



**PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS**

---

**BOARD AGENDA  
NOVEMBER 8, 2018**

**[This page intentionally left blank]**



## 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."*

**[This page intentionally left blank]**



**PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS  
November 8, 2018**

**AGENDA**

7:00 p.m.	1. Chair Pattie Cooper-Jones will call to order the <u>November</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: September 2018	11
	b. Approval of Minutes: October 9, 2018 @ 5:30 p.m.	15
	October 9, 2018 @ 7:00 p.m.	19
	October 24, 2018 @ 8:30 a.m.	47
	c. Review of Accounts & Claims/Board Mileage Reports/County Attorney Invoice	49
	d. The County Administrator reports that checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amounts heretofore approved.	75
	9. Highway Matters: Scot Shippee, P.E., VDOT-Dillwyn	77
	10. Request from Industrial Development Authority: Hampden-Sydney College Bonds	79
	11. Request from Farmville Fire Department: First Responder Status	91
	12. Request from Frederick County: Tax Exempt Status of Local Agencies	125
	13. <u>County Administrator's Report:</u>	129
	a. Local Declaration of Emergency	130
	b. Request from FACES	133
	c. Landfill Equipment	
	14. Strategic Retreat Report	135
	15. <u>Committee Report:</u>	147
	a. Properties & Community Development	

16. <u>Closed Session:</u> Section 2.2-3711 (A)(5), <i>Code of Virginia</i> – Business Prospect	149
17. <u>Correspondence/Informational:</u>	151
a. Piedmont Soil & Water Conservation District: Storm Event Preparations for Dams	152
b. CRC Items of Interest	158
18. <u>Monthly Reports:</u>	159
a. Animal Control	160
b. Building Official	161
c. Cannery-Home Canning	162
d. Prince Edward County Public Schools	163
e. Tourism	167

*(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on Thursday, November 8, 2018.)*



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

**Meeting Date:** November 8, 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 **November** meeting of the Prince Edward Board of Supervisors, ask for an invocation, and lead the Pledge of Allegiance.

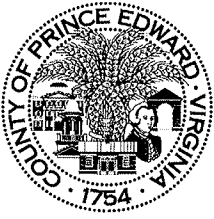
**Attachments:**

**Recommendation:**

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

**[This page intentionally left blank]**





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

**Meeting Date:** November 8, 2018  
**Item No.:** 4  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Conflict of Interest Act Disclosures

---

**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

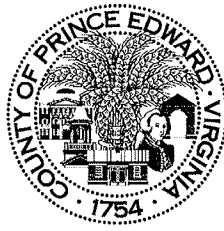
**Recommendation:**

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

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

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

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



## STATEMENT OF DISCLOSURE

### DECLARATION OF INTEREST

1. Transaction Under Discussion/Consideration: \_\_\_\_\_

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

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

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

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

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

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

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

### DECLARATION OF ACCURACY

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

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

Print Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_



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

**Meeting Date:** November 8, 2018  
**Item No.:** 5  
**Department:** Board of Supervisors  
**Staff Contact:** Kate Pickett Eggleston  
**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.

**Robert M. Showalter**

The Board of Supervisors also has a special honor and privilege tonight. We are recognizing an outstanding citizen leader. Mr. Robert M. Showalter served our community on the County’s Industrial Development Authority from July 1, 1982 until his retirement on June 30, 2018. During his tenure on the IDA he served as the Vice Chair from 1988 to 1996 and as its Chairman from 1996 until June 30, 2018. The Industrial Development Authority is an important partner to the County with our ongoing economic development efforts. Please help me both congratulate and thank Mr. Showalter for his thirty-six years of citizen volunteer service to the County of Prince Edward.

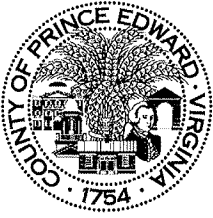
Motion \_\_\_\_\_  
Second \_\_\_\_\_

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

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

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

**[This page intentionally left blank]**



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** November 8, 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 \_\_\_\_\_  
Southall \_\_\_\_\_  
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:** November 8, 2018  
**Item No.:** 7  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Board of Supervisors Comments

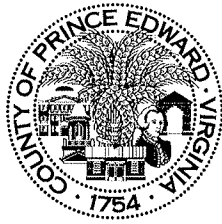
---

**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 _____	Southall _____	Wilck _____
	Jones _____	Timmons _____	



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

*"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."*

**PROTOCOL FOR BOARD OF SUPERVISORS COMMENTS**

- The Board of Supervisors sets aside ten (10) minutes near the beginning of each regular board meeting for each member of the Board of Supervisors to respond to comments made by citizens during "Public Participation," if he/she so desires.
- This is an opportunity for each individual member of the Board to express his/her own personal opinion in response to a citizen's concerns on matters of public interest.
- "Board of Supervisors Comments" is not designed to allow debate between Board members and citizens.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Each Board member shall be allotted an opportunity to speak for a maximum of one (1) minute; unless additional time is yielded by another member of the Board. In the event a Board member or member(s) shall be absent, unallocated time shall not be allocated to Board members in attendance.
- Following each Board member's comment period, the remaining two (2) minutes shall be set aside for appropriate response, and shall be divided equally between those members of the Board wishing to respond, and as directed by the Chairman.

Adopted: May 12, 2009  
Re-Adopted: January 10, 2012





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

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

---

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

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

**Recommendation:** Approval

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

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

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

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

**Prince Edward Board of Supervisors treasurer's Report - September 2018**

<b>Name of Bank</b>	<b>Bank Balance</b>			<b>Available Balance</b>
Benchmark Pooled Fund Account	\$ 8,177,895.14			\$ 8,177,895.14
Wells Fargo Social Services	\$ 198,601.67			\$ 198,601.67
Benchmark School Fund	\$ 1,335,812.49			\$ 1,335,812.49
Benchmark Food Service	\$ 204,566.18			\$ 204,566.18
<b>TOTAL</b>				<b>\$ 9,916,875.48</b>
<b>Certificate of Deposits</b>				
Benchmark				\$ 609,724.91
Farmers Bank				\$ 210,882.92
<b>TOTAL</b>				<b>\$ 820,607.83</b>
<b>GRAND TOTAL</b>				<b>\$ 10,737,483.31</b>

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

<b>Name of Bank</b>	<b>Bank Balance</b>			<b>Available Balance</b>
Benchmark Pooled Fund Account	\$ 5,948,593.85			\$ 5,948,593.85
Wells Fargo Social Services	\$ 262,386.15			\$ 262,386.15
Benchmark School Fund	\$ 1,218,148.01			\$ 1,218,148.01
Benchmark Food Service	\$ 282,312.53			\$ 282,312.53
<b>TOTAL</b>				<b>\$ 7,711,440.54</b>
<b>Certificate of Deposits</b>				
Benchmark				\$ 361,158.10
Citizens Bank Recreation				\$ 16,518.43
Farmers Bank				\$ 437,383.74
<b>TOTAL</b>				<b>\$ 815,060.27</b>
<b>GRAND TOTAL</b>				<b>\$ 8,526,500.81</b>

**[This page intentionally left blank]**



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** November 8, 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:** October 9, 2018 at 5:30 p.m. Draft Meeting Minutes  
October 9, 2018 at 7:00 p.m. Draft Meeting Minutes  
October 24, 2018 Draft Meeting Minutes

**Recommendation:** Approval.

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

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

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

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

October 9, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9<sup>th</sup> day of October, 2018; at 5:30 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

Gene A. Southall

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Kate Pickett Eggleston, Economic Development Director; and Terri Atkins Wilson, County Attorney.

Chairman Cooper-Jones called the reconvened meeting to order.

In Re: Closed Session

Supervisor Wilck made a motion, seconded by Supervisor Emert, that the Board convene in Closed Session for discussion of a public contract for legal services and discussion of the terms and scope of said contract, where discussion in an open session would adversely affect the bargaining position of the public body, pursuant to the exemption provided for in Section 2.2-3711(A)(29) of the *Code of Virginia*; the motion carried:

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

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

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

On motion of Supervisor Emert 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 Gene A. Southall 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 Wilck made a motion to adopt the contract for legal services with one addition, to include a clause stating a 60-day termination notice was required from the County Attorney.

Supervisor Timmons made a substitute motion, seconded by Supervisor Jones, to accept the contract as written, and have the County Attorney assist Mr. Bartlett write a dual-sided termination clause specifying a minimum of a 60-day notice, to insert at a later date. Discussion followed.

Chairman Cooper-Jones called for the question; the substitute motion failed:

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

After some further discussion, Chairman Cooper-Jones then called for a vote on Supervisor Wilck's original motion, to adopt the contract for legal services with one addition, to include a clause stating a 60-day, single-sided termination notice required from the County Attorney and for due cause, and seconded by Supervisor Townsend; the motion carried:

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

On motion of Supervisor Emert, 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		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

the meeting was adjourned at 6:18 p.m.



October 9, 2018

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9<sup>th</sup> day of October, 2018; at 7:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

Gene A. Southall

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Kate Pickett Eggleston, Economic Development Director; and Terri Atkins Wilson, County Attorney.

Chairman Cooper-Jones called the October meeting to order.

Supervisor Jones offered the invocation and led the Pledge of Allegiance.

In Re: Conflict of Interest Disclosure

(None)

In Re: Recognitions

(None)

In Re: Public Participation

**Renee Maxey**, Piedmont Court Services Director, presented an overview of Piedmont Court Services (PCS) and their function, stating it is the local probation agency to supervise adult non-violent offenders for nine counties. She then reviewed the PCS annual report. She stated PCS is celebrating 35 years of service this month, and thanked Prince Edward County for acting as fiscal agent.

Supervisor Timmons asked if the instructional courses they offer include soft work skills. Ms. Maxey stated they offer a job seeking skills class, and encourage their clients and give structure to their lives.

Supervisor Timmons said the County is growing, employment opportunities are gaining every day; he then suggested working with SVCC. Ms. Maxey said she will look into collaborating with SVCC. Discussion followed.

In Re: Board Comments

Supervisors Emert, Pride, Cooper-Jones, Townsend and Southall thanked everyone for attending the meeting.

In Re: Consent Agenda

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

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

the Board accepted the Treasurer’s Report for August 2018; the minutes of the meeting held September 11, 2018 at 6:00 p.m., September 11, 2018 at 7:00 p.m., and September 18, 2018; Accounts and Claims and Board Mileage Sheets; Salaries; and appropriations as follows:

<b>FY19 Budget Amendment</b>						
<b>Rev/Exp</b>	<b>Fund</b>	<b>Dept</b>	<b>Object</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
3 (Rev)	100	24040	0012	Fire Program Funds		\$50,655
4 (Exp)	100	32200	7012	Fire Programs/ATL-Rice	\$12,663.75	
4 (Exp)	100	32200	7013	Fire Programs/ATL-Prospect	\$12,633.75	
4 (Exp)	100	32200	7014	Fire Programs/ATL-Darlington	\$12,633.75	
4 (Exp)	100	32200	7015	Fire Programs/ATL-Hampden	\$12,633.75	
3 (Rev)	100	41050	0100	General Fund Balance		\$151,650
4 (Exp)	100	31200	1100	Salary & Wages	\$65,606	
4 (Exp)	100	31200	1300	Part-Time	\$41,400	
4 (Exp)	100	31200	2100	FICA	\$ 8,186	
4 (Exp)	100	31200	2210	VRS	\$ 5,328	
4 (Exp)	100	31200	2300	Group Life	\$ 860	
4 (Exp)	100	31200	2301	Health Insurance	\$16,176	
4 (Exp)	100	31200	2600	Unemployment	\$ 100	

4 (Exp)	100	31200	2700	Workers Comp	\$ 2,482	
4 (Exp)	100	31200	5810	Dues	\$ 1,500	
4 (Exp)	100	31200	6011	Uniforms	\$10,012	

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

<b>Name of Bank</b>	<b>Bank Balance</b>	<b>Available Balance</b>
Benchmark Pooled Fund Account	10,059,520.51	10,059,520.51
Wells Fargo Social Services	233,870.69	233,870.69
Benchmark School Fund	859,150.67	859,150.67
Benchmark Food Service	350,223.25	350,223.25
<b>TOTAL</b>		<b>11502765.12</b>
 <b>Certificates of Deposit</b>		
Benchmark		609,724.91
Farmers Bank		210,882.92
<b>TOTAL</b>		<b>820,607.83</b>
 <b>GRAND TOTAL</b>		 <b>12,323,372.95</b>

REVENUE FROM USE OF PROPERTY

Kimberly Jones	Reimbursement SCOPE deposit	100.00
----------------	-----------------------------	--------

BOARD OF SUPERVISORS

Farmville Newsmedia	Advertising	1,689.89
VACORP	Public Official liability insurance	3,232.00
Verizon Wireless	iPad service	465.54

COUNTY ADMINISTRATOR

VACORP	Workers compensation	82.00	
	Motor vehicle insurance	1,642.00	
	Public official liability	606.00	2,330.00
US Cellular	Phone	276.46	
Business Card	E-Z Pass	35.00	
Diamond Springs Water, Inc.	Water & equipment rental	8.95	
Farmville Printing	Landfill tickets	1,014.00	

LEGAL SERVICES

VACORP	Workers compensation		15.00
--------	----------------------	--	-------

COMMISSIONER OF REVENUE

VACORP	Workers compensation		40.00
Treasurer of Virginia	Online service		81.59

TREASURER

VACORP	Workers compensation		45.00
ComputerPlus Sales/Service	Service contract - printers		602.55
BMS Direct	Postage - RE bills	1,100.00	
	Postage - PPTY bills	2,700.00	3,800.00
NeoFunds	Postage		2,000.00
Benchmark Community Bank	Payflow/Paypal		2.00
Treasurer of Virginia	Online service		81.59
Mail Finance	Postage meter lease		1,527.00
University of Virginia	Fall district meeting	240.00	
	Certification program	75.00	315.00
Key Office Supply	Post-it tabs	11.70	
	Sheet protectors	36.78	48.48
DMV	DMVStop fees		225.00

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Contract agreement	3,900.00	
	Travel expense	1,750.00	5,650.00
SiteVision, Inc.	Web hosting		179.85
ComputerPlus Sales / Service	Printer service contract		79.00

ELECTORAL BOARD AND OFFICIALS

Election Systems & Software	Maintenance service contract		198.75
Lynette Wright	Postage	26.56	
	Folders	5.23	31.79
Key Office Supply	File folders		14.40

REGISTRAR

VACORP	Workers compensation		15.00
Lynette Wright	Book binding		22.46
U. S. Postal Service	Box rent	144.00	
	Postage	571.00	
	Box	3.41	718.41
Key Office Supply	Label maker	162.53	
	Ink cartridges	146.37	
	Copy paper	63.90	
	Sheet protectors / files	25.76	398.56

CIRCUIT COURT

VACORP	Workers compensation		7.00
U. S. Postal Service	Box rent		90.00
Key Office Supply	Sharpies / highlighters	18.05	
	Ink cartridge / paper	128.46	146.51

GENERAL DISTRICT COURT

Diamond Springs Water, Inc.	Water / equipment rent - 2 mo.	60.15	
STEPS, Inc.	Shredding service	35.00	
Mail Finance	Equipment lease	376.17	
US Cellular	Phone	48.17	
Key Office Supply	9-volt battery	7.66	

CLERK OF THE CIRCUIT COURT

VACORP	Workers compensation		72.00
AtWork Franchise, Inc.	Part-time employee		3,422.80
Margaret Taylor Collins	Buy out		400.00
Mail Finance	Lease payment		407.13
CenturyLink	Phone (2 months)		101.52
Gwendolyn Akers-Booker	Juror		30.00
Taikein Cooper	Juror		30.00
Teresa Davis	Juror		30.00
Fred R. Gearhardt, III	Juror		30.00
Tolama Paige	Juror		30.00
Mitzi Thackston	Juror		30.00
Jennifer Wall	Juror		30.00
Key Office Supply	HP cartridges	509.85	
	Tabs / water pitcher / filter	108.26	
	Laser cartridges	999.34	
	Copy paper	199.80	
	Labels	28.98	
	Staples	4.63	1,850.86
T&N Printing	Plats		27.39

LAW LIBRARY

Relx, Inc. DBA LexisNexis	Monthly subscription		578.00
Matthew Bender & Company, Inc.	VA Code Special Supp		15.66

COMMONWEALTH'S ATTORNEY

VACORP	Workers compensation		106.00
Software Unlimited Corporation	Annual software maintenance		3,832.56
Key Office Supply	Binders / pens	86.17	
	Ink cartridge	58.65	144.82
STEPS, Inc.	Shredding service		35.00

VICTIM WITNESS ASSISTANCE PROGRAM

VACORP	Workers compensation		11.00
--------	----------------------	--	-------

SHERIFF

VACORP	Workers compensation	6,177.00	
	Motor vehicle insurance	15,321.00	21,498.00
B&G Auto, Inc.	Inspection		16.00
Burkeville Body Shop	Auto repair	4,161.04	
	Vehicle repairs	957.00	5,118.04
Express Care	Oil changes		575.15
Fourth Street Motor Company	Auto repair		1,500.55

Haley Auto Mall	Rotors / inspection / blades	769.80	
Kenbridge Tire	Calibrations	100.00	
Rundstrom Auto, LLC	Inspection	16.00	
Business Card	Postage	23.12	
	Charger / dash port	61.22	
	Meals	169.83	
	Armorers course	550.00	
	VALEAC Conference	103.20	
	Gas	139.01	
	Ammunition	105.26	
	Shoes	34.99	1,186.63
U. S. Postal Service	Box rent		90.00
Chris Joyner	Postage		8.88
Kinex Networking Solutions	Remote data backup		19.95
CenturyLink	Phone	10.36	
	VCIN	7.97	18.33
US Cellular	Phone		760.43
Sarah Coen	Meals		10.64
Robert Womack	Meals		17.58
Virginia Homicide	Conference registration		300.00
VA Sheriffs Association	Dues		1,590.00
Diamond Springs Water, Inc.	Water & equipment rental		60.20
Farmville Printing	Stamped envelopes		721.55
Key Office Supply	Labels	19.47	
	Phone cords / detanglers	27.04	
	Return phone cord	-6.00	
	Chairs	538.00	578.51
Walmart Community / SYNCB	Office supplies	144.29	
	Key for battery	5.98	
	Police supplies	53.71	203.98
William Cary	Staple gun		15.77
Creative Product Source	Pumplin/ghost tattoo		367.39
Southside Electric Cooperative	Electric service		15.15
Galls, LLC	Belt / flashlights / cuff	1,204.47	
	Boots	714.16	
	Uniforms	324.98	
	Credit	-115.00	
	Shoes	235.28	
	Return	-20.00	
	Belt keepers	57.00	2,400.89
Sirchie Finger Print Labs	Evidence boxes		332.41
Town Police Supply	Ammunition		1,888.00
American Uniform Sales	Shirts		528.23
BKT Uniforms	Uniforms		486.95
Janneer Jefferson	Sew on patches		105.00
Premium Marketing & Sales	Badge / nameplates	193.50	
Signs@Work, Inc.	Vehicle decals		2,400.00

SHERIFF - COURTS

VACORP	Workers compensation	1,529.00
--------	----------------------	----------

FARMVILLE VOLUNTEER FIRE DEPARTMENT

Atlantic Emergency	Truck lettering	3,070.67
C W Williams	Straight tip	117.13
Fire & Safety Equipment Company	Fusion gloves	300.55
Fire Protection Equipment Company	Flow test & parts	4,245.35
Key Office Supply	Ink cartridge	149.95
Municipal Emergency Service	Two-way valve	296.85
Witmer Public Safety Group	Name tapes	50.00

RICE VOLUNTEER FIRE DEPARTMENT

County Waste	Trash collection	32.34
Ellington's Lawn Service	Mowing	525.00
Goodman Specialized Vehicles	Sensor / solenoids	2,710.97
CenturyLink	Phone	392.99
New London Technology	Labor charge	525.00
Michael Strasburg	HVAC fan motor	246.49
Dominion Energy Virginia	Electric service	366.60

PROSPECT VOLUNTEER FIRE DEPARTMENT

Battery Barn of Virginia, Inc.	Batteries	417.17
C W Williams	Valve	616.42
	SCBA annual inspection	1,113.49
	SCBA Flow test	171.00
Davis GMC Truck, Inc.	Inspection / oil change	154.38
	AC repair	124.34
Ferguson Enterprises, Inc.	Hydraulic lug cap	56.85
	Concrete mix / plug	45.91
Fire & Safety Equipment Company	Recharge extinguisher	67.95
	Axe	171.98
	Turnout gear	5,608.48
	Fire retardant	132.10
	Gloves	316.00
Fisher Auto Parts, Inc.	Oil dry / brush / handle	61.06
Goodman Specialized	Sensor / wiring / valve	1,954.73
	Inspection & service	906.92
Key Office Supply	Paper	8.99
Liberty Mutual Insurance	Workers compensation	6,694.00
Mid-Atlantic Irrigation	Valve kit / tank bracket	200.00
Pamplin Exxon	Fuel	111.01
Prince Edward County Public Schools	Diesel	234.50
Prince Edward Overhead Doors	Door repair	735.00
Spotted Dog Technologies	Rover subscription	300.00
Prince Edward County Treasurer	Gas	215.15
Dominion Energy Virginia	Electric service	332.94
VA State Firefighters Association	Dues	145.00

DARLINGTON VOLUNTEER FIRE DEPARTMENT

Darlington Heights Vol. Fire Department	Internet	97.72
	Chainsaw repair	82.10

	Battery	151.62	331.44
Ellington Energy Service	Serviced generator		184.06
Luck Stone Corporation	Gravel		189.21
Southside Electric Cooperative	Electric service		470.39

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Parker Oil Company, Inc.	Diesel	1,200.73	
	Propane	287.92	1,488.65
Safe Air Systems, Inc.	Air test		919.31
Verizon Wireless	Phone		268.06
Verizon	Phone		192.93
Dominion Energy Virginia	Electric service		1,124.66

FIRST RESPONDERS

Hampden-Sydney Volunteer Fire Dept.	18-19 Support		1,250.00
-------------------------------------	---------------	--	----------

AMBULANCE AND RESCUE SERVICES

Prince Edward Volunteer Rescue	18-19 Support		18,700.00
Meherrin Fire & Rescue	18-19 Support		3,250.00

