P.O. Box 382  
Farmville, Virginia 23901

Dear Ms. Cooper-Jones:

The Commonwealth Transportation Board (CTB) will conduct a public meeting in our area to give citizens the opportunity to provide comments on projects and programs to be included in the Fiscal Year 2019-2024 Six-Year Improvement Program (FY2019-2024 SYIP) including highway (Safety, Revenue Sharing, Transportation Alternatives, and State of Good Repair), rail and public transportation initiatives. These projects and programs represent important improvements to address safety, congestion and preservation of Virginia's transportation network.

The public meeting will start at 4:00 p.m. on April 19, 2018 at our Ramey Auditorium, 4303 Campbell Ave. Lynchburg. Formal public comment on projects proposed to be included in the draft will be accepted at the meeting. Written comments may also be submitted during the meeting, or they may be mailed or e-mailed afterwards and accepted through May 30, 2018.

I encourage you to attend the public meeting in our region, or one of the other meetings listed at <http://www.ctb.virginia.gov/planning/springmeetings/default.asp> if it is more convenient for you. If you cannot attend the meeting, you may send your comments to Infrastructure Investment Director at 1401 E. Broad Street, Richmond, VA 23219 or e-mail them to [Six-YearProgram@vdot.virginia.gov](mailto:Six-YearProgram@vdot.virginia.gov). For transit and public transportation, you may send your comments [DRPTPR@drpt.virginia.gov](mailto:DRPTPR@drpt.virginia.gov), Public Information Office, Virginia Department of Rail and Public Transportation 600 East Main Street, Suite 2102, Richmond VA, 23219. Comments on the Draft SYIP and candidate projects will be received until May 30, 2018. For more information, please visit <http://vasmartscale.org/> or <http://www.virginiadot.org/projects/syp-default.asp>.

I truly appreciate your attendance at this session. If you have any questions prior to the meeting, please contact Anna Smoot at [anna.smoot@vdot.virginia.gov](mailto:anna.smoot@vdot.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Winstead".

Christopher L. Winstead, P.E.  
District Engineer

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: April 10, 2018  
Item No.: 15  
Department: County Administration  
Staff Contact: W.W. Bartlett/Sarah Elam Puckett  
Issue: Correspondence/Informational

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Summary: Please see attachment.

**Attachments:**

- a. CRC Items of Interest

**Recommendation:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_



SHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

**CRC March Items of Interest**

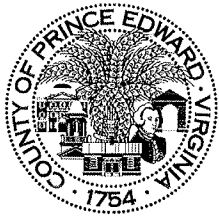
**New Ventures**

- CRC sets date for CEDS Kick-Off Committee Meeting – Tuesday, April 3, 2018, 9:00-10:00 a.m. The Mill Room, (basement conference room) CRC Office Building, Farmville, VA
- CRC submits CRC Regional Top Priority Census Tracts for consideration of Opportunity Zone Designations
- CRC provides GIS Maps to the Town of Phenix of Zoomed In Areas of the Phenix Tax Map.
- CRC assists Town of Farmville in administration of VDOT Buffalo Creek Pedestrian/Bicycle Bridge Trail Connection Project, including submittal of reimbursement requests to VDOT.
- CRC staff are assisting Amelia County in applying for VDH Funds to construct a 500,000 gallon water storage tank (application is due April 1).
- Next CRC Meeting date-- Wednesday, April 18, 2018 at 9:30 a.m. CRC will be meeting in the Mill Room (basement of CRC office building). The meetings are joint meetings with the County Administrators. Budget Committee will be meeting at 8:30 a.m. prior to the CRC Regular Meeting.
- NOTE SCHEDULING CHANGE: May CRC Meeting will be held on Wednesday, May 30<sup>th</sup> at 9:30 a.m.