EMERGENCY SERVICES

VACORP	Line of Duty insurance		4,087.50
Commtronics of Virginia	Remove antenna		6,640.00
Town of Farmville	Appomattox River gauge		7,500.00
Walmart Community / SYNCB	Emergency shelter water		262.80

REGIONAL JAIL & DETENTION

Irongate Boundary Management	Electronic monitoring		1,620.00
------------------------------	-----------------------	--	----------

BUILDING OFFICIAL

VACORP	Workers compensation	361.00	
	Motor vehicle insurance	547.00	
	Public official liability	202.00	1,110.00
Davis GMC Truck, Inc.	Inspection		16.00
Rod & Staff, LLC	Starter	218.18	
	Rear brakes	93.10	311.28
US Cellular	Phone		49.42

ANIMAL CONTROL

VACORP	Workers compensation	264.00	
	Motor vehicle insurance	1,094.00	1,358.00
Jennifer Kingsley, DVM	Vet service		65.00
Ridge Animal Hospital	Vet service		302.20
Lowe's	Door knob		13.76
Dominion Energy Virginia	Electric service		507.03
CenturyLink	Phone		132.33
US Cellular	Phone		359.45
BMS Direct	2019 Dog tags		570.00
Walmart Community / SYNCB	Ink cartridge	28.97	
	Cleaning supplies	77.68	106.65



Southern States	Insect repellent		5.99
<u>MEDICAL EXAMINER</u>			
Treasurer of Virginia	Coroner		20.00
H & S Removal Service	Removal & transport		285.00
<u>GENERAL PROPERTIES</u>			
VACORP	Workers compensation	1,029.00	
	Boiler insurance	1,939.00	
	Fire insurance	28,063.00	
	Motor vehicle insurance	2,736.00	33,767.00
Cummins Atlantic, LLC	Serviced generator		1,203.09
Dodson Brothers Exterminating	Pest control - Cannery	38.00	
	Pest control - Worsham	38.00	
	Pest control - SCOPE	38.00	
	Pest control - CH	85.00	
	Pest control - Visitors Center	38.00	237.00
Hickey Electric Heating	Generator repair		3,000.00
East End Motor Company, Inc.	Tie rods / align / inspection	428.91	
	Mower tire	74.61	
	Mower tube	16.75	520.27
Flameless Specialties	Mower clamps		4.98
Rundstrom Auto, LLC	Inspection / repair lights		48.50
Southside Electric Cooperative	SRR lights		30.04
Dominion Energy Virginia	Roy Clark monument	7.32	
	SCOPE building	110.91	
	Courthouse	14,654.75	
	Sheriff Department shed	13.18	
	Worsham Clerk office	26.29	
	STEPS Centre	2,338.38	
	Lights at Rice	113.84	
	Ag blog	980.84	
	Shop	44.37	18,289.88
Town of Farmville	Water & sewer		156.28
AT&T	Phone		44.43
CenturyLink	Phone		149.77
US Cellular	Phone		239.19
O. O. Stiff, Inc.	Monthly service		100.00
Diamond Paper Company	Towels / toilet tissue	510.46	
	Trash bags / tissue	606.74	
	Janitorial supplies	586.96	1,704.16
Handi-Clean Products, Inc.	Stainless steel cleaner		142.74
Unifirst Corporation	Janitorial supplies		129.14
Diamond Springs Water, Inc.	Equipment rental		8.95
Farmville Wholesale Electric	AHU connector/washers	4.10	
	Generator fuses	52.50	56.60
Fisher Auto Parts, Inc.	Towels & cleaner	21.43	
	Oil	58.08	
	Wiper blades	9.02	88.53
Hudson-Payne Electronics	Fire alarm panel / detc		2,239.63

Lowe's	Sump pump / lopper	234.62	
	Gloves	18.98	
	Flush handle	7.60	261.20
Phelps Locksmith Service	Keys		18.00
Poulston's	Oven rack - SCOPE Building		28.95
Cintas Corporation #524	Uniform rental		511.15
Prince Edward County Public Schools	Diesel		380.86
Baldwin's Small Engine	Install mower blades		18.00
NAPA of Farmville	Battery		133.99
Rod & Staff, LLC	Tires	830.00	
	Tire patch	15.00	845.00

CANNERY

VACORP	Workers compensation		68.00
Virginia Food Works	Commercial contract		2,916.67
Lowe's	Tape / seal / plug / pipe	44.21	
	Pipe nipple	1.79	46.00
Southside Electric Cooperative	Electric service		458.08
Parker Oil Company, Inc.	Heating oil		1,083.79
CenturyLink	Phone		258.30
Diamond Paper Company	Dish detergent		63.64
Grainger	Buffer solution	13.66	
	Hairnets	29.90	43.56

HEALTH DEPARTMENT

Prince Edward Health Department	Local support		40,506.08
---------------------------------	---------------	--	-----------

COMPREHENSIVE SERVICES ACT

Bear Creek Academy	Professional service		3,330.00
Centra Health	Professional service		35,938.00
Elk Hill	Professional service		4,200.00
Grafton School, Inc.	Professional service		11,168.00
James River Therapy Services	Professional service		745.00
Christopher Doyle Jones	Foster care		767.74
Keystone Newport News, LLC	Professional service		5,220.00
National Counseling Group	Professional service		1,168.02
STEPS, Inc.	Professional service		450.00
Voices Speech Therapy	Professional service		1,033.36

OTHER WELFARE / SOCIAL SERVICES

STEPS, Inc.	18-19 Support	5,000.00	
	18-19 Support (CAP)	3,622.00	8,622.00

SUPERVISION OF PARKS & RECREATION

Southside Virginia Family YMCA	18-19 Local Support		10,000.00
--------------------------------	---------------------	--	-----------

PUBLIC LIBRARY

Farmville-Prince Edward Community Library	18-19 Support		58,519.50
---	---------------	--	-----------

PLANNING

VACORP	Workers compensation		916.00
Donald B. Gilliam	Commission meeting	100.00	
	Mileage	21.80	121.80
Preston Hunt	Commission meeting	100.00	
	Mileage	21.80	121.80
Timothy Mark Jenkins	Commission meeting	100.00	
	Mileage	11.99	111.99
Robert M. Jones	Commission meeting	100.00	
	Mileage	5.45	105.45
Clifford Jack Leatherwood	Commission meeting		100.00
Whitfield Paige	Commission meeting	100.00	
	Mileage	8.70	108.70
John W. Peery, Jr.	Commission meeting	100.00	
	Mileage	1.63	101.63
John C. Prengaman	Commission meeting	100.00	
	Mileage	5.45	105.45
Teresa Sandlin	Commission meeting	100.00	
	Mileage	6.54	106.54
Brett Von Cannon Watson	Commission meeting		100.00
Farmville Newsmedia	Advertising		122.90
US Cellular	Phone		106.68
Commonwealth Regional Council	18-19 Dues		19,000.00

ECONOMIC DEVELOPMENT

VACORP	Workers compensation		11.00
US Cellular	Phone		142.67
Kate Eggleston	Mileage		271.30

TOURISM

VACORP	Workers compensation		10.00
Dominion Energy Virginia	Electric service		508.99
Town of Farmville	Water & sewer		50.03
Business Card	UPS		38.22
CenturyLink	Phone		352.61

FLOOD & EROSION CONTROL

Hurt & Proffitt, Inc.	Stormwater plan review		600.00
-----------------------	------------------------	--	--------

SOIL & WATER CONSERVATION DISTRICT

Piedmont Soil & Water Conservation District	18-19 Support		2,960.00
---	---------------	--	----------

COOPERATIVE EXTENSION OFFICE

CenturyLink	Phone		111.84
-------------	-------	--	--------

GENERAL EXPENSE

Lumos Networks	Phone		3,014.69
Treasurer of Virginia	INS termination		4,025.32
Southern States - Amelia	Gas		19,718.77
Martin Monument Company, Inc.	WWI Monument		6,250.00

<u>CAPITAL PROJECTS</u>		
Compro Computers	Keyboards / hard drive	532.55
Hurt & Proffitt, Inc.	Inspection / grant administration	1,132.50
Crabtree Rohrbaugh & Associates	STEPS Roof replacement	2,719.30
<u>DEBT SERVICE</u>		
Town of Farmville	Loan - principal	173,562.57
	Loan - interest	28,199.74
		201,762.31
<u>FORFEITED DRUG ASSETS</u>		
Piedmont Regional Task Force	Dues	3,000.00
<u>WATER FUND</u>		
Town of Farmville	Water	22.46
<u>SEWER FUND</u>		
Dominion Energy Virginia	Sewer pump	47.24
<u>COLLECTIONS</u>		
VACORP	Workers compensation	2,309.00
	Motor vehicle insurance	547.00
		2,856.00
East End Motor Company, Inc.	Tow DH shed	154.50
	Inspection / lens	41.73
		196.23
Lowe's	Entry latch	6.62
	Screws / plywood / board	77.78
	A/C & lamp / cord / bulb	271.46
	Lumber	9.97
		365.83
Southern States	Weed spray	159.60
Grainger	Relay	28.08
NAPA of Farmville	Towels / glass cleaner	7.18
	Def	112.41
		119.59
Republic Services #974	Trash collection	619.43
Emanuel Tire of Virginia	Tire recycling	3,370.50
STEPS, Inc.	Recycling fee	1,456.56
Synergy Recycling, LLC	Electronic recycling	2,815.25
Southside Electric Cooperative	DH site	51.74
	Virso site	65.39
		117.13
Dominion Energy Virginia	Rice site	25.28
	Cell C pump station	63.55
	Green Bay site	54.44
	Leachate pump	330.11
	Worsham site	65.23
	Prospect site	79.39
	Scalehouse	140.98
	Landfill site	49.53
		808.51
CenturyLink	Phone	309.67
US Cellular	Phone	248.16
Verizon	Phone	289.57
O. O. Stiff, Inc.	Monthly service	702.50
Prince Edward County Public Schools	Diesel	2,288.94

Taylor-Forbes Equipment Company	Oil / filters / clamp	56.62	
	Oil	7.56	64.18

LANDFILL OPERATIONS

VACORP	Workers compensation	2,951.00	
	Motor vehicle insurance	1,642.00	4,593.00
Resource International	Assessment monitoring	10,643.73	
	Miscellaneous work tasks	2,576.00	
	Storm water compliance	1,122.00	14,341.73
Bailey's Parts	Putty & silicone		81.75
Arc3 Gases	Oxygen	22.00	
	Helmet / gloves	101.89	123.89
Carter Machinery Company, Inc.	Element / gasket / filter	312.38	
	V-belt	21.56	
	Front-end loader	82,500.00	82,833.94
Cavalier Hose & Fittings	Pressure washer parts		101.05
Goodman Truck & Tractor	Truck repairs		1,673.19
Leachator Pumping Systems	Leachate pump		1,634.21
Lowe's	Pliers / gloves / bolt cutter		132.35
NAPA of Farmville	Coupling / adapters	56.56	
	Brake drums / water pump	1,946.26	
	Vacuum pump / towels	745.92	
	Fuel treatment	31.99	
	Grease	59.10	
	Oil	151.13	
	Brake fluid	24.99	
	Batteries	640.97	
	Manifold / adapter	82.25	3,739.17
Rod & Staff, LLC	Tires		521.00

RETIREMENT BENEFIT FUND

Vicki K. Johns	Retiree benefit		1,156.11
----------------	-----------------	--	----------

PIEDMONT COURT SERVICES

VACORP	Workers compensation		80.00
Redwood Toxicology Lab	Drug tests		89.51
Alere Toxicology Services, Inc.	Drug testing		77.92
Classified Marketplace	Advertising		76.77
Crewe-Burkeville Journal	Advertising		75.00
News & Record	Advertising		48.00
Dominion Energy Virginia	Electric service		596.55
CenturyLink	Fax line		74.40
Lumos Networks	Phone		315.16
Zachary Ayoub	Mileage	145.08	
	Newspapers	1.75	146.83
Renee T. Maxey	Mileage		117.45
Andy Mays	Mileage		109.00
Chris Riviere	Mileage		37.60
Rachel Stahlman	Mileage	277.95	
	Newspapers	1.88	279.83

Rebecca Staton	Mileage	60.39
<u>PCS SUPERVISION FEES EXPENDITURES</u>		
SRP Corporation, LLC	Rent	2,750.00
Renee T. Maxey	Paint samples	25.71

In Re: Clerk of Circuit Court Request

Mr. Bartlett stated the following request, if approved by the Board, is contingent upon the outcome of the November 6<sup>th</sup> election for the Office of Clerk of Circuit Court. The timing of the election, the anticipated rescheduling of the November Board meeting to November 20, coupled with the County holiday schedule for Thanksgiving will provide only two- and one-half days for the County's entire payroll to be updated and then completed; thus, the reason for this request prior to the election.

Mr. Bartlett said that following the November election, adjustments will have to be made to the personnel compliment for the Clerk of Circuit Court. Due to timing issues and the fact that the interim clerk, Lynnette Coe, is running unopposed, he requested the Board make decisions involving salaries in the Clerk's office at the October Board meeting so that the County Administrator's Office will have adequate time to make the appropriate adjustments to payroll.

Mrs. Coe has already been in contact with the Comp Board and has received approval, contingent on the outcome of the election, for the Comp Board changes mentioned below. Because the proposed changes merely realign existing comp board funds, the changes can be approved at the technician level and are not subject to approval by the Compensation Board. Mrs. Coe had served as the Chief Deputy prior to being named the Interim Clerk. That position has remained open with the comp board funds for the position being used to hire temporary help. After the election the Chief Deputy position must be filled in order to continue receiving the funding from the Comp Board. Mrs. Coe plans on promoting from within with each existing employee, except one, being moved to a different position.

Mr. Bartlett reviewed the proposed adjustments and impacts. The total impact to the County when comparing County costs before Mrs. Eppes retirement to the County's cost after the election is a decrease in cost of \$29,398 when including all benefit costs and Comp Board reimbursements.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to approve the request from the Interim Clerk of the Court to adjust personnel and salaries within the Clerk’s Office, contingent upon the November election, the motion carried:

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

In Re: Construction Appropriations

Mr. Bartlett stated the renovation project of the Courthouse has been a constantly shifting program that has expanded to include the STEPS CENTRE and an MOU with STEPS and a location for Social Services. The Board has approved four contracts associated with the renovation of the Courthouse and the renovation of the STEPS CENTRE. The first contract approved on November 21, 2017 in the amount of \$235,297 consisted of \$165,079 for A&E work for Courthouse renovations and \$70,200 for A&E work for the STEPS CENTRE. This was a revision to the original A&E contract with Crabtree, Rohrbaugh & Associates, Architects approved in July 2017. The second contract approved by the Board on December 12, 2017 in the amount of \$4,500 was for an infrared inspection of the STEPS CENTRE roof to determine the extent of moisture penetration. The third contract was approved by the Board on February 6, 2018 in the amount of \$32,750 for the A&E for the STEPS roofing project. The fourth contract was for the reroofing of the STEPS CENTRE originally approved on May 8, 2018 but inability to reach an agreement with the low bidder delayed the award of the contract until August 2018 in the amount of \$744,628.

Mr. Bartlett reviewed the budget amendments and adjustments to the FY18 and FY19 Budgets for the A&E and infrared inspection costs for the Courthouse and STEPS building.

FY18 Budget Amendment						
Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$237,551
4 (Exp)	100	94000	0034	Courthouse Renovation A&E	\$207,505	
4 (Exp)	100	94000	0050	STEPS CENTRE A&E	\$ 30,046	

FY19 Budget Amendment						
Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$37,452
4 (Exp)	100	94000	0034	Courthouse Renovation A&E	\$33,016	
4 (Exp)	100	94000	0050	STEPS CENTRE A&E	\$ 4,436	

Mr. Bartlett said Section 15.2-2507 of the *Code of Virginia* requires a public hearing to be conducted prior to amending a budget by greater than one percent. The County's adopted FY19 budget is \$54,174,847. The roofing contract of \$744,628 exceeds the threshold and will require a public hearing prior to amending the budget to reflect that expenditure.

FY19 Budget Amendment						
Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$744,628
4 (Exp)	100	94000	0051	STEPS CENTRE Roofing	\$744,628	

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to approve the FY18 and FY19 Budget Amendments as presented and appropriate the same; the motion carried:

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

Nay: None

Supervisor Wilck made a motion, seconded by Supervisor Emert, to authorize advertising for a public hearing on the FY19 Budget Amendment as presented to be held at the November board meeting; the motion carried:

Aye: Pattie Cooper-Jones  
 J. David Emert  
 Robert M. Jones  
 Odessa H. Pride  
 Gene A. Southall

Nay: None



C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

In Re: Highway Matters

Supervisor Jones said the mowing along secondary roads has been very poor, and must be addressed and taken care of. Supervisor Pride agreed; Supervisor Timmons said he requested a status update on the mowing schedule and was told VDOT would start in Pamplin area and move across to the other end of the county. Discussion followed.

Supervisor Jones said VDOT quickly repaired the washed-out areas after the flooding. He said any road with a bridge must be inspected before the road is reopened.

Supervisor Pride stated nothing has been done on County Line Road. Discussion followed.

Supervisor Emert said he is still waiting for information on Sulphur Springs Road. Sarah Elam Puckett, Assistant County Administrator, said guardrails will not be installed on Sulphur Springs Road.

In Re: Public Hearing – Special Use Permit – Par 5 Development Group, LLC

Chairman Cooper-Jones announced that this was the date and time scheduled for a public hearing on a request by Par 5 Development Group, LLC for a Special Use Permit to operate a Retail Sales Establishment and have illuminated signage located on Tax Map Parcel 019-A-68E. This is an Agricultural Conservation District. Notice of this hearing was advertised according to law in the Wednesday, September 26, 2018, and Wednesday, October 3, 2018 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Bartlett stated the County has received a special use permit application from Par 5 Development Group, LLC to permit the construction of a retail establishment along with illuminated signage located at the northwest corner of the intersection of Prince Edward Highway (US 460) and Harris Creek Road, located on Tax Map Parcel 019-A-68E, owned by Steven and Susan Bower.

The proposed Dollar General store will be approximately 9,100 square feet, provide 38 parking spaces and have illuminated signage. This is an allowed use in the A1, Agricultural Conservation District by Special Use Permit. The store will operate between the hours of 8:00 a.m. and 10:00 p.m., Monday through

Sunday, receive one delivery by tractor trailer once a week during normal operation hours, and utilize “Night Friendly” LED lighting. The developer is working with VDOT staff to address traffic controls, safety concerns and necessary road improvements.

The Planning Commission conducted a Public Hearing on September 18, 2018. One person spoke in opposition to the request.

The applicant provided the following information regarding the concerns:

- The sales model for Dollar General is convenience, with a goal of stores every two to five miles.
- Extensive site market research team looks at areas to make sure the store will provide what the community needs.
- Dollar General Market Research has proven that the stores can stand alone; it will not take away from adjacent convenience stores. Dollar General will provide goods currently not available at local convenience stores.
- The site will be developed in a manner that 60% of stormwater will be treated onsite and that they will purchase 40% in nutrient credits allowed by the code.
- The store will use approximately 200 gallons of water a day, which is far less than the usage of a household or adjoining livestock.
- The lighting will be Night Sky friendly LED and will face downward.
- The site will comply with all landscape regulations.
- Dollar General offers rapid advancement career opportunities and people may transfer to the distribution center in Danville where pay is higher.
- Dollar General assists the local population by providing scholarships for students within a ten-mile radius for both college and technical schools.

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

- Landscape buffer consisting of Leland Cyprus trees along the side and rear of the property lines
- Monument sign internally illuminated with no changeable copy
- Brick veneer front with wainscoting trim (similar to the Rice store location)
- VDOT approval
- Final Site Plan approval from County Staff
- Approved Erosion & Sediment Control/Stormwater plan

Mr. Bartlett said several people have indicated they would like a store at that location, especially at night and during inclement weather. He said the conditions recommended are more than what is required by the Zoning Ordinance.

Chairman Cooper-Jones opened the public hearing.

Zach Ivey, Par 5 Development Group and Project Manager, introduced himself and said they also build in Virginia, North Carolina, South Carolina and Georgia. In addition to Dollar General stores, they

build pet resorts, restaurants, and other commercial retail establishments. He said he and Matt Hastings, an Engineer with Summit Engineering, are available for questions.

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

Supervisor Wilck made a motion, seconded by Supervisor Timmons, to approve the Special Use Permit application from Par 5 Development Group, LLC to permit the construction of a retail establishment along with illuminated signage located at the northwest corner of the intersection of Prince Edward Highway (US 460) and Harris Creek Road, located on Tax Map Parcel 019-A-68E with the conditions recommended by the Planning Commission; the motion carried:

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

In Re: Virginia's Growth Alliance Update

Mr. Bartlett introduced Jeff Reed, Executive Director of Virginia's Growth Alliance. Mr. Reed provided an update on the work of the organization, including programs, funding opportunities and prospects for the County.

Mr. Reed stated the VGA assists the County's Economic Development and markets the region as a whole. He said they recently completed the certification process to start the Workforce Certification Program. He said Prince Edward County is participating in that program through a grant that was received; he said there is difficulty in articulating the Workforce and its availability to prospects. He said there are no benchmarks or criteria, and this program provides the baseline on how large the workforce is and the capabilities of the workforce. Mr. Reed said the testing can begin as early as high school and includes the incumbent workforce. He said a National Certification can be obtained and this certification is transportable to any state in the nation. This is being done in all localities in VGA, as well as partnering with five counties within the Southern Virginia Regional Alliance. He said when site selection consultants are out benchmarking community against community, one of the things they look for is that national certification.

Mr. Reed said they are also working with the Center for Innovation & Technology (CIT); he said this region is the first in the state to be approved to do a broadband assessment. He said the Tobacco Commission grants for rural broadband turned into loans and after pushback from communities, they are now going to offer more grant opportunities, coming in May 2019. One of the fundamentals is understanding the fundamentals of where the area is on the broadband hierarchy and needs. He explained several other projects and initiatives, such as internet, web sites and GIS services.

Mr. Reed presented a synopsis of what is spent in Prince Edward County. Mr. Reed stated they have spent just over \$48,000 in Prince Edward County over the last five years. He said they have contracted with Timmons to have access to natural gas, and with the Atlantic Coast Pipeline, they inquired how to build upon that investment. He said the contract will review 204 miles of pipeline in the VGA region; they will identify sites of 100 acres or more that have the potential for industrial development. There are 12-14 in Prince Edward County that met the criteria that they sought with a cost savings of \$30,000. He said a regional contract for retail strategies was done to assist with retail recruitment for the region; two properties are currently being developed or are being purchased to be developed, and three are being evaluated. He said to do that on its own, would have cost the County \$60,000-\$70,000.

Supervisor Wilck said that over the last five years, the County has spent approximately \$108,000 and hasn't got any companies. He said Prince Edward County isn't like other counties, with no rail or north-south four-lane roads, or power capabilities; he said he is impressed with what Longwood has to offer regarding cybersecurity. He said Prince Edward County pays more because of population, and said he would rather put the money into working with the Town, Longwood University and Hampden-Sydney and promoting the local hotspots.

Mr. Reed said Prince Edward County has a great deal to offer, and is right for certain industrial opportunities. He said Route 460 is an excellent route and rail is not critical for every project; natural gas is more important. Mr. Reed stated two retail projects are ongoing currently that would not have occurred without being involved with VGA; three additional sites are being evaluated. Prince Edward County has been able to respond to over 40 RFPs and RFIs and has been a finalist for three of those. Prince Edward County won one and is still competing for another.

Supervisor Timmons asked that the information regarding the benefits be put on a spreadsheet for review. He said the County has heard nothing from the VGA in a long time and needs to know what is happening on the County's behalf. He also asked for a summary of benefits and stated the Board needs to look at whether the County will continue with VGA.

Mr. Reed said he will provide the information, and said to be a finalist for three projects is good and the Board should be proud of the staff for getting that result.

Supervisor Pride asked if VGA is working with GO Virginia. Mr. Reed said the VGA is part of that with the Southern Virginia Regional Alliance; it is one of the geographically larger regions with the smallest population, which means it gets the smallest allotment of funding per capita. He said the VGA just received \$750,000 from the Tobacco Commission to assist in marketing throughout the tobacco footprint; Prince Edward County is one of 21 counties.

In Re: Local Emergency Management Planning Grant

Mr. Bartlett said the County has received notification of the upcoming Local Emergency Management Program Grant (LEMPG). This is a small, annual grant in the amount of \$9,436 through the Virginia Department of Emergency Management. The grant requires a dollar for dollar match which the County matches in-kind. The majority of the grant funds are used to supplement the salary of the County Emergency Management Coordinator to compensate the office holder for the 24-hour/7-day on-call duty status, additional work requirements, and the ongoing educational requirements, and about \$750 is used for equipment/training needs of the Coordinator.

These funds have already been budgeted in the FY19 County Budget.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to authorize the County Administrator to submit all necessary documentation to VDEM to receive the grant funds and approve the attached resolution authorizing the Chair, Vice-Chair, County Administrator and Assistant County Administrator to execute grant documents on behalf of the County; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		

Gene A. Southall  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

**GOVERNING BODY RESOLUTION  
County of Prince Edward, Virginia**

BE IT RESOLVED, by the Board of Supervisors of the County of Prince Edward, that

*Pattie Cooper-Jones, Chair, or James R. Wilck, Vice-Chair,*

*W. W. Bartlett, County Administrator, or*

*Sarah Elam Puckett, Assistant County Administrator*

are hereby authorized to execute for and on behalf of the County of Prince Edward, Virginia (named applicant), a public entity established under the laws of the Commonwealth of Virginia, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the Commonwealth of Virginia.

In Re: County Administrator's Report – Voting Credentials for VACo Annual Meeting

Mr. Bartlett said the Board will wish to designate its voting delegate and alternate for the VACo Annual Business Meeting.

Chairman Cooper-Jones made a motion, seconded by Supervisor Wilck, to appoint Supervisor Townsend as Voting Delegate and Supervisor Pride as Alternate; the motion carried:

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

In Re: County Administrator's Report: November Board Meeting Date

Mr. Bartlett said the November Board meeting is scheduled for Tuesday, November 13, 2018, which conflicts with the VACo annual meeting. The Board will wish to consider changing the date of the November Board meeting; the Chair has recommended Tuesday, November 20, 2018.

After some discussion, Supervisor Jones made a motion, seconded by Supervisor Emert, to hold the November Board meeting on Thursday, November 8, 2018; the motion carried:

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

In Re: County Administrator's Report: Citizen Alerting System

Mr. Bartlett said the Town of Farmville has invited the County to participate in a public safety citizen alerting system contract with them with Everbridge. This enables the Town and County to work together and coordinate citizen alerts and gives each jurisdiction full access and use of the program. The capabilities of the system include: National Weather Service severe weather warnings, GIS targeting, flexible group management, multiple options for contact data management, with voice recording, text to speech conversion, text formatting, and SMS. This program could be used for public safety incidents to include: severe weather (tornado, flash flooding), evacuations, shelter in place, missing persons/search and non-emergency communications. The total cost of the system is \$6,480/year. Everbridge is on state contract.

Mr. Bartlett said the total cost would be \$6,480; Prince Edward County's cost would be \$4,202 based on population taken from census data, with the Town paying the balance of \$2,238.

Mr. Bartlett said he looked at the first three months of tax revenues and currently there is \$240,000 more than budgeted; he said that will cover the increased cost in the Sheriff's Office for increased security positions but there is enough for this also. Discussion followed.

Supervisor Jones made a motion, seconded by Supervisor Emert, to approve participation with the Town of Farmville in a public safety citizen alerting system contract with Everbridge, at a cost of \$4,202 per year; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
------	---------------------	------	------

J. David Emert  
Robert M. Jones  
Odessa H. Pride  
Gene A. Southall  
C. Robert Timmons, Jr.  
Jerry R. Townsend  
Jim R. Wilck

In Re: County Administrator's Report: WWI Monument Dedication Ceremony

Mr. Bartlett said Fuqua School has kindly invited the County to participate with them in a Veteran's Day Ceremony. The Fuqua School program will be held at Crute Stage in downtown Farmville at 11:00 a.m. on Monday, November 12, 2018. At the conclusion of their approximately 50-minute program, the audience will be invited to join the County on the Courthouse Lawn for the dedication of the County WWI Monument. This program is anticipated to span about 20 minutes, which will include brief remarks by a Board member, followed by the unveiling of the monument and then a benediction. The arrival of the monument and name plaque for the event has been confirmed. County staff is in the process of finalizing the coordination and details with Fuqua School. The Board will wish to select a member to speak on behalf of the Board.

Supervisor Wilck volunteered to make remarks on behalf of the Board; Supervisor Timmons offered to be backup.

Mr. Bartlett said Fuqua band will lead everyone to the Courthouse lawn; the Board member will speak, someone from the American Legion will speak, and then the unveiling will occur. Discussion followed.

In Re: County Administrator's Report: Structure of Planning Commission Membership

Mr. Bartlett said members of the Board have indicated an interest in possibly restructuring the County Planning Commission so there is representation from each County voting district. Currently the members are selected at large with general consideration for geography; however, Farmville District #801 and Hampden District #401 do not have a citizen on the Planning Commission. The Planning Commission comprises 10 members (nine citizens/one Board member). The allocation of the nine citizen members is six "County representatives" and three "Town representatives." The Board adopted a Resolution on April 11,



2006 changing the structure of the Planning Commission to require three of the nine citizen members to be residents of the Town of Farmville.

Following discussion, the Board concurred to have staff work on a plan for transition to a membership based on districts.

In Re: Closed Session

Supervisor Wilck made a motion, seconded by Supervisor Emert, that the Board convene in Closed Session for consideration of the disposition of real property, 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*; and for the 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*; and for discussion of a public contract for legal services and discussion of the terms and scope of said contract, where discussion in an open session would adversely affect the bargaining position of the public body, pursuant to the exemptions provided for in Section 2.2-3711(A)(29) of the *Code of Virginia*; the motion carried:

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

On motion of Supervisor Emert and seconded by Supervisor Wilck, and carried by the following roll call vote:

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

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 Timmons advised the County Attorney of several items she needed to be fully apprised about.

Supervisor Timmons said the low bidder for the roofing repair rejected the contract and has been put on notice; the insurance company is taking care of that issue. He said Mr. Bartlett will follow up on that.

Supervisor Timmons then said that, for a few years, work has been ongoing on The Manor issue. In order to get VDOT to take the road and get access, the cost has been shared with Hampden-Sydney on an engineering study. The roads do comply with the state codes to accept the roads into VDOT's system but that is not finalized. Mr. Bartlett has the contact with Hampden-Sydney.

Supervisor Timmons added that the County Codes need updated.

Supervisor Emert said there are trespassing issues regarding cattle being on someone else's property; he said the ordinance needs to be amended to allow the owner permission to go get the cattle from a property. Discussion followed.

Supervisor Townsend requested the Properties Committee convene to discuss the maintenance of the landfill and convenience sites; the meeting will be held Tuesday, October 16, 2018 at 5:30 p.m. in the County Administrator's Office.

Mrs. Puckett said the Properties Committee will also meet Thursday, October 11, 2018 at 9:00 a.m. at the STEPS building.

In Re: Animal Warden's Report

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

In Re: Cannery – Home Canning

Ms. Pattie Gulick, Cannery Manager, submitted reports for August 2018 and September 2018, which were 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 September 2018, which were 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 August 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	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	

the meeting was recessed at 9:36 p.m. until Wednesday, October 24, 2018 at 8:00 a.m. for the Strategic Planning Meeting, at Crawley Forum, Hampden Sydney College.

DRAFT

October 24, 2018

At the reconvened meeting of the Board of Supervisors of Prince Edward County, held at Crawley Forum, Hampden-Sydney College, thereof, on Wednesday, the 24<sup>th</sup> day of October, 2018; at 8:30 a.m., there were present:

Pattie Cooper-Jones

J. David Emert

Odessa H. Pride

Gene A. Southall

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Absent: Robert M. Jones

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Rob Fowler, Director of Planning & Community Development; Kate Pickett Eggleston, Director of Economic Development; and Tyler St. Clair, Strategic Planning Facilitator.

Chair Cooper-Jones called the reconvened to order.

In Re: Board of Supervisors Strategic Priorities

Ms. St. Clair provided an overview of the strategic retreat agenda and strategic planning process with a focus on the future and the collective vision of the Board of Supervisors. The Board spent the day discussing its strategic priorities.

Supervisor Southall left the meeting during the discussion.

Supervisor Emert left the meeting during the discussion.

Supervisor Wilck left the meeting during the discussion.

Supervisor Pride left the meeting during the discussion.

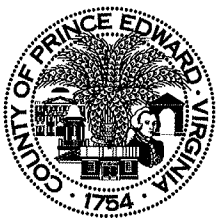
On motion of Supervisor Townsend, seconded by Supervisor Timmons, and adopted by the following vote:

Aye: Pattie Cooper-Jones  
C. Robert Timmons, Jr.  
Jerry R. Townsend

Nay: None

the meeting was adjourned at 4:35 p.m.

DRAFT



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

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

---

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

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

**Recommendation:**

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

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

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

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

10/29/2018

FROM DATE- 10/01/2018  
TO DATE- 10/31/2018

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

PAGE 1

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
100	GENERAL FUND	\$1,308,318.65
501	WATER FUND	\$184,763.11
502	SEWER FUND	\$68,977.58
520		\$35,174.22
732	RETIREMENT BENEFIT FUND	\$1,156.11
741	PIEDMONT COURT SERVICES FUND	\$5,757.67
	TOTAL	1,604,147.34



AP375H  
10/29/2018  
FUND # - 100

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 1

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
018990	018990	MISCELLANEOUS			
0014	29456	Souvenirs, Gifts, etc.- V TREASURER OF VIRGINIA	STATE PARK 1018	ST PARK MEMORABILIA	6.00 *
				ACCOUNT TOTAL	6.00 *
				MAJOR TOTAL	6.00 **
011010		BOARD OF SUPERVISORS			
3600	15240	Advertising FARMVILLE NEWSMEDIA	129579 ADM 1018	ADVERTISING	590.18
				ACCOUNT TOTAL	590.18 *
5510	25738	Travel-Mileage PRIDE ODESSA H	JULY-SEPT 2018	MILEAGE	129.71
	29269	TIMMONS C ROBERT JR	AUG 2018	MILEAGE	21.80
	29269	TIMMONS C ROBERT JR	JUL 2018	MILEAGE	43.60
	29269	TIMMONS C ROBERT JR	SEP 2018	MILEAGE	87.20
	29368	TOWNSEND JERRY R	JULY-SEPT 2018	MILEAGE	201.65
				ACCOUNT TOTAL	483.96 *
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	6702PUCKETT1018	MEALS	228.75
	17140	HAMPDEN SYDNEY COLLEGE	85867	STRATEGIC RETREAT	105.30
	17140	HAMPDEN SYDNEY COLLEGE	85868	STRATEGIC RETREAT	152.75
				ACCOUNT TOTAL	486.80 *
5540	11894	Travel-Convention & Educa BUSINESS CARD	6702PUCKETT1018	VACO CONF REGISTRATN	675.00
	17144	HAMPDEN-SYDNEY COLLEGE	96 02605	STRATEGIC RETREAT	300.00
				ACCOUNT TOTAL	975.00 *
6040	31333	ADP Equipment VERIZON WIRELESS	9815184789	IPAD SERVICE	465.54
				ACCOUNT TOTAL	465.54 *
				MAJOR TOTAL	3,001.48 **
012110		COUNTY ADMINISTRATOR			
5210	11894	Postal Services BUSINESS CARD	6702PUCKETT1018	STAMPS	20.00
				ACCOUNT TOTAL	20.00 *
5230	30440	Telecommunications US CELLULAR	816442183 1018	PHONE	136.88
				ACCOUNT TOTAL	136.88 *
6001	13369	Office Supplies DIAMOND SPRINGS WATER INC	11393100 1018	WATER & EQUIP RENTAL	16.20
	25120	PAIRET'S INC	25699	PLAQUE-SHOWALTER	140.30
				ACCOUNT TOTAL	156.50 *
6012	22211	Books and Subscriptions MATTHEW BENDER & CO INC	.905644	ADMIN LAW APPDX 2018	51.08
	22211	MATTHEW BENDER & CO INC	5234743	2018 RVOLS 2B & 5B	155.50
				ACCOUNT TOTAL	206.58 *
				MAJOR TOTAL	519.96 **

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 2

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5210	11419	Postal Services BOOTH BEVERLY M	POSTAGE 1018	CERTIFIED MAIL	10.70 *
5230	13325	Telecommunications TREASURER OF VIRGINIA	T418278	ONLINE SERVICE	82.05 *
6001	20600	Office Supplies KEY OFFICE SUPPLY	521068	PLANNER/BINDER	39.63
	20600	KEY OFFICE SUPPLY	521069	2-DRAWER FILE CABINET	139.10
	20600	KEY OFFICE SUPPLY	521070	COPY PAPER	95.85
6012	23162	Books & Subscriptions NATIONAL APPRAISAL GUIDES	T41243421227	RV/MOTORCYCLE GUIDES	274.58 *
	23162	NATIONAL APPRAISAL GUIDES	T41326645753	USE CAR/MARINE GUIDE	70.00
6014	11353	Other Operating Supplies BMS DIRECT	126525A	PROCESS RE & PPRTY	140.00 *
012410	TREASURER			ACCOUNT TOTAL	239.06
5210	999999	Postal Services BAPPERT STEPHANIE	POSTAGE 1018	POSTAGE	239.06 *
5230	11250	Telecommunications BENCHMARK COMMUNITY BANK	7596 TREAS 1018	PAYFLOW/PAYPAL	6.70
	13325	TREASURER OF VIRGINIA	T418278	ONLINE SERVICE	6.70 *
6001	11353	Office Supplies BMS DIRECT	126658	REAL ESTATE BILLS	2.20
	11353	BMS DIRECT	126660	PERSONAL PPTY BILLS	82.06
	11353	BMS DIRECT	130010	LETTERHEAD	84.26 *
	20600	KEY OFFICE SUPPLY	520081	PENS	2,483.43
	20600	KEY OFFICE SUPPLY	521188	DOOR STOP	2,839.28
6014	28866	Other Operating Supplies STEPS, INC	14102	SHREDDING SERVICE	152.67
6020	13012	DMV Stops DMV	2018271748	DMV STOP FEES	5.07
				ACCOUNT TOTAL	7.99
012510	INFORMATION TECHNOLOGY			ACCOUNT TOTAL	5,488.44 *
3160	11902	Professional Services BUSINESS DATA OF VA, INC.	OCTOBER 2018	CONTRACT AGREEMENT	35.00
				ACCOUNT TOTAL	35.00 *
				ACCOUNT TOTAL	150.00
				MAJOR TOTAL	150.00 *
				MAJOR TOTAL	5,764.40 **

AF375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 3

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	11902	BUSINESS DATA OF VA, INC.	053 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	054 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	059 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	060 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	063 001	TRAVEL EXPENSE	75.00
	11902	BUSINESS DATA OF VA, INC.	064 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	065 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	067 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	070 001	TRAVEL EXPENSE	75.00
	11902	BUSINESS DATA OF VA, INC.	075 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	076 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	077 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	082 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	083 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	087 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	091 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	093 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	098 001	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	099 001	TRAVEL EXPENSE	125.00
				ACCOUNT TOTAL	6,175.00 *
3320	12762	Maintenance Service		PRINTER SERV CONTRCT	79.00
		COMPUTERPLUS SALES/SERVIC	MC0000191003		79.00 *
				ACCOUNT TOTAL	6,254.00 **
013100	ELECTORAL BOARD AND OFFICIALS				
3160	25905	Professional Services	13857	TEST VOTING MACHINES	1,650.00
		PRINTELECT			1,650.00 *
				ACCOUNT TOTAL	
3500	25905	Printing	13642	BALLOTS	2,518.59
		PRINTELECT			2,518.59 *
				ACCOUNT TOTAL	4,168.59 **
013200	REGISTRAR				
5210	30550	Postal Services		POSTAGE	242.00
	32961	U S POSTAL SERVICE	POSTAGE 1018	POSTAGE-ABSENTEE VOT	58.40
		WRIGHT LYNETTE	POSTAGE 1018		300.40 *
				ACCOUNT TOTAL	300.40 **
021100	CIRCUIT COURT				
6001	20600	Office Supplies	520277	PLANNER	16.27
		KEY OFFICE SUPPLY			16.27 *
6012	22211	Books & Subscriptions	4860322	CRIM LAW CS FND SUPP	184.10
		MATTHEW BENDER & CO INC			184.10 *
				ACCOUNT TOTAL	200.37 **

MAJOR#	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER			
021200	GENERAL DISTRICT COURT			
3160	Professional Services DIAMOND SPRINGS WATER INC	16759600 1018	WATER & EQUIP RENTAL	19.20 *
5210	Postal Services NEOFUNDS	4534 J&D 1018	POSTAGE	19.20 *
5230	Telecommunications US CELLULAR	816442183 1018	PHONE	86.64 *
6001	Office Supplies KEY OFFICE SUPPLY	520610	INK CARTRIDGE	86.64 *
			ACCOUNT TOTAL	23.41 *
			ACCOUNT TOTAL	94.99
			ACCOUNT TOTAL	94.99 *
			MAJOR TOTAL	224.24 **
021300	SPECIAL MAGISTRATES			
6030	Non-Capital Equipment KEY OFFICE SUPPLY	521878	SHREDDER	629.00
			ACCOUNT TOTAL	629.00 *
			MAJOR TOTAL	629.00 **
021600	CLERK OF THE CIRCUIT COURT			
3160	Professional Services ATWORK FRANCHISE INC	54654	PART-TIME EMPLOYEE	756.00
		55198	PART-TIME EMPLOYEE	669.60
		55877	PART-TIME EMPLOYEE	756.00
		56572	PART-TIME EMPLOYEE	756.00
		57511	PART-TIME EMPLOYEE	529.20
			ACCOUNT TOTAL	3,466.80 *
5230	Telecommunications CENTURYLINK	309863799 1018	PHONE	46.92
			ACCOUNT TOTAL	46.92 *
5850	Jurors/Witnesses CALHOUN DIXIE	JUROR 1018	JUROR	30.00
		JUROR 1018	JUROR	30.00
		JUROR 1018	JUROR	30.00
		JUROR 1018	JUROR	30.00
		JUROR 1018	JUROR	30.00
			ACCOUNT TOTAL	150.00 *
6001	Office Supplies KEY OFFICE SUPPLY	520291	STORAGE BOXES	83.99
		520480	PLANNERS	86.94
		520481	PLANNER	19.95
		520487	OFFICE SUPPLIES	19.09
		520615	HAND TOWELS	31.45
			ACCOUNT TOTAL	241.42 *

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INV#	AMOUNT
6012	29038 999999	T&N PRINTING THOMSON REUTERS	PLATS PROBATE HANDBOOK	318953 40121166	16.05 568.00 584.05 * 4,489.19 **
021800	LAW LIBRARY				ACCOUNT TOTAL MAJOR TOTAL
6012	21761 22211 22211 22211	Books and Subscriptions RELX INC DBA LEXISNEXIS MATTHEW BENDER & CO INC MATTHEW BENDER & CO INC MATTHEW BENDER & CO INC	MONTHLY SUBSCRIPTION ADM LAW APPDX 2018E VA FORMS REL#2018-1 2018 RVOLS 2B & 5B	3091667936 4911210 496490X 5264650	332.00 51.08 256.10 155.50 794.68 * 794.68 **
022100	COMMONWEALTH'S ATTORNEY				ACCOUNT TOTAL MAJOR TOTAL
3320	12772	Maintenance Service Contr COMPUTER PROJECTS OF IL	VCIN LICENSE/MAINT	18 10 202ME	173.40 173.40 *
5210	25955 30637 999999	Postal Services PURCHASE POWER U S POSTAL SERVICE LEAP LAURIE	POSTAGE BOX RENT CERTIFIED MAIL	COMM ATTY 1018 BOX RENT 1018 POSTAGE 1018	520.99 144.00 13.45 678.44 *
5510	17334	Travel-Mileage HANNAH WENDY	AIRPORT SHUTTLE FEE	EXPENSES 1018	20.00 20.00 *
5530	12296 17334 17334	Travel-Subsistence & Lodg CLARK MEGAN HANNAH WENDY HANNAH WENDY	MEALS LODGING MEALS	MEALS 1018 LODGING 1018 MEALS 1018	161.14 448.10 117.67 726.91 *
5810	29142	Dues & Association Member TENTH CIRCUIT BAR ASSOC	DUES (3 AFTYS)	DUES 1018	300.00 300.00 *
6001	20600	Office Supplies KEY OFFICE SUPPLY	BINDERS/DVD/POSTNOTE	520775	90.53 90.53 *
6012	11253	Books and Subscriptions BLUE360 MEDIA LLC	CRIMES/OFFENSES BOOK	28576	608.58 608.58 * 2,597.86 **
022200	VICTIM WITNESS ASSISTANCE PROGRAM				ACCOUNT TOTAL MAJOR TOTAL
5540	31848	Travel-Convention & Educa VVAN	CRIME VICTIM CONF	CRIME VIC CONF	275.00 275.00 * 275.00 **