**Activity**

- CRC continues to follow-up with all 5 Member County School Systems to provide Grant Funding Opportunities.
- CRC staff are assisting Prince Edward County Schools in seeking funding sources for a Robotics4Autism Program and furniture for a planned computer/science/tech lab at the school system. Both WalMart and the Verizon locally have indicated an interest in assisting in these endeavors.
- CRC staff assisted Charlotte County Schools in coordinating with Southside Electric Cooperative to utilize SEC staff and equipment to place the new RH scoreboard on the High Schools Soft Ball Field.
- The Town of Drakes Branch has hired AMT to conduct the DCR funded Flood Protection Study. A contract has been signed and AMT has begun work on the Study.
- CRC staff are compiling data from the 3 Community Meetings held in January and February for the Update of the Lunenburg/Kenbridge/Victoria Comprehensive Plan.
- CRC staff are currently assisting the Town of Charlotte Court House in the VDOT Evergreen Road Sidewall Project to review AMT's design and cost estimates to stay within budget.
- CRC is assisting the Town of Phenix with their funded Water System Improvements Project. The town selection committee has ranked Bond Counsel proposals. The Town plans to sign an agreement with VR/ for financing once the selected Bond Counsel has come on board. Also, Appomattox Well Drilling conducted the required Well Test on March 14<sup>th</sup>.
- CRC staff assisted the Town of Dillwyn with pre-contract activities for the Town's funded CDBG Housing Project. CRC Staff and Town officials met with staff from DHCD for a Pre-Contract Review. All items were approved by DHCD. The Town of Dillwyn should receive a grant agreement the last week of March.
- Through the CRC awarded VDEM Grant for Emergency Planning Activities, staff are developing FEMA-approved debris management plans for all 5 counties. Staff are also in touch with localities and other agencies such as Piedmont Senior Resources, Red Cross, DCR, Virginia State Parks, etc. to develop MOUs for assistance in weather events.
- CRC approved Virginia Community Development Block Grant 2018 Regional Priorities for CRC Region.
- CRC approved CRC FY19 Rural Transportation Planning Work Program and Resolution Authorizing FY19 Transportation Funding





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: April 10, 2018  
Item No.: 16  
Department: County Administration  
Staff Contact: W.W. Bartlett/Sarah Elam Puckett  
Issue: Monthly Reports

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Summary: Please see attachments.

**Attachments:**

- a. Animal Control
- b. Building Official

**Recommendation:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Timmons \_\_\_\_\_

Townsend \_\_\_\_\_  
Wilck \_\_\_\_\_



**Animal Control  
Monthly Report**

**"March 2018"**

**Dogs**

Surrendered	7
Picked Up	23
Claimed By Owner	6
Adopted	0
Other	0
Euthanized	4
Transferred to SPCA	22
Dead on Arrival	0
Escaped from Shelter	0
Seized	2

**Fees Collected** \$30.00

**Cats**

Surrendered	0
Picked Up	1
Claimed By Owner	0
Adopted	0
Euthanized	0
Died in Kennel	0
Transferred to SPCA	1
Dead on Arrival	0

**Fees Collected** \$0.00

**Wildlife**

Handled	0
Euthanized	0
Rabies Case	0

**Livestock**

Returned to Owner	0
Euthanized	0
Adopted	1

**Fees Collected** \$0.00

**Other Companion Animals**

Returned to Owner	0
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**Number of Calls to Shelter** 199

**Summons Issued** 2

**Warrants Served** 0

**Days in Court** 1

**Nuisance Dogs** 10

**Dangerous Dogs** 0

**Calls After Hours / On Call** 8

**Dogs Brought In by Farmville PD** 1

**Total Fees Collected** \$230.00

**Bill the Town of Farmville**

0 cats housed.

**Total** \$0.00

*Adam Mumma, Chief Animal Control Officer  
James Farley, Jr., Deputy Animal Control Officer*

# BUILDING OFFICIAL

Permits Issued Report  
3/01/2018 Through 3/31/2018

ADDITIONS	- Issued	4
	- Value	\$40,000.00
	- Permit Fees	\$355.60
	- 2.00% STATE TAX	\$7.11
	- Fees Collected	\$.00
ONE & TWO FAMILY DWELLING	- Issued	1
	- Value	\$125,000.00
	- Permit Fees	\$450.80
	- 2.00% STATE TAX	\$9.02
	- Fees Collected	\$.00
ELECTRICAL	- Issued	8
	- Value	\$5,300.00
	- Permit Fees	\$400.00
	- 2.00% STATE TAX	\$8.00
	- Fees Collected	\$.00
MECHANICAL	- Issued	4
	- Value	\$6,500.00
	- Permit Fees	\$200.00
	- 2.00% STATE TAX	\$4.00
	- Fees Collected	\$.00
MECHANICAL/GAS	- Issued	1
	- Value	\$10,299.00
	- Permit Fees	\$50.00
	- 2.00% STATE TAX	\$1.00
	- Fees Collected	\$.00
MANUFACTURED HOMES	- Issued	2
	- Value	\$92,496.99
	- Permit Fees	\$253.10
	- 2.00% STATE TAX	\$5.06
	- Fees Collected	\$.00
PLUMBING	- Issued	3
	- Value	\$1,500.00
	- Permit Fees	\$150.00
	- 2.00% STATE TAX	\$3.00
	- Fees Collected	\$.00
TANK REMOVAL	- Issued	1
	- Value	\$2,000.00
	- 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		26
Total Permits - Value		\$283,095.99
Total Permits - Permit Fees		<u>\$ 38.19</u>
Total Permits - Sales Tax 2%		<u>\$ 1,947.69</u>

INSPECTIONS FOR MARCH 52