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 6

MAJOR# ACCT# 031200	VENDOR NUMBER SHERIFF	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3311		Repairs & Maint-Auto & Eq			
	11005	B&G AUTO INC	4952	INSPECTION	16.00
	14300	EAST END MOTOR CO INC	168423	SENSORS/OIL CHANGE	264.11
	14300	EAST END MOTOR CO INC	168799	MOUNT/BALANCE TIRES	63.50
	14300	EAST END MOTOR CO INC	168802	FAN MOTOR	148.31
	14300	EAST END MOTOR CO INC	168967	INSPECTION	16.00
	14915	EXPRESS CARE	7265	OIL CHANGE	66.17
	14915	EXPRESS CARE	7271	OIL CHG/WIPERS/FILTR	150.03
	14915	EXPRESS CARE	7465	OIL CHANGE	71.17
	14915	EXPRESS CARE	7514	OIL CHANGE	60.08
	14915	EXPRESS CARE	7667	OIL CHANGE	46.08
	14915	EXPRESS CARE	7717	OIL CHANGE	98.96
	14915	EXPRESS CARE	7987 1018	OIL CHANGE	81.16
	20323	KENBRIDGE TIRE	225848	CALIBRATION	25.00
				ACCOUNT TOTAL	1,106.57 *
3312	20600	Repairs & Maintenance-Off KEY OFFICE SUPPLY	521008	SERVICE CALL	75.00
				ACCOUNT TOTAL	75.00 *
3320	12772	Maintenance Service Contr COMPUTER PROJECTS OF IL	18 10 203ME	VCIN SERV CONTRACT	173.40
				ACCOUNT TOTAL	173.40 *
3600	15240	Advertising FARMVILLE NEWSMEDIA	129521 SHER1018	ADVERTISING	202.79
				ACCOUNT TOTAL	202.79 *
5210	11894	Postal Services BUSINESS CARD	05555SHERIFF1018	POSTAGE	33.77
				ACCOUNT TOTAL	33.77 *
5230	11894	Telecommunications BUSINESS CARD	0555 SHERIF1018	CELL PHONE	66.00
	20904	KINEX NETWORKING SOLUTION	181001 0017	REMOTE DATA BACKUP	19.95
	21319	CENTURYLINK	309468839 1018	PHONE	10.36
	21319	CENTURYLINK	309558628 1018	VCIN	7.97
	30440	US CELLULAR	918210747 1018	PHONE	926.36
				ACCOUNT TOTAL	1,030.64 *
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	0555 SHERIF1018	MEALS & LODGING	2,031.90
	11894	BUSINESS CARD	0555SHERIFF1018	MEALS & LODGING	488.22
	15944	FRANKLIN LARRY	MEALS 1018	MEALS	27.81
	999999	JENKINS JASON	MEALS 1018	MEALS	21.65
	999999	JACKSON MICHAEL	MEALS 1018A	MEALS	6.62
				ACCOUNT TOTAL	2,576.20 *
5540	11894	Travel-Convention and Edu BUSINESS CARD	0555SHERIFF1018	TRAINING	1,045.00
				ACCOUNT TOTAL	1,045.00 *
5810	31092	Dues & Association Member VALEAC	2018 DUES	DUES	100.00
				ACCOUNT TOTAL	100.00 *

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 7

MAJOR# ACCT# 6001	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	11894	Office Supplies			
	13369	BUSINESS CARD	0555SHERIFF1018	BUSINESS CARDS	47.99
	20600	DIAMOND SPRINGS WATER INC	27961300 1018	WATER & EQUIP RENTAL	85.90
	20600	KEY OFFICE SUPPLY	520062	TONER	57.98
	20600	KEY OFFICE SUPPLY	520278	WALL POCKET	18.73
	20600	KEY OFFICE SUPPLY	521027	COPY PAPER	159.75
	20600	KEY OFFICE SUPPLY	521028	PENS/BINDERS/WIPES	82.40
	20600	KEY OFFICE SUPPLY	521317	PRINTER INK	51.80
	32138	WALMART COMMUNITY/SYNCR	8639	OFFICE SUPPLIES	16.08
6003		Public Education/Crime Pr		ACCOUNT TOTAL	520.63 *
6004	20039	KAESER & BLAIR INC	80724233	GLOW NECKLACE/KEYCHN	1,681.90
				ACCOUNT TOTAL	1,681.90 *
6008	28640	Virso Comm Center Crime P	526776002 1018	ELECTRIC SERVICE	15.15
				ACCOUNT TOTAL	15.15 *
6009	11894	Vehicle & Powered Equip F			
	11894	BUSINESS CARD	0555 SHERIFF1018	GAS	65.57
	11894	BUSINESS CARD	0555SHERIFF1018	GAS	49.63
				ACCOUNT TOTAL	115.20 *
6010	11894	Vehicle & Powered Equip S			
	14300	BUSINESS CARD	0555SHERIFF1018	KEY FOB BATTERIES	34.29
	27767	EAST END MOTOR CO INC	168557	TIRE	134.10
	27770	ROCKWELL AUDIO	12769	RADAR CABLE	69.00
		ROD & STAFF LLC	65565	TIRES	850.00
				ACCOUNT TOTAL	1,087.39 *
6011	11894	Police Supplies			
	16102	BUSINESS CARD	0555SHERIFF1018	AMMO/VOICE RECORDER	527.94
	25120	GALLS LLC	10836631	HANDCUFF KEY	9.00
	25900	PAIRET'S INC	25967	PLAQUE/ENGRAVING	40.45
	29342	PRINTECH INC	10118	TRAFFIC SUMMONS	174.40
	32138	TOWN POLICE SUPPLY	25312	GUNS	838.00
	32138	WALMART COMMUNITY/SYNCR	4148	CAMERA CABLE	17.96
		WALMART COMMUNITY/SYNCR	8120	GATE KEYS	7.84
				ACCOUNT TOTAL	1,615.59 *
6011	10380	Uniforms & Wearing Appare			
	10380	AMERICAN UNIFORM SALES	52221	SHIRTS	218.36
	11256	AMERICAN UNIFORM SALES	52233	SHIRTS	608.12
	11256	BKT UNIFORMS	72803	PANTS	97.98
	11894	BKT UNIFORMS	72938	PANTS	522.93
	11894	BUSINESS CARD	0555 SHERIFF1018	INSIGNIA STARS	25.34
	11894	BUSINESS CARD	0555 SHERIFF1018	REFUND	20.34-
	16102	BUSINESS CARD	0555SHERIFF1018	SHIRT STAYS	48.97
	16102	GALLS LLC	10781758	SHOES	120.58
	16102	GALLS LLC	10786519	RETURN MERCHANDISE	60.00-
	16102	GALLS LLC	10791177	BOOTS	85.00
	16102	GALLS LLC	10824344	BOOTS	147.00
	16102	GALLS LLC	10885689	SHOES	121.70
	22166	CREATIVE MONOGRAMMING	9208	SHIRTS	84.00
				ACCOUNT TOTAL	1,999.64 *

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 8

MAJOR# ACCT# 6012	VENDOR NUMBER VENDOR NAME	DESCRIPTION	INV#	AMOUNT
	22211 MATTHEW BENDER & CO INC 9999999 BLUE360 MEDIA LLC	REPL VOLS 2B & 5B CRIMINAL/TRAFFIC LAW	5257484 31024	155.50 64.25 219.75 *
		ACCOUNT TOTAL		13,598.62 **
		MAJOR TOTAL		
032200	VOLUNTEER FIRE DEPARTMENT			
7001	Payment to Farmville VFD			
	11317 BLUE RIDGE RESCUE SUPPLRS	NAME PATCHES	44759	228.28
	15656 FIRE & SAFETY EQUIP CO	REPAIR/RECHRG EXTING	90687	116.85
	20600 KEY OFFICE SUPPLY	COPY PAPER	521375	31.95
	23166 NAFECO INC	GLOVES	944755	29.41
	23166 NAFECO INC	SHIRTS	947551	51.94
	29083 TAYLOR-FORBES EQUIP CO	MOTOMIX	IN64822	110.83
	29083 TAYLOR-FORBES EQUIP CO	CHAPS	IN64850	190.63
	29083 TAYLOR-FORBES EQUIP CO	CHAIN SAWS	IN64874	324.98
	9999999 SMITH'S UPHOLSTERY	REPAIR TURNOUT GEAR	228	175.00
		ACCOUNT TOTAL		1,259.87 *
7002	Payment to Rice VFD			
	11240 BENCHMARK COMMUNITY BANK	TRUCK PAYMENT	RICE TRK 1018	20,000.00
	11240 BENCHMARK COMMUNITY BANK	PARTIAL TRK PAYMENT	RICE TRK 1018A	21,777.32
	12845 COUNTY WASTE	TRASH COLLECTION	08 001258091018	32.34
	19490 JOHN DEERE FINANCIAL	PROPANE	8697283	681.85
	19490 JOHN DEERE FINANCIAL	PROPANE	9496579	607.31
	21319 CENTURYLINK	PHONE	310013979 1018	187.58
	31846 DOMINION ENERGY VIRGINIA	ELECTRIC SERVICE	4500495009 1018	419.09
		ACCOUNT TOTAL		43,705.49 *
7005	Payment to Hampden-Sydney			
	10851 ATLANTIC EMERGENCY	VEHICLE REPAIR/MAINT	11824RIC	7,504.78
	12024 C W WILLIAMS	TURNOUT GEAR	613661	7,139.42
		ACCOUNT TOTAL		14,644.20 *
7007	Payment to Meherrin VFD			
	31333 VERIZON WIRELESS	PHONE	9814825508	268.27
		ACCOUNT TOTAL		268.27 *
		MAJOR TOTAL		59,877.83 **
032400	FOREST FIRE PREVENTION			
3840	Forest Fire Service			
	28864 VIRGINIA DEPT OF FORESTRY	FIRE SUPPRESSION	20174099	11,716.38
		ACCOUNT TOTAL		11,716.38 *
		MAJOR TOTAL		11,716.38 **
032500	EMERGENCY SERVICES			
6014	Other Operating Supplies			
	11894 BUSINESS CARD	MEALS	6702PUCKETT1018	263.25
		ACCOUNT TOTAL		263.25 *
		MAJOR TOTAL		263.25 **



MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
033200	25375	Purchase of Services - Ja PIEDMONT RGNL JUVENILE	1703	JUVENILE DETENTION	9,450.00 *
3196	25380	Piedmont Regional Jail-Pe PIEDMONT REGIONAL JAIL	2782	INMATE DAYS-2ND QTR	233,321.47 *
7001					233,321.47 *
					242,771.47 **
034100		BUILDING OFFICIAL			
5230	30440	Telecommunications US CELLULAR	816442183 1018	PHONE	24.41 *
5530	21498	Travel-Subsistence & Lodg LEATHERWOOD COY	OCT 2018	MEALS	8.86
	21498	LEATHERWOOD COY	SEPT 2018	MEAL	9.05
					17.91 *
5540	21498	Travel-Convention & Educa LEATHERWOOD COY	OCT 2018	MTG REGISTRATION	15.00
	21498	LEATHERWOOD COY	SEPT 2018	MTG REGISTRATION	15.00
					30.00 *
5880	29642	2% Blg Permit Surcharge TREASURER OF V-RGINIA	LV201901	2% PERMIT LEVY	300.73
					300.73 *
					373.05 **
035100		ANIMAL CONTROL			
5110	31846	Electrical Services DOMINION ENERGY VIRGINIA	0890745003 1018	ELECTRIC SERVICE	207.54
					207.54 *
5230	21319	Telecommunications CENTURYLINK	310119726 1018	PHONE	132.73
	30440	US CELLULAR	816442183 1018	PHONE	104.58
					237.31 *
6005	21811	Janitorial Supplies LOWE'S	907387	CLEANING SUPPLIES	106.52
	32138	WALMART COMMUNITY/SYNCR	904	BLEACH/SOAP/TRASHBGS	74.88
					181.40 *
8202	11894	Equipment BUSINESS CARD	6702PUCKETT1018	EUTHANASIA DRUGS	44.26
					44.26 *
					670.51 **
035300		MEDICAL EXAMINER			
3110	29459	Professional Health Serv TREASURER OF VIRGINIA	CHILDRESS JAMES	CORONER	20.00

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 10

MAJOR# ACCT#	VENDOR NUMBER NAME	INV#	DESCRIPTION	AMOUNT
042610	SANDY RIVER RESERVOIR			
3310	Repairs/Maintenance 25440 PIEDMONT SOIL & WATER	#12 MOWING 1018	MOWING DAM #12	2,500.00 *
				2,500.00 *
			MAJOR TOTAL	2,500.00 **
043200	GENERAL PROPERTIES			
3310	Repairs/Maintenance 13730 DODSON BROS EXTERMINATING	158003 1018	PEST CONTROL-CANNERY	38.00
	13730 DODSON BROS EXTERMINATING	158005 1018	PEST CONTROL-WORSHAM	38.00
	13730 DODSON BROS EXTERMINATING	158006 1018	PEST CONTROL-SCOPE	38.00
	13730 DODSON BROS EXTERMINATING	158007 1018	PEST CONTROL-CH	85.00
	13730 DODSON BROS EXTERMINATING	158010 1018	PEST CONTROL-VIS CTR	38.00
	29242 THYSSENKRUPP ELEVATOR	3004191462	SERV CONTRCT-OCT/DEC	2,881.36
				3,118.36 *
3311	Repairs & Maint-Auto & Eq 29083 TAYLOR-FORBES EQUIP CO	W072667	MOWER REPAIRS	106.92
				106.92 *
5110	Electrical Services 28640 SOUTHSIDE ELECTRIC COOP	114379002 1018	SRR LIGHTS	30.04
	31846 DOMINION ENERGY VIRGINIA	1230385005 1018	ROY CLARK MONUMENT	7.32
	31846 DOMINION ENERGY VIRGINIA	1545926683 1018	SCOPE BLDG	85.74
	31846 DOMINION ENERGY VIRGINIA	2786281903 1018	COURTHOUSE	13,005.14
	31846 DOMINION ENERGY VIRGINIA	4951935099 1018	SHERIFF DEPT SHED	6.59
	31846 DOMINION ENERGY VIRGINIA	5856894620 1018	WORSHAM CLERK OFFICE	12.21
	31846 DOMINION ENERGY VIRGINIA	6386509092 1018	STEPS CENTRE	2,042.31
	31846 DOMINION ENERGY VIRGINIA	6669158583 1018	LIGHTS AT RICE	113.78
	31846 DOMINION ENERGY VIRGINIA	8105475944 1018	AG BLDG	886.97
	31846 DOMINION ENERGY VIRGINIA	9670710004 1018	SHOP	26.01
				16,216.11 *
5130	Water & Sewer 29332 TOWN OF FARMVILLE	AG BLDG 1018	WATER & SEWER	87.05
	29332 TOWN OF FARMVILLE	CH IRRIG 1018	WATER	11.29
	29332 TOWN OF FARMVILLE	SCOPE BLDG 1018	WATER & SEWER	34.84
				133.18 *
5230	Telecommunications 10105 AT&T	7305055660 1018	PHONE	45.22
	21319 CENTURYLINK	310262069 1018	PHONE	60.05
	21319 CENTURYLINK	310441360 1018	PHONE	91.84
	30440 US CELLULAR	816442183 1018	PHONE	123.01
				320.12 *
5440	Portable Toilet Rental 28869 STIFF O INC	6751	MONTHLY SERVICE	100.00
				100.00 *

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 11

MAJOR# ACCT# 6005	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT	
6007	13367	Janitorial Supplies DIAMOND PAPER COMPANY	226125	JANITORIAL SUPPLIES	1,049.52	
	30239	UNIFIRST CORPORATION	1004055	JANITORIAL SUPPLIES	64.57	
	30239	UNIFIRST CORPORATION	1006184	JANITORIAL SUPPLIES	65.55	
	30239	UNIFIRST CORPORATION	997608	JANITORIAL SUPPLIES	65.44	
				ACCOUNT TOTAL	1,245.08 *	
6009	12747	Repairs and Maintenance S COMMORLND	15894	10 PHONES	3,015.00	
	12747	COMMORLND	15992	PHONE LINE REPAIRS	600.00	
	13369	DIAMOND SPRINGS WATER INC	11393100 1018	EQUIP RENTAL	8.95	
	16671	GRAINGER	9886759308	KEY BLANKS	6.90	
	21811	LOWE'S	902973	7" BLOCK	19.94	
	21811	LOWE'S	906200	SUMP PUMP	89.88	
	21811	LOWE'S	906216	DRAIN AUGER/BLADDER	44.62	
	21811	LOWE'S	911611	RETURN	25.64-	
	25120	PAIRET'S INC	25978	CH DIRECTIONAL SIGNS	115.00	
	27922	CINTAS CORPORATION #524	524 09428 1018	UNIFORM RENTAL	382.24	
				ACCOUNT TOTAL	4,256.89 *	
	6009	23248	Vehicle & Powered Equip S NAPA OF FARMVILLE	186868	BATTERIES	257.98
		23248	NAPA OF FARMVILLE	186956	BATTERY CHARGER	399.99
			ACCOUNT TOTAL	657.97 *		
			MAJOR TOTAL	26,154.63 **		
043400	CANNERY.					
3161	31653	Professional Services-Can VIRGINIA FOOD WORKS	300	COMMERCIAL CONTRACT	2,916.67	
				ACCOUNT TOTAL	2,916.67 *	
3310	16671	Repairs & Maintenance GRAINGER	9918346082	VALVES	125.36	
				ACCOUNT TOTAL	125.36 *	
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	44435001 1018	ELECTRIC SERVICE	364.91	
				ACCOUNT TOTAL	364.91 *	
5230	21319	Telecommunications CENTURYLINK	310248529 1018	PHONE	276.18	
				ACCOUNT TOTAL	276.18 *	
				MAJOR TOTAL	3,683.12 **	
053500	COMPREHENSIVE SERVICES ACT					
3160	11191	CSA Programs BEAR CREEK ACADEMY	MH 1018	PROFESSIONAL SERVICE	1,850.00	
	11327	BLUE RIDGE THERAPY ASSOC	AG 1018	PROFESSIONAL SERVICE	400.00	
	11327	BLUE RIDGE THERAPY ASSOC	GL 1018	PROFESSIONAL SERVICE	480.00	
	12280	CENTRA HEALTH	AG 1018	PROFESSIONAL SERVICE	5,950.00	
	12280	CENTRA HEALTH	CS 1018	PROFESSIONAL SERVICE	7,700.00	
	12280	CENTRA HEALTH	GL 1018	PROFESSIONAL SERVICE	4,550.00	
				ACCOUNT TOTAL	276.18	
				MAJOR TOTAL	3,683.12 **	

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 12

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
081100	PLANNING				
3600	15240	Advertising FARMVILLE NEWSMEDIA	129579 ADM 1018	ADVERTISING	184.35 *
5230	30440	Telecommunications US CELLULAR	816442183 1018	PHONE	53.66 *
5510	15919	Travel-Mileage FOWLER ROB	MILEAGE 1018	MILEAGE	173.31 *
6001	20600	Office Supplies KEY OFFICE SUPPLY	521199	NAMEPLATE-PAIGE	12.00
081500	ECONOMIC DEVELOPMENT				12.00 *
5230	30440	Telecommunications US CELLULAR	816442183 1018	PHONE	423.32 **
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	6702PUCKETT1018	LODGING	70.66 *
081600	TOURISM				
5110	31846	Electrical Services DOMINION ENERGY VIRGINIA	0675198071 1018	ELECTRIC SERVICE	141.18
5130	31846	Water & Sewer TOWN OF FARMVILLE	1059387447 1018	ELECTRIC SERVICE	141.18 *
			MOORE BLDG 1018	WATER & SEWER	211.84 **
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96
					27.07
					175.03 *
					48.84 *
					48.84 *
					147.96

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 13

MAJOR# ACCT# 5210	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	11894	Postal Services BUSINESS CARD	6702PUCKETT1018	UPS	9.01 *
	21319	Telecommunications CENTURYLINK	310393238 918A	PHONE	9.01 *
5230	31199	Office Supplies VANEPS MAGI	EXPENSES 1018	FIRST AID KIT/CHOC	370.40 *
6001					370.40 *
082300		FLOOD & EROSION CONTROL			35.70
5470	17925	Stormwater Review Fees HURT & PROFFITT, INC	51100	STORMWTR PLAN REVIEW	35.70 *
083500		COOPERATIVE EXTENSION OFFICE			638.98 **
3199	29913	Purchase of Service - Oth TREASURER VA TECH	1ST QTR 1018	1ST QTR SUPPORT	420.00
5230	21319	Telecommunications CENTURYLINK	309520098 1018	PHONE	420.00 *
091000		GENERAL EXPENSE			420.00 **
5230	23933	Internal Telecom Account LUMOS NETWORKS	165866886 1018	PHONE	114.84
5699	29748	Reimbursement to State TREASURER OF VIRGINIA	INS ADJUST 1018	INS TERMINATION	114.84 *
5803	28598	Internal Fuel Account SOUTHERN STATES-AMELIA	B9466645	GAS	12,162.64 *
	28598	SOUTHERN STATES-AMELIA	CO22797	GAS	12,162.64 *
	28598	SOUTHERN STATES-AMELIA	CO59905	GAS	
	28598	SOUTHERN STATES-AMELIA	CO12843	GAS	
	28598	SOUTHERN STATES-AMELIA	CO46653	GAS	
	28598	SOUTHERN STATES-AMELIA	CI02031	GAS	
	28598	SOUTHERN STATES-AMELIA	C119875	GAS	
094000		CAPITAL PROJECTS			2,859.95
0028	12077	Prospect Depot VDOT Grant CJMW ARCHITECTURE	19358	REVISED PLANS	2,859.95 *
					4,025.32
					4,025.32 *
					2,675.58
					1,319.97
					1,088.22
					1,769.93
					878.61
					1,528.35
					1,030.44
					10,291.10 *
					17,176.37 **
					3,478.25
					3,478.25 *

AP375H  
10/29/2018  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 14

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0034	12889	CRABTREE ROHRBAUGH & ASSC	14 3033	CH ADDITION/RENO	6,678.04 *
0051		STEPS Centre-Roofing			
	12889	CRABTREE ROHRBAUGH & ASSC	6 3151	STEPS ROOF REPLACEMT	1,296.83
	12893	CRAFTSMAN ROOFING INC	18223 #1	STEPS CENTRE ROOFING	301,772.25
	12893	CRAFTSMAN ROOFING INC	18269 #2	STEPS CENTRE ROOFING	273,975.91
				ACCOUNT TOTAL	577,044.99 *
				MAJOR TOTAL	587,201.28 **
095000		DEBT SERVICE			
0105	30420	2011 Gen Oblig Refunding- US BANK	2011B BOND 1018	UNREFUNDED-INTEREST	6,431.25
				ACCOUNT TOTAL	6,431.25 *
0106	30420	2011 GO Refunding-Princip	2011B BOND 1018	UNREFUNDED-PRINCIPAL	70,000.00
				ACCOUNT TOTAL	70,000.00 *
0110	30420	2011 Lease Revenue-Intere	2011B 1018	2011 UNREFUND-INTERS	9,091.47
				ACCOUNT TOTAL	9,091.47 *
0111	30420	2011 Lease Revenue-Princi	2011B 1018	2011 UNREFUND-PRINCL	96,261.25
				ACCOUNT TOTAL	96,261.25 *
0112	30420	2017 Bond Financing-Princ	2017B BOND 1018	2017 REFUNDED-PRINCL	12,341.47
				ACCOUNT TOTAL	12,341.47 *
0113	30420	2017 Bond Financing-Inter	2017B BOND 1018	2017 REFUNDED-INTERS	54,899.49
				ACCOUNT TOTAL	54,899.49 *
				MAJOR TOTAL	249,024.93 **
				FUND TOTAL	1,308,318.65

MAJOR#	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER			
043200	GENERAL PROPERTIES			
5130	Water Service TOWN OF FARMVILLE	WATER TANK 1018	WATER	38.94
	29332			38.94 *
				38.94 **
			ACCOUNT TOTAL	
			MAJOR TOTAL	
095000	DEBT SERVICE			
0022	Bond Series 11-Principal US BANK	2011B 1018	2011 UNREFUND-PRINCL	122,889.25
				122,889.25 *
0023	Bond Series 11-Interest US BANK	2011B 1018	2011 UNREFUND-INTERS	11,606.29
				11,606.29 *
0024	2017 Bond Financing-Princ US BANK	2017B BOND 1018	2017 REFUNDED-PRINCL	9,219.01
				9,219.01 *
0025	2017 Bond Financing-Inter US BANK	2017B BOND 1018	2017 REFUNDED-INTERS	41,009.62
				41,009.62 *
			ACCOUNT TOTAL	
			MAJOR TOTAL	
			FUND TOTAL	184,763.11

MAJOR# ACCT# 043200	VENDOR NUMBER GENERAL PROPERTIES	VENDOR NAME GENERAL PROPERTIES	INV#	DESCRIPTION	AMOUNT
5110	31846	Electrical Services DOMINION ENERGY VIRGINIA	4148700281 1018	SEWER PUMP	57.92 57.92 * 57.92 **
095000	DEBT SERVICE				
0022	30420	Bond Series 11-Principal US BANK	2011B 1018	2011 UNREFUND-PRINCL	45,849.50 45,849.50 *
0023	30420	Bond Series 11-Interest US BANK	2011B 1018	2011 UNREFUND-INTERERS	4,330.37 4,330.37 *
0024	30420	2017 Bond Financing-Princ US BANK	2017B BOND 1018	2017 REFUNDED-PRINCL	3,439.52 3,439.52 *
0025	30420	2017 Bond Financing-Inter US BANK	2017B BOND 1018	2017 REFUNDED-INTERERS	15,300.27 15,300.27 * 68,919.66 **
				FUND TOTAL	68,977.58



AP375H  
10/29/2018  
FUND # - 520

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 17

MAJOR# ACCT# 042300	VENDOR NUMBER COLLECTIONS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3310	14300	Repairs & Maintenance EAST END MOTOR CO INC	168992	MOVED SHEDS	240.00
	15560	FARMVILLE WHSALE ELECTRIC	647437	DH SHED INSTALLATION	295.71
	15560	FARMVILLE WHSALE ELECTRIC	647453	SCREWDRIIVER/STRAPS	26.21
	16671	GRAINGER	9937106079	STUD ASSEMBLY	56.83
				ACCOUNT TOTAL	618.75 *
3311	21811	Repairs & Maint-Auto & Eq LOWE'S	907466	FIRST AID KIT	19.94
	23248	NAPA OF FARMVILLE	187231	BUNGEE CORDS	9.67
	28596	SOUTHERN STATES	1009496	GLOVES	37.97
				ACCOUNT TOTAL	67.58 *
3840	10254	Contract Landfill - POS REPUBLIC SERVICES #974	531314	TRASH COLLECTION	368.21
	10254	REPUBLIC SERVICES #974	531315	TRASH COLLECTION	125.96
	10254	REPUBLIC SERVICES #974	531316	TRASH COLLECTION	125.96
				ACCOUNT TOTAL	620.13 *
3841	28866	Purchase of Service - Rec STEPS, INC	SEPTEMBER 2018	RECYCLING FEE	1,109.80
				ACCOUNT TOTAL	1,109.80 *
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	114379001	DH SITE	53.15
	28640	SOUTHSIDE ELECTRIC COOP	114379003	VIRSO SITE	68.00
	31846	DOMINION ENERGY VIRGINIA	0599507431	RICE SITE	30.69
	31846	DOMINION ENERGY VIRGINIA	0970040567	CELL C PUMP STATION	30.91
	31846	DOMINION ENERGY VIRGINIA	1144204110	GREEN BAY SITE	41.85
	31846	DOMINION ENERGY VIRGINIA	5181167213	LEACHATE PUMP	159.73
	31846	DOMINION ENERGY VIRGINIA	7471653571	WORKSHAM SITE	35.92
	31846	DOMINION ENERGY VIRGINIA	8601161519	PROSPECT SITE	40.63
	31846	DOMINION ENERGY VIRGINIA	8970737501	SCALEHOUSE	50.79
	31846	DOMINION ENERGY VIRGINIA	9176847250	LANDFILL SITE	17.45
				ACCOUNT TOTAL	529.12 *
5230	16671	Telecommunications GRAINGER	9919363151	WALL PHONES	113.40
	21319	CENTURYLINK	309480181	PHONE	57.61
	21319	CENTURYLINK	309480181	PHONE	62.97
	21319	CENTURYLINK	309553498	PHONE	48.43
	21319	CENTURYLINK	309615846	PHONE	53.30
	21319	CENTURYLINK	309714661	PHONE	57.73
	21319	CENTURYLINK	310039285	PHONE	46.93
	30440	US CELLULAR	816442183	PHONE	23.66
	31335	VERIZON	248 5696	PHONE	50.99
	31335	VERIZON	736 2828	PHONE	91.02
				ACCOUNT TOTAL	606.04 *
5440	28869	Portable Toilet Rental STIFF O O INC	6751	MONTHLY SERVICE	702.50
				ACCOUNT TOTAL	702.50 *
6009	23248	Vehicle & Powered Equip S NAPA OF FARMVILLE	187454	DEF	49.96
				ACCOUNT TOTAL	49.96 *
				MAJOR TOTAL	4,303.88 **

AF375H  
10/29/2018  
FUND # - 520

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 18

MAJOR# ACCT# 042400	VENDOR NUMBER LANDFILL OPERATIONS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3160	27191	Professional Services RESOURCE INTERNATIONAL	44805	ASSESSMENT MONITORIN	18,809.94
	27191	RESOURCE INTERNATIONAL	44806	MISC WORK TASKS	2,610.50
	27191	RESOURCE INTERNATIONAL	44807	STORM WTR COMPLIANCE	792.00
				ACCOUNT TOTAL	22,212.44 *
3161	11894	Uniforms BUSINESS CARD	6702PUCKETT1018	SAFETY BOOTS-4 PAIR	947.70
				ACCOUNT TOTAL	947.70 *
3311	12282	Equipment Repairs & Maint CAVALIER HOSE & FITTINGS	42106	TRANSMISSION OIL	324.75
	12282	CAVALIER HOSE & FITTINGS	42123	CAM LOCK	12.82
	12282	CAVALIER HOSE & FITTINGS	42138	HOSE/TRANS FLUID	168.68
	14300	EAST END MOTOR CO INC	169397	FLAT REPAIR	20.60
	15597	FERGUSON ENTERPRISES INC	5242184	PVC/CAPS/ADAPTERS	148.92
	21297	LANGLOIS PAUL	EXPENSES 1018	BOLTS & WASHERS	4.67
	21447	LEACHATOR PUMPING SYSTEMS	21447	MOTOR SAVER	466.45
	21797	LLEWELLYN METAL WORKS INC	3717	HOOKS	99.80
	21811	LOWE'S	906200	NUTS & BOLTS	10.68
	21811	LOWE'S	908282 1018	FLEX TAPE	12.34
	21811	LOWE'S	911611	RETURN	10.68-
	23248	NAPA OF FARMVILLE	186759	HYDRAULIC OIL	199.95
	23248	NAPA OF FARMVILLE	186976	AIR FILTERS/OIL	178.97
	23248	NAPA OF FARMVILLE	186981	V-BELT	28.19
	23248	NAPA OF FARMVILLE	187142	OIL	14.99
	23248	NAPA OF FARMVILLE	187348	GLASS ADHESIVE/CLNR	22.68
	23248	NAPA OF FARMVILLE	187408	BRAKE FLUID	51.98
	23248	NAPA OF FARMVILLE	187419	BRAKE SET/FLARE TOOL	115.00
	23248	NAPA OF FARMVILLE	187430	BRAKE LINE	13.99
	23248	NAPA OF FARMVILLE	187598	ANTIFREEZE	89.94
	27770	ROD & STAFF LLC	65228	FLAT REPAIR	20.00
	28596	SOUTHERN STATES	1012182	WIRE MESH/CABLE TIES	42.28
				ACCOUNT TOTAL	2,037.00 *
5230	21319	Telecommunications CENTURYLINK	309326764 1018	PHONE	53.30
	30440	US CELLULAR	816442183 1018	PHONE	51.13
				ACCOUNT TOTAL	104.43 *
6009	27770	Vehicle & Powered Equip S ROD & STAFF LLC	65343	TIRES	503.00
	27770	ROD & STAFF LLC	65366	VACCUM LINE PCV HOSE	65.77
				ACCOUNT TOTAL	568.77 *
8206	32953	Construction Vehicles WRIGHT'S EXCAVATING LLC	ROAD GRADER	ROAD GRADER	5,000.00
				ACCOUNT TOTAL	5,000.00 *
				MAJOR TOTAL	30,870.34 **
				FUND TOTAL	35,174.22

AP375H  
10/29/2018  
FUND # - 520

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 19

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

AP375H  
10/29/2018  
FUND # - 732

RETIREMENT BENEFIT FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 20

MAJOR#	VENDOR	NUMBER	VENDOR	NAME	INV#	DESCRIPTION	AMOUNT
002230	LEOS Disbursements	25257	JOHNS VICKI K		OCT 2018	RETIREE OCT PAYMENT	1,156.11
						ACCOUNT TOTAL	1,156.11 *
						MAJOR TOTAL	1,156.11 **
						FUND TOTAL	1,156.11

AP375H  
10/29/2018  
FUND # - 741

PRINCE EDWARD  
LISTING OF INVOICES FOR 10/01/2018 -- 10/31/2018

AFTER CHECKS  
PAGE 21

PIEDMONT COURT SERVICES FUND

MAJOR#	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER			
021400	PIEDMONT COURT SERVICES			
3199	Purchase of Services - Ot ALERE TOXICOLOGY SERV INC	L179112	DRUG TESTING	97.40 *
3600	Advertising CLASSIFIED MARKETPLACE	134798/0918	ADVERTISING	99.54
	SOUTHSIDE MESSENGER	10878	ADVERTISING	120.00
	SOUTHSIDE MESSENGER	11014	ADVERTISING	96.00
5210	Postal Services			315.54 *
	MAIL FINANCE	N7352399	POSTAGE METER LEASE	190.68
5230	Telecommunications			190.68 *
	CENTURYLINK	310357807 1018	PHONE	75.79
	LUMOS NETWORKS	174057257 1018	PHONE	322.22
5510	Travel - Mileage			398.01 *
	AYOUB ZACHARY	MILEAGE 1018	MILEAGE	308.95
	STIMPSON CONNIE	MILEAGE 1018	MILEAGE	12.90
	MAYS ANDY	MILEAGE 1018	MILEAGE	136.25
	STAHLMAN RACHEL	MILEAGE 1018	MILEAGE	282.31
	STATON REBECCA	MILEAGE 1018	MILEAGE	122.63
5530	Travel - Subsistence & Lo			863.04 *
	AYOUB ZACHARY	MILEAGE 1018	MEALS	41.53
	SHERATON ROANOKE HOTEL &	LODGING 1018	LODGING	727.38
6012	Books & Subscriptions			768.91 *
	AYOUB ZACHARY	MILEAGE 1018	NEWSPAPERS	2.50
	STAHLMAN RACHEL	MILEAGE 1018	NEWSPAPER	1.05
097001	PCS SUPERVISION FEES EXPENDITURES			3.55 *
5420	PCS - Lease/Rent of Build			2,637.13 **
	SRP CORPORATION LLC	RENT 1018	RENT	2,750.00
5560	PCS - CCJB Meetings			2,750.00 *
	STIMPSON CONNIE	PCCJB MTG 1018	REIMB DINNER MTG	370.54
				370.54 *
				3,120.54 **
			FUND TOTAL	5,757.67
			TOTAL DUE	1,604,147.34

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

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





**[This page intentionally left blank]**





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

**Meeting Date:** November 8, 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 \_\_\_\_\_  
Southall \_\_\_\_\_  
Timmons \_\_\_\_\_

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

**[This page intentionally left blank]**



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

**Meeting Date:** November 8, 2018  
**Item No.:** 9  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Highway Matters

---

**Summary:** Scot Shippee, PE, Resident Engineer, VDOT plans to attend the September Board meeting.

**Attachments:**

**Recommendation:**

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

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

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

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

**[This page intentionally left blank]**



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** November 8, 2018  
**Item No.:** 10  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Request from IDA: Hampden-Sydney College Bonds

**Summary:**

The Prince Edward County IDA will conduct a public hearing on November 6, 2018 on the application of Hampden-Sydney College requesting the IDA of Prince Edward County issue up to \$15 million of revenue bonds. Representatives of Hampden-Sydney will be present at the Board meeting to answer any questions. If the IDA does not approve the request this matter will be removed from the agenda.

Section 3 of the resolution proposed to be approved by the IDA specifically states the bonds will not constitute a debt or pledge of faith and credit of the IDA or County, Attachment (1), In addition, section 2 of the Resolution recommended to be approved by the Board of Supervisors contains a similar statement, Attachment (2). Finally, Section 15.2-4909 of the Code of Virginia states that any Bonds issued pursuant to the Commonwealth’s Industrial Development and Revenue Bond Act “shall not be deemed to constitute a debt or a pledge of the faith and credit” of either the Commonwealth, or any political subdivision which includes the Locality which created the Authority issuing such bonds. The section goes on to state that any bonds issued pursuant to the Act must have a statement on the face of the bonds stating this limitation, Attachment (3).

That section of the state code likewise provides that the directors of the IDA won’t be personally liable on the bond. This language is put into the Code of Virginia to make it clear the local government and IDA that assists a 501(c)(3) has no legal responsibility on the debt. Thus, there would be no risk or obligation for either the IDA or the County concerning the repayment of the bonds. The IDA does not receive any notices of payment or any other Bond management activities except for an annual Bond affidavit. Attachment (4) is the Fiscal Impact Statement as it affects Prince Edward County. As can be seen there are no such impacts.

As required by section 147(f) of the Internal Revenue Code of 1986 to proceed with the issuance of the Bonds, the Board of Supervisors must approve a resolution approving the issuance of the Bonds, Attachment (2).

**Attachment:**

- (1) Draft Resolution proposed to be adopted by Prince Edward County IDA on Nov. 6, 2018
- (2) Draft Resolution of the Board of Supervisors approving the issuance of the Bonds
- (3) Section 15.2-4909 of the Code of Virginia
- (4) Fiscal Impact Statement

**Recommendation** – Approve the attached resolution, with the caveat that this approval expires on December 31, 2018, and authorize the County Administrator and/or the Chairman to sign all necessary documents required for the issuance of the bonds.

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

**INDUCEMENT RESOLUTION OF THE  
INDUSTRIAL DEVELOPMENT AUTHORITY OF  
PRINCE EDWARD COUNTY, VIRGINIA**

WHEREAS, the Industrial Development Authority of Prince Edward County, Virginia (the “Authority”) is empowered by the Industrial Development and Revenue Bond Act (the “Act”) to issue its revenue bonds for the purposes of, among other things, financing facilities for private, accredited and nonprofit institutions of collegiate education in the Commonwealth of Virginia (the “Commonwealth”), whose primary purpose is to provide collegiate or graduate education and not to provide religious training or theological education, thereby promoting the safety, health, welfare, convenience and prosperity of the residents of the Commonwealth;

WHEREAS, the Authority has received a request from The President and Trustees of Hampden-Sydney College (the “College”), a Virginia nonstock non-profit corporation which is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), requesting that the Authority issue its revenue bonds to assist in the financing of the acquisition, construction, equipping and development of the following facilities (together, the “Project”):

- a new dormitory facility;
- improvements and renovations to existing student housing buildings;
- other miscellaneous capital expenditures associated with improvements to the property of the School; and
- the costs of issuing the Bonds and financing the Project;

WHEREAS, the College is a private, accredited and nonprofit institution of collegiate education in the Commonwealth;

WHEREAS, the Project will be located on the College’s campus at Hampden-Sydney, Virginia 23943, in Prince Edward County, Virginia (the “County”), off of U.S. Route 15 approximately six miles south of the Town of Farmville, and no portion of the Project will be a chapel or similar facility;

WHEREAS, a preliminary description of the Project has been presented to the Authority by representatives of the College, and the Authority has determined that its assistance will further the purposes of the Act, thereby benefiting the inhabitants of the County, the surrounding communities and the Commonwealth;

WHEREAS, the College has advised the Authority that the estimated cost of the Project and all expenses of financing the Project will require an issue of qualified 501(c)(3) revenue notes or bonds in an aggregate principal amount now estimated not to exceed \$15,000,000 (the “Bonds”);

WHEREAS, just prior to the consideration of this Inducement Resolution, a public hearing was held by the Authority on the Project and the issuance of the Bonds, following reasonable public

notice, as required by, and in compliance with, Section 147(f) of the Code and Section 15.2-4906 of the Act;

WHEREAS, the Authority desires to recommend approval of its issuance of the Bonds on behalf of the College to finance the Project to the Board of Supervisors of the County of Prince Edward, Virginia (the "Board").

**NOW, THEREFORE, BE IT RESOLVED BY THE INDUSTRIAL DEVELOPMENT AUTHORITY OF PRINCE EDWARD COUNTY, VIRGINIA:**

1. It is hereby found and determined that the acquisition, construction, equipping, development and financing of the Project will promote the safety, health, welfare, convenience and prosperity of the inhabitants of the Commonwealth by enhancing the ability of the College to provide collegiate or graduate education to the inhabitants of the Commonwealth.

2. As a further inducement to the College to acquire, construct, equip and develop the Project in the County, the Authority hereby agrees to assist the College in every reasonable way to finance the acquisition, construction, equipping and development of the Project and to undertake the issuance of its Bonds in an aggregate principal amount now estimated not to exceed \$15,000,000 (the "Bonds") upon terms and conditions mutually agreeable to the Authority and the College. The proceeds of the Bonds shall be loaned to the College pursuant to a loan agreement, the terms of which loan agreement shall obligate the College to make payments to or on behalf of the Authority sufficient to pay interest on, premium (if any), and principal of the Bonds and to pay all other expenses in connection with the Project. The Bonds will be issued pursuant to documents satisfactory to the Authority and the holder of the Bonds which (a) will set forth the form and terms of the Bonds and (b) as security for the Bonds, will assign the Authority's rights to payments under the loan agreement with the College to the bond trustee or directly to the holder of the Bonds. The Bonds may also be secured by other collateral. Such Bonds shall be issued after the Authority has received the approving opinion of bond counsel as to the qualification of the Bonds under the Act and authorization from the County to issue the Bonds. The Bonds may be issued at one time or from time to time in one or more series.

3. Principal of and premium, if any, and interest on the Bonds shall be limited obligations of the Authority payable solely from the revenues and receipts derived by the Authority from or on behalf of the College under the loan agreement and the security therefor. The principal of and premium, if any, and interest on the Bonds shall not be deemed to constitute a debt or pledge of the faith and credit of the Commonwealth or any political subdivision thereof, including the Authority and the County. Neither the Commonwealth nor any political subdivision thereof, including the Authority and the County, shall be obligated to pay the principal of or premium, if any, or interest on the Bonds or other costs incident thereto except from payments received pursuant to the loan agreement and the security therefor, and neither the faith and credit nor the taxing power of the Commonwealth or any political subdivision thereof, including the Authority and the County, will be pledged to the payment of principal of or premium, if any, or interest on the Bonds or other costs incident thereto. No covenant, condition or agreement contained in the Bonds or in any financing instrument executed and delivered in connection therewith shall be deemed to be a covenant, agreement or obligation of any past, present or future

director, officer, employee or agent of the Authority in his or her individual capacity, and no officer of the Authority executing the Bonds shall be liable personally on the Bonds or be subject to any personal liability or accountability by reason of the issuance thereof.

4. It having been represented to the Authority that it is necessary to proceed immediately with the acquisition, construction, equipping and development of the Project, the Authority hereby agrees that the College may proceed to develop the Project, enter into contracts for the acquisition, construction, equipping and development of the Project and take such other steps, including interim borrowing, as the College may deem appropriate in connection therewith, including the location of a purchaser or purchasers for the Bonds or other source of financing; provided that nothing herein shall be deemed to authorize the College to obligate the Authority without its consent in each instance to the payment of any moneys or the performance of any acts in connection with the Project. The Authority agrees that the College may be reimbursed from the proceeds of the Bonds for all expenditures so made and costs so incurred by it, insofar as such expenditures and costs are properly reimbursable under the Act and other applicable state and federal laws.

5. The draft of the Preliminary Official Statement available for review at this meeting is hereby approved as the form of the Preliminary Official Statement by which the Bonds will be offered for sale, with such completions, omissions, insertions and changes not inconsistent with this resolution as the Chairman, Vice-Chairman and Secretary may consider appropriate. The Chairman, Vice-Chairman and Secretary, each of whom may act, shall make such completion, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this resolution as are necessary or desirable to complete it as a final Official Statement. The Chairman, Vice-Chairman and Secretary are authorized, on behalf of the Authority, to deem the Preliminary Official Statement and the final Official Statement to be final as of their dates within the meaning of Rule 15c2-12 (the "Rule") of the Securities and Exchange Commission, except for the omission from the Preliminary Official Statement of certain pricing and other information permitted to be omitted pursuant to the Rule. The distribution of the Preliminary Official Statement and the execution of the final Official Statement by any such officer shall be conclusive evidence that each has been deemed final. The Authority's approval of the use of the Preliminary Official Statement and the Official Statement to offer and sell the Bonds is contingent upon the receipt of authorization from the County for the Authority to issue the Bonds.

6. All fees, costs and expenses in connection with the financing and the acquisition, construction, equipping and development of the Project, including any fees and expenses of the Authority, bond counsel, counsel to the College, counsel for the Authority and professional fees and other costs incurred by the financial adviser of the College, financial institutions, rating agencies, underwriters or placement agents involved in connection with the issuance of the Bonds, shall be paid from the proceeds of the Bonds or from moneys provided by the College. If for any reason such Bonds are not issued, it is understood that all such expenses shall be paid by the College and that the Authority shall have no responsibility therefor.

7. The College hereby agrees to indemnify and hold harmless the Authority, its officers, directors, employees and agents from and against all liabilities, obligations, claims,



damages, penalties, losses, costs and expenses in any way connected with the Project or the issuance of the Bonds.

8. At the request of the College, in adopting this Inducement Resolution, the Authority acknowledges that on November 6, 2018, the Authority declared its “official intent” to allow for the use of the proceeds of the Bonds to reimburse the College for “original expenditures” associated with the acquisition, construction, equipping, development or financing of the Project, if any, to the full extent permitted by U. S. Treasury Regulation Section 1.150-2.

9. The Authority hereby recommends and requests that the Board, within sixty days hereof, approve the issuance of the Bonds. The Authority hereby directs the officers of the Authority to submit to the Board this Inducement Resolution, the College's Fiscal Impact Statements, and a summary of the comments made at the public hearing held by the Authority.

10. All other acts of the Authority that are in conformity with the purposes and intent of this Inducement Resolution and in furtherance of the issuance and sale of the Bonds and the undertaking of the Project are hereby ratified, approved and confirmed.

11. This Inducement Resolution shall take effect immediately upon its adoption.

Adopted: November 6, 2018.

**CERTIFICATE**

The undersigned Secretary of the Industrial Development Authority of Prince Edward County, Virginia (the "Authority"), certifies that:

1. A meeting of the Authority was held on November 6, 2018, at the time and place established and noticed by the Authority, at which the directors of the Authority were present or absent as noted below. The foregoing resolution was adopted by a majority of the quorum of the Authority present by a roll call vote, the ayes and nays being recorded in the minutes of the meeting as shown below:

<b><u>MEMBER</u></b>	<b><u>PRESENT/ABSENT</u></b>	<b><u>VOTE</u></b>
Ken Copeland		Abstain
Edgar Jones		
Gwen S. Eddleman		
Michael B. Montgomery, Vice-Chair		
Fred Russell, Chair		
Tim Tharpe		
Bradley L. Watson		

2. The foregoing resolution is a true and correct copy of such resolution as adopted on November 6, 2018. The foregoing resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Industrial Development Authority of Prince Edward County, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2018.

**INDUSTRIAL DEVELOPMENT AUTHORITY OF  
PRINCE EDWARD COUNTY, VIRGINIA**

By: \_\_\_\_\_  
Wade Bartlett  
Secretary

(S E A L)

37093669\_2

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

WHEREAS, the Industrial Development Authority of Prince Edward County, Virginia (the “Authority”) has considered a request from the President and Trustees of Hampden-Sydney College (the “College”), for the issuance of the Authority’s revenue bonds in a principal amount not to exceed \$15,000,000 (the “Bonds”) on behalf of the College;

WHEREAS, the proceeds of the Bonds will be used to assist the College in financing the acquisition, construction, equipping and development of the following facilities (collectively, the “Project”):

- a new dormitory facility;
- improvements and renovations to existing student housing buildings;
- other miscellaneous capital expenditures with respect to the property of the College; and
- the costs of issuing the Bonds and financing the Project;

WHEREAS, the Project will be located on the College’s Hampden-Sydney College campus at Hampden-Sydney, Virginia 23943, in Prince Edward County, Virginia (the “County”), off of U.S. Route 15 approximately six miles south of the Town of Farmville, such campus is the College’s principal place of business;

WHEREAS, the College is a Virginia nonstock corporation that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”);

WHEREAS, the College is a private, independent, accredited and nonprofit institution of collegiate education in the Commonwealth of Virginia (the “Commonwealth”) whose primary purpose is to provide collegiate or graduate education and not to provide religious training or theological education and no portion of the Project will be utilized as a chapel or similar facility;

WHEREAS, Section 147(f) of the Code and Section 15.2-4906 of the Code of Virginia of 1950, as amended (the “Virginia Code”) provide that the highest elected governmental unit of the locality having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of private activity bonds is located must approve the issuance of such bonds;

WHEREAS, the Authority issues its bonds on behalf of the County and the Project will be located in the County;

WHEREAS, the Board of Supervisors of Prince Edward County, Virginia (the “Board”) constitutes the highest elected governmental unit of the County;

WHEREAS, following a public hearing held by the Authority on November 6, 2018, the Authority adopted a resolution (the “Inducement Resolution”) in which it recommended and

requested that the Board approve the issuance of the Bonds by the Authority on behalf of the College;

WHEREAS, a copy of the Inducement Resolution, a reasonably detailed summary of the comments expressed at the Authority's public hearing and the College's Fiscal Impact Statement have been filed with the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PRINCE EDWARD COUNTY, VIRGINIA:**

1. The Board approves the issuance of the Bonds by the Authority in a principal amount not to exceed \$15,000,000, which may be issued in one or more series and from time to time, for the benefit of the College, as required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code, to permit the Authority to assist in the acquisition, construction, equipping, development and financing of the Project.

2. The approval of the issuance of the Bonds does not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the Project or the College. Further, as required by Section 15.2-4909 of the Virginia Code, the Bonds shall provide that neither the Authority nor the County shall be obligated to pay the Bonds or the interest thereon or other costs incident thereto except from the revenues and moneys pledged therefor and neither the faith and credit nor the taxing power of the Commonwealth nor any political subdivision thereof, including the Authority and the County, shall be pledged thereto.

3. This resolution shall take effect immediately upon its adoption.

Adopted: November 8, 2018

**CERTIFICATION**

The undersigned Clerk of the Board of Supervisors of Prince Edward County, Virginia hereby certifies that the foregoing constitutes a true, correct and complete copy of a Resolution duly adopted by the Board of Supervisors of Prince Edward County, Virginia at a meeting duly called and held on the 8th day of November, 2018 and during which a quorum was present and acting throughout, by the vote set forth below, and that such Resolution has not been repealed, revoked, rescinded or amended:

<u>Board Member</u>	<u>Present/Absent</u>	<u>Vote</u>
[Gene A. Southall]	____/____	
Robert M. Jones	____/____	
Jerry R. Townsend	____/____	
Odessa Pride	____/____	
C. R. "Bob" Timmons, Jr.	____/____	
J. David Emert	____/____	
Jim Wilck	____/____	
Pattie Cooper-Jones	____/____	

WITNESS, my hand and the seal of the Board of Supervisors of Prince Edward County, Virginia, this \_\_\_\_ day of November \_\_\_\_, 2018.

**BOARD OF SUPERVISORS OF  
PRINCE EDWARD COUNTY, VIRGINIA**

(S E A L)

By: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
Clerk

## § 15.2-4909. Liability of Commonwealth, political subdivisions, directors and officers.

A. Bonds issued pursuant to this chapter shall not be deemed to constitute a debt or a pledge of the faith and credit of the Commonwealth, or any political subdivision thereof, including the locality which created the authority issuing such bonds, but such bonds shall be payable solely from the funds provided therefor as herein authorized. All such bonds shall contain on the face thereof a statement to the effect that neither the Commonwealth, nor any political subdivision thereof, nor the authority shall be obligated to pay the same or the interest thereon or other costs incident thereto except from the revenues and moneys pledged therefor and that neither the faith and credit nor the taxing power of the Commonwealth, or any political subdivision thereof, is pledged to the payment of the principal of such bonds or the interest thereon or other costs incident thereto.

B. Neither the directors of the authority nor any person executing the bonds shall be liable personally on the bonds by reason of the issuance thereof.

C. All expenses incurred in carrying out the provisions of this chapter shall be payable solely from the funds of the authority and no liability or obligation shall be incurred by the authority hereunder beyond the extent to which moneys shall be available to the authority.


D. Bonds issued pursuant to the provisions of this chapter shall not constitute an indebtedness within the meaning of any debt limitation or restriction.

1966, c. 651, § 15.1-1380; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

11/4/2018


### Virginia Law Library

The Code of Virginia, Constitution of Virginia, Charters, Authorities, Compacts and Uncodified Acts are now available in both EPub and MOBI eBook formats. 

### Helpful Resources

Virginia Code Commission  
Virginia Register of Regulations  
U.S. Constitution

### For Developers

The Virginia Law website data is available via a web service. 

### Follow us on Twitter



**FISCAL IMPACT STATEMENT**

**FISCAL IMPACT STATEMENT**

TO: THE BOARD OF SUPERVISORS OF PRINCE EDWARD COUNTY, VIRGINIA

Hampden-Sydney College  
 80 College Road  
 Hampden-Sydney, Virginia 29943

November 6, 2018

1.	Maximum amount of financing sought.	\$15,000,000
2.	Estimated taxable value of the facility's real property to be constructed in the locality.	N/A
3.	Estimated real property tax per year using present tax rates.	N/A
4.	Estimated personal property tax per year using present tax rates.	N/A
5.	Estimated merchants' capital tax per year using present tax rates.	N/A
6.	(a) Estimated dollar value per year of goods that will be purchased from Virginia companies within the locality.	\$92,150
	(b) Estimated dollar value per year of goods that will be purchased from non-Virginia companies.	\$4,850
	(c) Estimated dollar value per year of services that will be purchased from Virginia companies within the locality.	\$105,925
	(d) Estimated dollar value per year of services that will be purchased from non-Virginia companies within the locality.	\$5,575
7.	Estimated number of regular employees on a year-round basis.	4
8.	Average annual salary per employee.	\$33,875

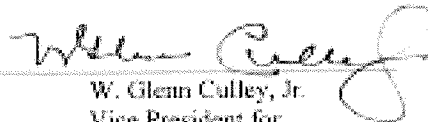
If any of the above answers do not apply to the Project, so indicate this by writing N/A on the appropriate line.

**INDUSTRIAL DEVELOPMENT AUTHORITY  
OF PRINCE EDWARD COUNTY, VIRGINIA**

By: \_\_\_\_\_  
Fred Russell  
Chairman

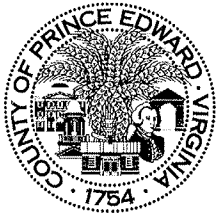
The undersigned acknowledges that it has provided the information on this Fiscal Impact Statement to the Authority.

**HAMPDEN-SYDNEY COLLEGE**

By:  \_\_\_\_\_  
W. Glenn Culley, Jr.  
Vice President for  
Business Affairs and Finance

1114081.1





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

**Meeting Date:** November 8, 2018  
**Item No.:** 11  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Request from Farmville Volunteer Fire Department

**Summary:**

The Town Manager has forwarded a request from the Farmville Volunteer Fire Department for the Board of Supervisors of Prince Edward County to approve a resolution allowing them to provide Basic Life Support services within the corporate limits of the Town of Farmville, Attachment (1). I contacted the Town and ascertained the Town Council voted unanimously to approve the request from the Farmville VFD.

Section 15.2-955 of the Code of Virginia requires approval of the governing body before any volunteer fire or EMS agency can be established in the locality. In Counties that governing body is the Board of Supervisors, Attachment (2).

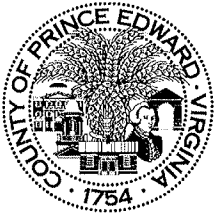
This request seems to stem from a report provided by the Virginia Department of Fire Programs, Attachment (3). This report was conducted in response to a request from the Town of Farmville for the Department to “conduct a complete and thorough review of the fire system in Farmville.” I have read the report from the Fire Services Board and I have many questions and concerns of what is and isn’t in the report.

What isn’t in the report is any empirical data establishing a need for the Farmville Volunteer Fire Department to be approved to provide basic life support. What is in the report are vague statements implying problems with the delivery of service by the Prince Edward Farmville Volunteer Rescue Squad (PEFVRS) but with no supporting data.

Also missing from the report and the request from Farmville VFD is the level of training of the volunteers in the Farmville VFD. Are they adequately trained? Also missing is an explanation of what equipment will be used to run to calls. Will Fire Trucks be used thereby making them unavailable to respond to fire calls? I have several other questions and I am sure members of the Board will have your own questions.

Approving the request would allow Farmville VFD to respond with an ambulance and transport patients. I spoke to Tim Perkins of the Office of Emergency Medical Services, one of the authors of the report, who verified that approving the request as submitted would allow transport services. If Farmville VFD in the future did transport then it stands to reason they would then bill for services provided. The loss of this revenue stream could be catastrophic to PEVRS and jeopardize the delivery of EMS to the remainder of the County.

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



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

Item B of section 15.2-955 of the Code of Virginia states “Each locality shall seek to ensure that emergency medical services are maintained throughout the entire locality.” This loss of revenue could require the Board to provide financial assistance to PEVRS in order to ensure EMS to the rest of the County. This assistance could easily be in the hundreds of thousands of dollars and require a tax increase on all citizens in Prince Edward County to include the Town of Farmville.

**Attachment:**

- (1) Resolution of Support for the Farmville VFD – Basic Life Support Services
- (2) Section 15.2-955 Code of Virginia.
- (3) Town of Farmville Fire & EMS Study, October 2018

**Recommendation:**

This is a serious request that has long-term implications to the provision of EMS to all of Prince Edward County. As stated above there are many questions that need to be answered before approving this request. I recommend the Board table the request and direct County Staff to develop a list of questions and bring those questions back to the Board at the December meeting. The Board can then amend the questions by either adding or deleting questions. Then the questions will be sent to the appropriate agencies for answers. Once the answers are received the Board will review and decide how best to proceed. This could include approving, amending or denying the request or meeting with all the relevant players and possibly developing an alternate solution .

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

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

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

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



TOWN OF FARMVILLE  
Post Office Drawer 368  
Farmville, Virginia 23901

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

434.392.5686  
Fax 434.392.3160

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

October 29, 2018

Wade Bartlett  
County Administrator  
Prince Edward County  
PO Box 382  
Farmville, VA 23901

Dear Wade,

As you have heard, the Farmville Volunteer Fire Department has requested to provide basic life support services for the residents of the Town of Farmville.

The Code of Virginia, 1950 as amended, Section 15.2-955 requires local government approval of any emergency medical service organization operating within the locality.

I am requesting you ask your Board to adopt the attached resolution.

Thanking you in advance.

Sincerely,

Gerald J. Spates  
Town Manager

GJS/lmh

Attachment



## RESOLUTION OF THE BOARD OF SUPERVISORS

### Support for the Farmville Volunteer Fire Department Basic Life Support Services

**WHEREAS**, Section 15.2-955 of the Code of Virginia, 1950, as amended, requires local governing approval of any emergency medical service organization operating within that locality; and

**WHEREAS**, the Farmville Volunteer Fire Department is requesting approval from the Prince Edward County Board of Supervisors to provide Basic Life Support services within the corporate limits of the Town of Farmville, Prince Edward County; and

**WHEREAS**, the Prince Edward County Board of Supervisors has determined it to be in the best interest of the citizens within the corporate limits of the Town of Farmville, Prince Edward County for the Farmville Volunteer Fire Department to provide these services;

**NOW, THEREFORE, BE IT RESOLVED**, the Prince Edward County Board of Supervisors grants approval to the Farmville Volunteer Fire Department to provide these services and obtain the agency license per approval of the Office of Emergency Medical of Virginia.

#### Certification

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia, at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, this 8<sup>th</sup> day of November, 2018.*

---

Pattie Cooper-Jones, Chair  
Board of Supervisors of the County of Prince Edward

---

W.W. Bartlett, County Administrator  
County of Prince Edward

## § 15.2-955. Approval by local governing body for the establishment of volunteer emergency medical services agencies and firefighting organizations.

A. No volunteer emergency medical services agency or volunteer firefighting organization shall be established in any locality on or after July 1, 1984, without the prior approval by resolution of the governing body.


B. Each locality shall seek to ensure that emergency medical services are maintained throughout the entire locality.

1984, c. 599, § 15.1-26.01; 1997, c. 587; 2005, c. 418; 2015, cc. 502, 503.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

11/1/2018


### Virginia Law Library

The Code of Virginia, Constitution of Virginia, Charters, Authorities, Compacts and Uncodified Acts are now available in both EPub and MOBI eBook formats. 

### Helpful Resources

Virginia Code Commission  
Virginia Register of Regulations  
U.S. Constitution

### For Developers

The Virginia Law website data is available via a web service. 

### Follow us on Twitter



VIRGINIA FIRE SERVICES BOARD



A Report of Findings  
and  
Recommendations:

**Town of Farmville  
Fire & EMS Study**



**October 2018**

**Table of Contents**

**REPORT AUTHORS..... 2**

**ACKNOWLEDGMENT..... 2**

**EXECUTIVE SUMMARY..... 3**

THEME 1: ORGANIZATIONAL DEVELOPMENT (PAGE 10)..... 3

THEME 2: COMMUNICATION (PAGE 14)..... 4

THEME 3: TRAINING (PAGE 15)..... 4

THEME 4: BUDGET AND ADMINISTRATION (PAGE 16)..... 4

THEME 5: DELIVERY OF SERVICES (PAGE 17)..... 4

**METHODOLOGY..... 5**

PHASE I: INITIATE PROJECT..... 5

PHASE II: OBTAIN STAKEHOLDER INPUT..... 5

PHASE III: PREPARE ANALYSES AND DEVELOP CORE STRATEGIES..... 6

PHASE IV: PREPARE FINAL REPORT..... 7

**DEMOGRAPHIC INFORMATION..... 8**

**FINDINGS AND RECOMMENDATIONS..... 9**

THEME 1: ORGANIZATIONAL DEVELOPMENT..... 10

THEME 2: COMMUNICATION..... 14

THEME 3: TRAINING..... 15

THEME 4: BUDGET AND ADMINISTRATION..... 16

THEME 5: DELIVERY OF SERVICES..... 17

**REFERENCES..... 20**

**APPENDIXES..... 24**

APPENDIX 1: TOWN OF FARMVILLE LETTER OF REQUEST..... 25

APPENDIX 2: TOWN OF FARMVILLE – VIRGINIA FIRE INCIDENT REPORTING SYSTEM REPORT..... 26

APPENDIX 3: TOWN OF FARMVILLE FY2018 AID-TO-LOCALITIES ALLOCATION REPORT..... 27

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

**REPORT AUTHORS**

**Virginia Fire Services Board**

Lee Day                      Virginia Fire Services Council  
Walt Bailey                 Virginia State Firefighter's Association

**Virginia Department of Health – Office of Emergency Medical Services**

Tim Perkins                 Manager, Division of Community Health and Technical Resources

**Virginia Department of Forestry**

Patrick Murphy            Area Forester

**Virginia Department of Fire Programs**

Dennis Price    Division Chief  
Mohamed G. Abbamin                                 Policy Manager

**ACKNOWLEDGMENT**

The Virginia Fire Services Board would like to extend thanks to the following organizations for their contributions to this study:

**Fire and EMS Departments**

Farmville Fire Department  
Prince Edward Rescue Squad

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

2 of 27



## **EXECUTIVE SUMMARY**

This report documents the findings and recommendations for the Town of Farmville Fire and Emergency Medical Services (EMS) Study. The information contained is not to be construed as legal advice or as binding recommendations. This report is intended to provide guidance for the Town of Farmville's Council and its fire and rescue stakeholders to build on what is working well, while observing opportunities for improvement. Strategic focus in these areas will enhance the overall quality and coordination of fire-rescue service delivery to residents of the Town of Farmville.

The study was requested by the Town Council in order to analyze several areas of responsibility within the Town's Fire and Rescue Services. The Study Committee was comprised of representatives from the Virginia Fire Services Board, the Virginia Department of Fire Programs, and the Virginia Office of Emergency Medical Services.

The findings and recommendations are organized into five working themes to include:

- Organizational Development
- Communication
- Training
- Budget and Administration
- Delivery of Services

These working themes provide a central focus for prioritizing the study's recommendations. They serve as a guide for the Study Committee to identify and evaluate measures that ultimately will improve the quality and coordination of Fire and EMS Services within Town of Farmville.

Below is a high-level summary of the findings and recommendations, which will be discussed further in the report.

### ***Theme 1: Organizational Development (Page 10)***

- **Strategic Plan & Unified Vision:** The Town of Farmville should develop a unified strategic plan for Fire and EMS Services to improve performance and service delivery.
  - There should be a long-term plan for the provision of Fire and intent to pursue delivering EMS services. Long term plan should consider emergency communications, emergency management, and the level of system performance.
  - Any future strategic plan should represent the collective efforts of the Town of Farmville's leadership and nearby service providers so it is able to identify the critical challenges it faces with clearly defined performance goals.

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203, A.4 and is not to be construed as legal advice or as a binding recommendation.

3 of 27

- Accountability Practices: The Fire Chief should continue enhancing the Town's Standard Operating Procedures (SOP) for the fire department while also establishing one for EMS.

**Theme 2: Communications (Page 14)**

- Fire and Life-Safety Communication: The Town should strengthen its fire and life-safety communication activities with the residents of Town of Farmville.
- Dispatch System: Town of Farmville must pursue efforts to establish second repeated dispatch channel.

**Theme 3: Training (Page 15)**

- Coordinated Training Program: Town of Farmville should continue to improve its comprehensive training program and assess it annually.

**Theme 4: Budget and Administration (Page 16)**

- Capital Improvements: Town of Farmville must pursue efforts to ensure the availability for sleeping quarters, and functioning kitchen.
- Standardization and Central Purchasing: Town of Farmville should continue utilizing centralized purchasing with an emphasis on enhancing the process by creating long-term plan on future purchases.

**Theme 5: Delivery of Services (Page 17)**

- Recruitment and Retention: Town of Farmville should pursue efforts to adopt a recruitment and retention plan.

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-209.A.4 and is not to be construed as legal advice or as a binding recommendation.

## **METHODOLOGY**

For each task of the work plan, the Study Committee identified objectives, performed specific activities, and delivered project products. The following is an overview of the study process:

### **PHASE I: INITIATE PROJECT**

#### ***Objectives: Initiation of Study***

To initiate the study, the Study Committee began by gaining a comprehensive understanding of the project's background, goals, and expectations. This was carried out by identifying in detail the specific objectives for the review, and assessing how well the work plan would accomplish the objectives. In addition, the Study Committee set out to establish a mutually agreed project work plan, timeline, deliverables, and monitoring procedures that would support the accomplishment of all project objectives. The final study initiation step consisted of collecting and reviewing existing operational data and information on agreements along with relevant policies and procedures. Many of these review materials are included in the appendix of this study.

As part of Phase I, the Study Committee met with Town of Farmville leadership to establish working relationships, make logistical arrangements, and determine communication lines. During these meetings, the Study Committee discussed the objectives of the project and identified policy issues and concerns central to the study.

The meetings also allowed the Study Committee to obtain pertinent reports and background materials relevant to the review, such as current and historical staffing data, as well as a description of the current service delivery system and organization.

Based on this course of action, the Study Committee concluded this section of the study with a revised project work plan/timeline deliverable.

### **PHASE II: OBTAIN STAKEHOLDER INPUT**

#### ***Objectives: Conduct Leadership Interviews & Capture Input from the Departments***

The second phase of the study consisted of leadership interviews and department evaluations. The expectations were as follows:

- Identify expected service levels;
- Identify opinions of department officials concerning the operations and performance of the department;
- Identify issues and concerns of officials regarding fire and rescue services;
- Identify perceived gaps in existing service levels and new priorities in mission; and,
- Identify strengths and weaknesses as perceived by departmental personnel.

Each goal was realized with the support of Town of Farmville's study project manager and Fire Chief, Dean Farmer. Chief Farmer assisted in finalizing the interview list and

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

5 of 27

establishing a schedule that was reasonable, but more importantly convenient for the interviewees. All interviews were conducted during an allotted timeframe and a considerable amount of information was collected. Face-to-face interviews were conducted with majority of Town of Farmville's Fire organizations as well as Town leadership including Town Manager, Gerald J. Spates and Assistant Town Manager, C. Scott David.

The Study Committee received descriptions of staffing and deployment responses in meeting service demands at targeted service levels. The discussions also provided a snapshot of personnel management contentions as well as concerns regarding service delivery. It is also important to note that the Study Committee visited all fire and rescue stations that were staffed throughout Town of Farmville in an effort to support their research of the organizational functioning.

The deliverable for this section of the study work plan consisted of a thorough evaluation of the site visit data and the development of working themes to capture the team's assessment.

### **PHASE III: PREPARE ANALYSES AND DEVELOP CORE STRATEGIES**

#### ***Objectives: Evaluate Current Trends and Prepare a Report***

The third phase of the study work plan involved further investigation and understanding of the organizational structures, operations, limitations, achievements, and opportunities for improvement within the volunteer and career system. The activities that supported this process consisted of additional requests for information not already obtained in Phase I and II of the work plan. Data requests, made in this phase of the study, attempt to address any issues that emerged from the interviews, and further evaluate implications of the operational issues cited. Data obtained during the study process also assists the Study Committee in identifying issues influencing the current levels of service.

After receiving and critically evaluating information from the interviews and all supporting materials, the Study Committee began identifying the necessary critical action steps to achieve exceptional organizational functioning and uniform service levels throughout Town of Farmville.

Each action step was selected to identify the changes in policies, facilities, apparatus, and equipment to ensure that the Town would be capable of providing fire-rescue services at the desired level going forward.

The deliverables achieved in Phase III involved drafting a report that evaluated current trends in the services, recommended action steps for improvement, and the assignment of responsibility.

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

6 of 27

#### **PHASE IV: PREPARE FINAL REPORT**

##### ***Objectives: Prepare and Present Final Report***

The final phase of the study involved documenting the results of all previous tasks into a written report with critical components, such as an executive summary, methodology, background, and findings and recommendations. Once completed, a draft report was shared with the designated locality project manager, Chief Dean Farmer to ensure the technical content is accurate. Upon receiving corrections, the Study Committee revised the draft report, as needed, to assist in the preparation and issuance of the final report.

The deliverables for the final phase of the work plan consisted of 1) a draft report, and 2) the final report.

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

7 of 27

## DEMOGRAPHIC INFORMATION

The Town of Farmville is located in both Prince Edward and Cumberland Counties and with a total size of 7.4 Square Miles. The 2010 census population was 8,216, with an estimated 2017 of 7,831.<sup>1</sup> Farmville is located between Petersburg and Lynchburg on U.S. Route 460. Petersburg is 67 miles to the east, and Lynchburg is 48 miles to the west.

The 2012-2016 owner-occupied housing units were 41.4% with a median value of owner-occupied of about \$160,300. Moreover, the median household income as of 2016 was \$35,084 with over 40% of civilian labor force.<sup>2</sup> The Town of Farmville is a partner of Enterprise Zone (VEZ)<sup>3</sup> program. Enterprise Zone is a partnership between state and local government that encourages job creation and private investment. The Town supports a thriving downtown and five shopping centers consisting of total retail sales exceeding half billion dollars annually.<sup>4</sup>

The Town's government structure is as follows; the Town Council consists of a Mayor and seven Council members. The Town Manager administers and delegates the daily functions to respective departments with Town Council approval. This community is a regional hub for commerce, industry, and tourism. Farmville is home to Longwood University, Green Front Furniture, Southside Community Hospital and the Farmville Regional Airport.

- CO1 – Farmville Volunteer Fire Department
- CO2 – Hampden-Sydney Volunteer Fire Department
- CO3 – Pamplin Volunteer Fire Department & Ems, Inc.
- CO4 – Prospect Volunteer Fire Department
- CO5 – Meherrin Volunteer Fire Department
- CO6 – Darlington Heights Volunteer Fire Department
- CO7 – Rice Volunteer Fire Department
- Prince Edward Volunteer Rescue Squad

---

<sup>1</sup> U.S. Census

<sup>2</sup> Ibid

<sup>3</sup> DHCD – Virginia Enterprise Zone - VEZ designs Enterprise Zones throughout the state and providing two grant-based incentives, the Job Creation Grant (JCG) and the Real Property Investment Grant (RPIG), to qualified investors and job creators within those zones, while the locality provides local incentives.

<sup>4</sup> Town of Farmville – Community Profile

The foregoing is a recommendation authorized pursuant to Va. Code § 1.1-207. A-4 and is not to be construed as legal advice or as a binding recommendation.

## **FINDINGS AND RECOMMENDATIONS**

This section provides a summary of the five working themes for this study report. The summary is based on areas of concern that were repeatedly cited in the face-to-face interviews and observed during the site visit. Following this section is an in-depth examination of each theme, to include findings and recommendations.

### **Theme 1: Organizational Development (Page 10)**

- Strategic Plan and Unified Mission
- Accountability Practices

### **Theme 2: Communications (Page 14)**

- Fire and Life-Safety Communication
- Dispatch System

### **Theme 3: Training (Page 15)**

- Coordinated Training Program

### **Theme 4: Budget and Administration (Page 16)**

- Capital Improvements
- Standardization and Central Purchasing

### **Theme 5: Delivery of Services (Page 17)**

- Recruitment and Retention

Town of Farmville's fire and rescue service providers and administration should continue utilizing the national consensus standards. The standards were developed by the National Fire Protection Association (NFPA) with the input and support of fire and emergency services personnel, businesses, industry and other stakeholders, as guidance documents and resources to address several of the findings identified in this report.<sup>5</sup>

---

<sup>5</sup> For a complete listing of the national consensus standards developed by the National Fire Prevention Association, visit: [http://www.nfpa.org/aboutthecodes/list\\_of\\_codes\\_and\\_standards.asp](http://www.nfpa.org/aboutthecodes/list_of_codes_and_standards.asp)

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.4 and is not to be construed as legal advice or as a binding recommendation.

## THEME 1: ORGANIZATIONAL DEVELOPMENT

Town of Farmville Fire Department presently has 45 volunteer members reporting to the Town's Fire Chief. The Department has mutual assistance agreements with the Fire Departments in Hampden-Sydney, Rice, Prospect, and Cumberland County along with other surrounding areas.<sup>6</sup> Specialized equipment at the Farmville Fire Department includes ladder truck, brush truck, pumpers, tankers and engines. According to the interviewees, the Town owns and maintains the fire station, equipment and further provides funding assistance for general expenditure and purchase of new vehicles.

Town of Farmville is commended for their efforts to ensure its locality's code relative to the fire services meets the needs of its constituents. For example, *Section 12-77 & 12-78* of the Town Code - clearly grants the town manager to annually appoint a chief of the fire department and three fire wardens. Moreover, the Town further has high standards of accountability as *section 12-80* explicitly requests all fire departments to annually file a list of volunteer firefighters per department to the Town Manager's office.

**Fire Department:** The Fire Department is an all-volunteer full-service public safety agency providing services to the Town of Farmville, Virginia and to the surrounding areas in portions of Prince Edward, Cumberland, and Buckingham Counties.<sup>7</sup> The Department's 45 volunteer members are responsible for core services such as; Fire Suppression, education, and prevention services in its first due area from the station located in downtown Farmville. Moreover, the locality's Special Operations Unit is the only one within 50 mile radius.<sup>8</sup> The Unit provides response to and mitigation of incidents involving hazardous materials, suspected terrorist or criminal activity, and when specialized services are requested by other agencies. The Farmville Fire Department maintains a Class 6/8B ISO rating.<sup>9</sup>

**Emergency Medical Services:** The Town utilizes Prince Edward County Volunteer Rescue Squad. The squad provides services to the Town of Farmville and surrounding localities. Lastly, the entity provides 24 hours a day services with transport ability. Patients are transported to hospitals within surrounding localities.<sup>10</sup>

**Observation:** Prince Edward County Volunteer Rescue Squad is the sole agency for EMS delivery within the Town of Farmville's first due with mutual aid agreements established with Delta Response Team, Pamplin EMS and Meherrin EMS. There appears to be some obstacles within service delivery between Town of Farmville and Prince Edward County Volunteer Rescue Squad. Solutions to difficulties could be reached through Town of Farmville's effort of pursuing to reach a capacity to provide emergency medical care to its citizens.

---

<sup>6</sup> Town of Farmville Comprehensive Plan 2017-2018

<sup>7</sup> Farmville Fire Department

<sup>8</sup> Ibid

<sup>9</sup> Ibid

<sup>10</sup> Prince Edward County Fire and Rescue



The provision of emergency medical services capability has progressed from an amenity to a citizen-required service. More than 90% of career and combination fire departments provide some form of emergency medical care, making fire departments the largest group of prehospital EMS providers in North America.<sup>11</sup> In many fire departments that deliver prehospital care, EMS calls can equate to over 75% of total call volume.

Utilizing fire department personnel to assist in managing medical emergencies is beneficial to patients if ambulance response will be prolonged. When ambulance response is prolonged, a patient will be further delayed in reaching a medical facility to receive definitive care. This is especially dangerous for incidents of chest pain, stroke, and survivable cardiac arrest. Many times, patients experiencing symptoms associated with these events may not recognize the onset indicators and immediately call for assistance.<sup>12</sup>

### **Recommendations:**

1. Pursue efforts to provide emergency medical services to citizens through the development of a first responder capability with Farmville Fire Department.
  - a. EMS offering multiple advantages such as established time/distance efficacy, employee safety and satisfaction, high patient survival rates, and cost effectiveness.
2. Various non-governmental organizations with interests in prehospital EMS have established standards for EMS systems, which include the following:
  - a. NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.
  - b. Virginia Department of Health's Office of Medical Services<sup>13</sup>
3. Organize and/or join an Association consisting of Town of Farmville, Cumberland County and Prince Edwards County.

### ***Strategic Plan and Unified Vision***

There should be a long-term plan for the provision of Fire and intent to pursue delivering EMS services. Long term plan should consider emergency communications, emergency management, and the level of system performance. The long-term plan must be able to address growth in service demands, and how the system will work to limit service interruptions. The current mission as cited by the Farmville Fire Department *"Through professionalism, dedication, integrity, and training, the Farmville Fire Department will work to safeguard the lives and property and enhance the quality of life of the people in our*

---

<sup>11</sup> International Association of Fire Fighters – Emergency Medical Services – A Guide for Fire-Based Systems

<sup>12</sup> Kales, S. N., & Smith, D. L. (2017). Firefighting and the Heart. Circulation

<sup>13</sup> Virginia Emergency Medical Services Education

*community. This will be accomplished by providing a vast range of emergency services, strong public relations, and fire safety education” should be used as a guide.*

Presently, the Fire Department has clear mission as cited above. Nevertheless, the statements do not appear to be consistent with the intent of its mutual aid service providers such as Cumberland and Prince Edward County. Thus, any future strategic plan should represent the collective efforts of the Town of Farmville’s leadership and nearby service providers so it is able to identify the critical challenges it faces with clearly defined performance goals. Such evaluation will allow the locality to identify specific initiatives they must undertake so it is capable of delivering quality service to their citizens.

The Plan should build upon the commitments of the Fire Department’s mission. Strategic planning must become institutionalized as an integral part of fire and rescue department and community resource allocations.<sup>14</sup> The Town should explore hiring a professional facilitator with strategic planning experience to guide them through this process.

**Recommendations:**

1. Town Manager should establish one cohesive and effective Fire and Rescue Committee.
  - a. Membership should seek participation from one member of the Fire Department and, one member from the Rescue Squad Leadership.
2. Town of Farmville government should adopt and implement a strategic plan for its Fire and should pursue EMS Services so it is able to improve performance levels and achieve lower cost of service delivery.
  - a. Stakeholders must each play an integral part in the development of this strategic plan in order to meet expectations and foster commitment.
  - b. Parties involved in the strategic planning process should analyze the gap between where the Town is and where it wants to be in the future and identify strategies to close this gap.
  - c. It is suggested that a neutral party facilitate this process.
3. Collaboratively service providers and Town Government must establish a system of measurable performance goals and objectives. These measures will serve as the basis for the strategic plan.
  - a. Strategic plans should identify immediate, intermediate and long-term goals with reasonable target deadlines.
  - b. The Town Council should routinely review the achievement of these performance measurements and alleviate any barriers to their completion.

---

<sup>14</sup> Preserving and Improving the Future of the Volunteer Fire Service, March 2004

The foregoing is a recommendation authorized pursuant to Va. Code § 1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

4. In developing its strategic plan, the Town of Farmville should continue their commitment to using incident analysis and reporting, to include the Virginia Fire Incident Reporting System (VFIRS).
  - a. The Town of Farmville's commitment to reporting will ensure that they have reliable data to appropriately assess performance and develop a plan to address operational and capital funding needs, or equipment, apparatus and facility needs.
  - b. By analyzing fire and rescue incident data and potential community hazards, a plan can be developed to improve deployment of resources, placement of sub stations, and the number of personnel needed for response and prevention efforts.
  - c. Access to the data collected should be provided to the rescue squad and fire department so they are able to get a comprehensive understanding of their performance.
  - d. The use of data such as VFIRS can be contributing factors to performance measurement and can further enable stakeholders to assess the effectiveness of the strategic plan.

In Town of Farmville, performance measurements will enable the Town Council to evaluate the performance of its service providers tasked with accomplishing the goals and objectives of the strategic plan. The performance measurement will exhibit clear association between performing, planning, spending and results. The Town of Farmville will have the opportunity to evaluate its mission, vision and performance objectives through three perspectives: financial accountability, constituent priorities and internal processes.

### ***Accountability Practices***

According to the National Fire Protection Association (NFPA), a standard operating procedure is "an organizational directive that establishes a standard course of action."<sup>15</sup> Standard operating procedures (SOPs) are written guidelines that explain what is expected and required of fire service personnel in performing their jobs.<sup>16</sup>

The Town of Farmville Fire Department is applauded for their efforts to create and utilize a set of comprehensive Standard Operating Guidelines. Based on the study team's observation, the guidelines are consistent with the intent of NFPA 1561: Standard on Fire Department Incident Management Systems. Future efforts to enhance would be beneficial and has the potential further improve service delivery and operational safety. Lastly, the

---

<sup>15</sup> Developing Effective Standard Operating Procedures for Fire and EMS Departments, December 1999

<sup>16</sup> Ibid

Town of Farmville has pursued to adopt the Statewide Fire Prevention; the locality is commended for such action, as well.

## THEME 2: COMMUNICATIONS

Town of Farmville's Fire Department takes proactive steps to ensure communications to citizens is consistent. The Fire Department's website is continuously updated with all relevant information associated to call volume and mandatory training schedules. The current level of communication has created a very cohesive relationship among the Fire System in Town of Farmville, the Town Council and the Town Manager. The locality must continue its effort so it is able to reach a similar level of external communication among its mutual aid providers along with members of the general public. An effective communications process between all of these entities will improve the strategic plan and clearly define expectations for the community.

### **Recommendations:**

1. The Town should strengthen its fire and life-safety communication activities with the residents of Town of Farmville.
  - a. Increased efforts to promote the positive attributes of the Fire and EMS Services in Town of Farmville can raise morale and attract more volunteers. Some options include producing an annual report, developing a quarterly newsletter and utilizing social networking avenues.
2. The Town should take advantage of pre-existing fire and life-safety information available through state and federal organizations. Public fire and life-safety education resources are available at the following locations:
  - i. Virginia Department of Fire Programs: [http://vafire.com/fire\\_safety\\_education](http://vafire.com/fire_safety_education)
  - ii. Virginia Fire and Life Safety Coalition: <http://www.vflsc.org>
  - iii. The Home Safety Council: <http://www.homesafetycouncil.org>
  - iv. National Fire Protection Association: <http://www.nfpa.org>
  - v. Virginia Department of Forestry: <http://www.firePowhatanvirginia.org>
  - vi. Virginia Department of Emergency Management: <http://www.vaemergency.gov/social-media/alert-localities>

### ***Dispatch System***

The Farmville Emergency Communications Center is the sole public safety answering point (PSAP) for the Farmville area. According to interviewees, the center answers 9-1-1 calls for the Town of Farmville, Prince Edward County, and southern Cumberland County. Presently, the Emergency Communications Center serves about 29,000 residents with 15 full-time

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

and 4 part-time employees who dispatch two (2) police departments, three (3) rescue squads, and seven (7) fire departments, as well as Farmville Public Works.<sup>17</sup>

According to the Emergency Communications Center, it has “four full-service dispatch consoles, that are equipped with a PlantCML 9-1-1 touch screen telephone, an DaPro computer-assisted call reporting station with mapping monitor, a Motorola 5500 police and fire-rescue radio, and a Sytech radio interoperability system accessible during emergencies to 33 public safety jurisdictions.”<sup>18</sup>

Farmville Emergency Communication Center’s appears to be applying modern communication, such as recording and mapping technologies so it is able to assist its public safety entities. However, during the interviews the study learned that the locality has one dispatch channel, three tactical channels and a short-range non repeated structure. In the future, the locality must pursue efforts to obtain second repeated dispatch channel.

### **Recommendations:**

1. Town of Farmville must pursue efforts to obtain second repeated dispatch channel.

### **THEME 3: TRAINING**

Farmville Regional Fire training Center opened 2017. The facility is used for training exercises and is available as a regional training center.<sup>19</sup> The Department provides safety educational programs for its citizens, and further inspects residences, businesses and industries for fire hazards. Town of Farmville’s website provides stakeholders with a calendar of training and explicitly cites there is a prerequisite to ride apparatus at the Farmville Fire Department. All new members are required to complete three federally mandated online classes from National Incident Management System.<sup>20</sup>

### ***Coordinated Training Program***

Development of important skills is the basis for safety and improving services received by the citizens. The Fire Department in Town of Farmville works hard to ensure the sufficient offerings of mandated and relevant training. The Town should pursue aligning its strategic planning efforts to coordinated training activities with Cumberland County and Prince Edward County.

### **Recommendation:**

1. Town of Farmville should continue to improve its comprehensive training program and assess it annually. Such assessment will enable the adoption of warranted changes.

---

<sup>17</sup> Farmville Emergency Communications Center

<sup>18</sup> Ibid

<sup>19</sup> Ibid

<sup>20</sup> Ibid

- a. The Town Council should appropriate all the necessary resources to fulfill the Town's identified training challenges and fully train existing firefighters and rescue personnel.
2. Joint training opportunities must be pursued by Town of Farmville and Prince Edward Volunteer Rescue Squad.

#### **THEME 4: BUDGET AND ADMINISTRATION**

The Farmville Virginia Fire Department's budget is \$244,626 annually. The Town pays for maintenance on building, utilities and presently, owns all apparatus.<sup>21</sup> According to the budget, the aforementioned figures covers salary, line of duty, gas, oil, truck repair etc.<sup>22</sup> Moreover, Town of Farmville absorbs all expenses associated to the Emergency Communication Center – E-911 Department which amounts to \$104, 5277.11. The Center presently provides services to all Prince Edward Fire Department and Prince Edward Volunteer Rescue Squad. In FY2018, Town of Farmville received a total of \$26,662 from the Commonwealth of Virginia's Fire Programs Fund.<sup>23</sup>

#### ***Capital Improvements***

Interviewees advised that the Fire Department has sufficient equipment that is all current. However, there are no sleeping quarters and kitchen to accommodate staff. The number of women joining fire departments continues to increase. According to the International Association of Women in Fire & Emergency Service (iWomen), about 11,000 women work as career firefighters with an additional 35,000 to 40,000 women serving as volunteer firefighters.<sup>24</sup> Consequently, it is important for the Town of Farmville to pursue establishing sleeping quarters that are gender cognizant. Moreover, the locality does not have a long range budget plan to ensure future fleet/apparatus purchases are consistent with Farmville's needs.

#### **Recommendations:**

1. Town of Farmville must pursue efforts to ensure the availability for sleeping quarters, and functioning kitchen.
2. Town of Farmville should complete an annual needs assessment for the delivery of Fire and EMS Services and develop a base funding allocation system based upon the priorities set through the needs assessment and quantitative data.
  - a. Monies should be allocated based on the most critical needs and the highest call volume data.

---

<sup>21</sup> Town Budget – Adopted 2018-2019

<sup>22</sup> Ibid

<sup>23</sup> VDFFP Aid to Localities FY 2018 Allocation Report

<sup>24</sup> Sleep On It: Incorporating Private Dorm Rooms in Fire Stations, Firehouse 2017

- b. It is recommended that the Town continuously evaluate whether it is getting the appropriate return on its investments.
- 3. With input from the fire and rescue community, the Town Council should pursue efforts to create a capital improvement plan for upgrading its fire and rescue stations and equipment.
  - a. Town of Farmville should share their current capital improvement plan to its service providers.
  - b. Town wide equipment replacement policy should focus on rotational equipment replacement based on prioritized needs.
  - c. Town Councils should also consider leasing of apparatus or big ticket items as an option.
- 4. The Town of Farmville uses a private firm to assist with the acquisition and management of grants. The service is provided without a fee.

***Standardization and Central Purchasing***

The Town does utilize group purchasing method. Presently, the locality does not anticipate any future purchases at least for the next ten years. For example, the oldest equipment is a 1996 tanker and 2005 Pierce Quantum Ladder Truck.

**Recommendation:**

- 1. Town of Farmville should continue its efforts in identifying specifications for future apparatus purchases (considering the cost-effectiveness of regional contracts), refurbishment and replacement using the following national consensus standards:
  - a. NFPA 1901 - Standard for Automotive Fire Apparatus <sup>25</sup>
  - b. NFPA 1911 – Standard for Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus <sup>26</sup>
  - c. NFPA 1912 – Standard for Fire Apparatus Refurbishing <sup>27</sup>

**THEME 5: DELIVERY OF SERVICES**

The Department's 45 volunteer members appear to provide self-sufficient in their efforts to provide fire suppression, education, and prevention services the 10,000 residents to its first due area. As cited above, Farmville Fire Department is a full-service public safety agency providing services to the Town of Farmville, Virginia and to its neighboring localities such as Prince Edward, Cumberland, and Buckingham Counties. Town of

<sup>25</sup>NFPA 1901, <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1901>

<sup>26</sup> NFPA 1911, <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1911>

<sup>27</sup> NFPA 1912, <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1912>

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

Farmville must pursue efforts to collaboratively work with Prince Edward County in an effort to cross-train staff with the use of the Heavy Rescue Vehicle (Crash Truck). Presently the equipment is independently owned by Prince Edward Volunteer Rescue Squad.<sup>28</sup> Situations where there is a need for a call that requires collaboration, there are limited opportunity for responders to use the diverse set of equipment available.

### **Recommendation**

1. Town of Farmville should continue to explore the use of volunteers in support positions.
  - a. Volunteers should be considered as supplemental to the career staff and not replacement for the staff.

### ***Recruitment and Retention***

The Town of Farmville similar to other parts of the Commonwealth requires consistent assistance from local government to help with recruitment. The Town's Government must pursue efforts to actively recruit to ensure a successful successive planning process is present.

### **Recommendations:**

1. The Town Government should identify the needs for additional fire and rescue personnel to meet the service demands and citizen expectations.
  - a. Through improvement of fire and rescue incident data analysis and strategic planning, Town of Farmville should be able to determine fire and rescue personnel needs, equipment needs and deployment.<sup>29</sup>
2. Hire an official Recruitment and Retention Officer. This individual could be assigned additional responsibilities.
3. Adopt an official recruitment and retention program.
  - a. This recruitment and retention program should take into consideration the needs of current volunteers and identify motivational factors to keep this population engaged and committed to the fire and rescue service.
  - b. The Town should set annual recruitment and retention goals and concentrate its efforts and resources to achieving these benchmarks. The plan should be included in the strategic plan.

---

<sup>28</sup> Trench Rescue requires the use of crash trucks and effectively collaborative work. It is important for both parties in Farmville and Prince Edward have a positive interdepartmental relationship.

<sup>29</sup> International Association of Fire Chiefs (IAFC) - "Make Better Decisions: Put Your Data to Work," <http://www.iafc.org/MemberCenter/OnSceneArticle.cfm?ItemNumber=5840>. This article provides an example of how multiple sources of data can be incorporated into fire and rescue department planning.



4. Find low-cost methods to enhance public-education efforts such as open houses and creating PSAs.<sup>30</sup>
  - a. Improve the visibility of the Town of Farmville Fire and EMS Services in the community.
  - b. Continued use of word-of-mouth recruiting is effective. Each volunteer should be encouraged to inform their respective community network about Town of Farmville fire and rescue services' training and educational opportunities.
5. In addition, Town of Farmville's fire and rescue organizations should take advantage of pre-existing recruitment and retention information. Resources may be downloaded at the following locations:
  - a. Emergency Medical Services (EMS)
    - i. <http://www.vdh.virginia.gov/OEMS/Agency/Recruitment/index.htm>
    - ii. [http://www.vdh.state.va.us/OEMS/Files\\_page/Locality\\_Resources/EMSWorkbook\\_0405.pdf](http://www.vdh.state.va.us/OEMS/Files_page/Locality_Resources/EMSWorkbook_0405.pdf)
    - iii. [http://www.vdh.state.va.us/OEMS/Files\\_page/Locality\\_Resources/EMSWorkbook3.pdf](http://www.vdh.state.va.us/OEMS/Files_page/Locality_Resources/EMSWorkbook3.pdf)
  - b. BecomeEMS.org - <http://www.becomeems.org/>
  - c. Fire/Volunteer (Guide) - <http://www.nvfc.org/resources/rr/retention-recruitment-guide/>
  - d. Fire/Volunteer (Video) - <http://www.nvfc.org/files/documents/Retention-and-Recruitment-Volunteer-Fire-Emergency-Services.wmv>.
  - e. 2004 Joint Legislative Audit and Review Commission Report. "Review of EMS in Virginia" Part III of the report; *Recruitment, Retention and Training of EMS Providers* (Page 55) – <http://leg2.state.va.us/dls/h&sdocs.nsf/4d54200d7e28716385256ec1004f3130/87c75ac37063994d85256ec500553c41?OpenDocument>

---

<sup>30</sup> Fire Service Image Task Force Report: Taking Responsibility for a Positive Public Perception 15

## REFERENCES

- Association of Public Safety Communication Officials (APCO). (2012) Project RETAINS Toolkit 2.0 Retrieved on June 14, 2018 from <http://www.apco911.org/resources/retains/retains-toolkit-20.html>.
- Board of Housing and Community Development. (2009) Statewide Fire Prevention Code. Retrieved on June 13, 2018 from: <http://www.dhcd.virginia.gov/StateBuildingCodesandRegulations/PDFs/2009/Code%20-%20SFPC.pdf>.
- Bryson, J. (2004). *Strategic planning for public and non-profit organization*. (3rd ed.). San Francisco: John Wiley and Sons, Inc.
- Code of Virginia. Title 27, Chapter 1, § 27.2: Contracts of cities or Town s to furnish fire protection; emergency medical services. Retrieved on June 18, 2018 from <http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+27-2>
- Code of Virginia. Title 27, Chapter 1, § 27.3: Contracts of cities or Town s to furnish fire protection; emergency medical services. Retrieved on June 18, 2018 from <http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+27-3>
- Cimini, D. (2011, October 14). Alternative apparatus purchasing. Retrieved June 27, 2018.
- Kales, S. N., & Smith, D. L. (2017). *Firefighting and the Heart*. *Circulation*, 135 (14), 1296-1299. doi:10.1161/circulationaha.117.027018
- Emergency medical services: *A guide book for fire-based systems* (4th ed.). (2003). Washington, D.C.: IAFF.
- Federal Emergency Management Agency. (May 2013). Incident Command System (ICS) Overview. Retrieved on June 16, 2018 from <http://www.fema.gov/incident-command-system>.
- Federal Emergency Management Agency: United States Fire Administration. (1999) Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments. Retrieved on June 16, 2018 from <http://www.usfa.fema.gov/downloads/pdf/publications/fa-197-508.pdf>.
- Gordon, G. (2005). *Strategic planning for local government*. (2nd ed., p. 49). Washington, D.C.: International Town /Town Management Association.
- Insurance Services Office (ISO). (2012) Fire Suppression Rating Schedule. Retrieved on June 16, 2018 from <http://www.iso.com/Products/Public-Protection-Classification-Service/Fire-Suppression-Rating-Schedule-FSRS-manual-for-PPC-grading.html>

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

20 of 27

International Fire Chiefs Association: Taking responsibility for a positive public perception. (2013) Fire and Emergency Service Image Task Force. Retrieved on January 15, 2018 from <http://www.iafc.org/files/1DEPTadmin/TakingResponsibility4PositivePublicPerception.pdf>.

International Fire Chiefs Association: Volunteer and Combination Officers Section. (2005) Leading the Transition in Volunteer and Combination Fire Departments. Retrieved on January 23, 2018 from [http://www.iafc.org/files/1VCOS/vcos\\_RibbonReportRed.pdf](http://www.iafc.org/files/1VCOS/vcos_RibbonReportRed.pdf).

International Fire Chiefs Association: Volunteer and Combination Officers Section. (2004) Preserving and Improving the Future of the Volunteer Fire Service. Retrieved on January 23, 2018 from [http://www.iafc.org/files/1VCOS/VCOS\\_Blue\\_Ribbon\\_Report.pdf](http://www.iafc.org/files/1VCOS/VCOS_Blue_Ribbon_Report.pdf).

National Emergency Numbers Association (NENA). (2011) NENA Standard 56-002: 9-1-1 Call Answering Standard. Retrieved on January 25, 2018 from <http://www.nena.org/?page=911CallAnswerStd>.

National Fire Protection Association (NFPA). (2010). NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communication Systems. (2010 Edition). Retrieved on January 25, 2018 from <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1221>.

National Fire Protection Association (NFPA). (2008). NFPA 1720: Standard on Fire Department Safety Officer (2008 Edition). Retrieved on June 16, 2018 from <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1521>

National Fire Protection Association (NFPA). (2010). NFPA 1720: Standard for the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer fire departments (2010 Edition). Retrieved on January 25, 2018 from <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1720>.

National Fire Protection Association (NFPA). (2009). NFPA 1901: Standard for Automotive Fire Apparatus (2009 Edition). Retrieved on June 16, 2018 from <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1901>.

National Fire Protection Association (NFPA). (2012). NFPA 1911: Standard for Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus (2012 Edition). Retrieved on June 21, 2018 from <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1911>.

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

21 of 27

- National Fire Protection Association (NFPA). (2011). NFPA 1912: Standard for Fire Apparatus Refurbishing (2011 Edition). Retrieved on June 26, 2018 from <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1912>.
- National Fire Protection Association (NFPA). (2013). NFPA 1971: Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting (2013 Edition). Retrieved on June 16, 2018 from <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1971>.
- National Fire Protection Association (NFPA). (2013). NFPA 1981: Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services (2013 Edition). Retrieved on June 19, 2018 from <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1981>.
- Moore, M. (1995). *Creating public value: Strategic management in government*. (pp. 160-165). Cambridge, Massachusetts: Harvard University Press.
- Shouldis, W. (2005, July). Officer development on a budget. *Fire Engineering*, 158(7), 69-72.
- Ten Years After 9/11: Improving Emergency Communications: Hearing before the U.S. Senate Homeland Security and Governmental Affairs Committee, 112th Congress (July 27, 2011). Testimony of Greg Schaffer (Department of Homeland Security).
- Olsen, D. (2017, November 28). Sleep On It: Incorporating Private Dorm Rooms in Fire Stations. Retrieved July 16, 2018, from <https://www.firehouse.com/stations/architects/article/12383454/designing-fire-station-bunkrooms-and-sleeping-quarters-firehouse-planning>
- United States Census Bureau. (June 22, 2018) Town of Farmville Quick Facts. Retrieved on June 22, 2018 from: <http://quickfacts.census.gov/qfd/states/51/51195.html>.
- Virginia Department of Health (2013). *Ems training programs summary*. Retrieved on June 16, 2018 from <http://www.vdh.state.va.us/OEMS/Training/tprog.htm>
- Virginia Economic Development Partnership. (July 2018) Community Profile: Town of Farmville, Virginia. Retrieved on July 29, 2018 from <http://virginiascan.yesvirginia.org/communityprofiles/createPDF.aspx?src=map2&id=5>
- Virginia Employment Commission. (May 30, 2018) Town of Farmville Community Profile. Retrieved on June 27, 2018 from [http://virginalmi.com/report\\_center/community\\_profiles/5104000009.pdf](http://virginalmi.com/report_center/community_profiles/5104000009.pdf)
- Virginia Fire Services Board. (2016). Fire and Emergency Medical Services Self-Assessment Questions. Virginia Department of Fire Programs: Glen Allen, VA.

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

Waters, Michael. *Make Better Decisions: Put Your Data to Work*. International Fire Chiefs Association on Scene (April 2012 Edition). Retrieved on June 16, 2018 from <http://www.iafc.org/MemberCenter/OnSceneArticle.cfm?ItemNumber=5840>.

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

23 of 27

**APPENDIXES**

**Appendix 1: Town of Farmville Letter of Request – February 2018**

**Appendix 2: Town of Farmville - Virginia Fire Incident Reporting System Report Summary**

**Appendix 3: Town of Farmville FY2018 Aid-to-Localities Allocation Report**

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

24 of 27

APPENDIX 1: TOWN OF FARMVILLE LETTER OF REQUEST

TOWN OF FARMVILLE  
Post Office Drawer 368  
Farmville, Virginia 23901

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

434.392.5686  
Fax: 434.392.3160



COUNCIL  
David E. Whitson, Mayor  
A. D. "Chuckie" Reid  
Stacy Thompson  
Tommy Paetz  
Donald L. Hunter  
J.J. "Jungle" Davis  
Greg Cole  
Daniel R. Dwyer  
Lisa Hicks, Clerk of Council

February 15, 2018

Mr. Mohamed G. Abbamin, MPA  
Policy Manager  
Virginia Department of Fire Programs  
1005 Technology Park Drive  
Glen Allen, VA 23059

RE: Comprehensive Analysis Study of Fire System Request – Town of Farmville

Dear Mr. Abbamin,

This is to request the services of the Virginia Fire Services Board (VFSB) in conducting a complete and thorough review of the fire system in Farmville. The requested areas of concentration of this study include:

- Organization
- Budget and Administration
- Training
- Delivery of Services
- Fleet Design and Management (Equipment/Apparatus)

It is Council's desire to have a complete and thorough review of the above-mentioned areas and a comprehensive list of recommendations to enhance the delivery of services to the citizens of Farmville.

If you have any questions, please feel free to contact me at (434)392-5686 or by email at [gspates@farmvilleva.com](mailto:gspates@farmvilleva.com). We greatly appreciate your assistance.

Sincerely,

Gerald J. Spates  
Town Manager

GIS/imh

**APPENDIX 2 : FARMVILLE – VIRGINIA FIRE INCIDENT REPORTING SYSTEM REPORT**

The Virginia Department of Fire Programs manages the Virginia Fire Incident Reporting System (VFIRS). VFIRS is the statewide system for tracking all emergency responses with fire departments in Virginia. By reporting their incidents to VFIRS, fire departments document the details of their incidents for legal purposes and documenting the overall activities of their fire department.

**Incident Type Summary, Farmville, Virginia 2013-2017\***

<b>Incident Type</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Fires	11	0	11	NA	9
EMS/Rescue	7	0	57	NA	47
Hazardous Condition	7	0	33	NA	6
Service Calls	7	0	13	NA	13
Good Intent	16	0	64	NA	33
False Alarm	12	0	46	NA	24
Other	0	0	0	NA	0
<b>Total Incidents</b>	<b>61</b>	<b>0</b>	<b>258</b>	<b>NA</b>	<b>136</b>
Aid Given	9	0	42	NA	34
Exposures	0	0	0	NA	0
<b>Grand Total</b>	<b>70</b>	<b>0</b>	<b>300</b>	<b>NA</b>	<b>170</b>

**Fire Dollar Loss Summary, Farmville, Virginia 2013-2017\***

<b>Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
Dollar Loss	\$7,000	\$0	\$20,500.00	NA	\$153,000.00	\$180,500

**Casualty Loss Summary, Farmville, Virginia 2013-2017\***

<b>Incident Type</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
Civilian Fire Deaths	0	0	0	NA	0	0
Fire Service Injuries	0	0	0	NA	0	0
Fire Service Deaths	0	0	0	NA	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>8</b>

\*Taken from VFIRS Incident Summary Report 2013-2017

The foregoing is a recommendation authorized pursuant to Va. Code § 1-203.14 and is not to be construed as legal advice or as a binding recommendation.



**APPENDIX 3: TOWN OF FARMVILLE FY2018 AID-TO-LOCALITIES ALLOCATION REPORT**

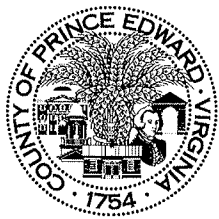
<b>Description</b>	<b>Population (2010 Census)</b>	<b>FY2018 Allocation</b>
Town of Farmville	8,216	\$ 26,662
<b>Total</b>	<b>8,216</b>	<b>\$ 26,662</b>

*\*\* VDFP ATL Annual Report*

The foregoing is a recommendation authorized pursuant to Va. Code 9.1-203.A.4 and is not to be construed as legal advice or as a binding recommendation.

27 of 27

**[This page intentionally left blank]**



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

**Meeting Date:** November 8, 2018  
**Item No.:** 12  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Request from Frederick County: Tax Exempt Status of Local Agencies

**Summary:**

The County of Frederick sent the attached letter to the County of Prince Edward, Attachment (1). The letter requests the Prince Edward Board approve a resolution supporting Delegate David LaRock’s bill which would repeal the local tax-exempt status of those organizations listed in Section 58.1-3650.1 through 58.1-3650.1001 of the Code of Virginia on July 1, 2024. After which the local government would then decide if the organization should be tax exempt.

Prior to January 1, 2003 the Constitution of Virginia required all organizations requesting tax exempt status for both State and Local taxation to be approved by a vote of both houses of the General Assembly. Effective January 1, 2003 the Constitution of Virginia was amended and transferred the decision-making authority regarding local tax exemption from the General Assembly to the local governing body. But the organizations previously designated as tax-exempt by the General Assembly have maintained that status and are listed in sections 58.1-3650.1 through 58.1-3650.1001.

The attached letter outlines the County of Fredrick’s reasons for requesting the amendment to the state code. The main reason is that a company operating a retirement community was awarded tax exempt status in 1986 which provides it an unfair advantage over other such companies that are not tax exempt, and it is forcing County taxpayers to provide an annual subsidy to the company. A secondary reason is the County has standards it applies to agencies requesting tax exemption and the same standards were not applied by the General Assembly, therefore; companies are being treated differently.

The following organizations in Prince Edward County would be impacted by this legislation which would require them to come to the Board and request tax exempt status – SCOPE, STEPS, Crossroads.

Section 58.1-3605 of the Code of Virginia already provides a process for a local government to request an organization be removed from the list of tax-exempt organizations but that process requires a vote of the General Assembly for each such organization.

**Attachment:**

- (1) County of Frederick letter dated Oct 29, 2018
- (2) Draft Resolution supporting Delegate LaRock’s Bill

**Recommendation:** The Board will wish to review and act on the request.

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



COUNTY OF FREDERICK

**Kris C. Tierney**  
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: [ktierney@fcva.us](mailto:ktierney@fcva.us)

TO: County Administrators

FROM: Kris C. Tierney, County Administrator, County of Frederick, VA

DATE: October 29, 2018

RE: Support for Delegate LaRock's Proposed Legislation Regarding Tax Exemptions

Frederick County has been working with Delegate David LaRock for the last five years or so to get some legislation in place that would enable localities to determine the future of those tax exemptions by designation that were granted by the General Assembly prior to 2003. A copy of a resolution adopted by the Frederick County Board of Supervisors expressing support for Delegate LaRock's proposal is attached. Below is a brief overview of the proposal that Frederick County provided to Dean Lynch with the Virginia Association of Counties.

The bill is still being drafted but the gist of it is that the legislatively approved exemptions would sunset in five years and affected organizations could then apply for an exemption from the local government. This puts everyone on a level playing field and subjects them all to the same criteria.

The proposed bill would address a specific issue here in Frederick County that likely has occurred elsewhere. In Frederick County, an exclusive retirement community was granted an exemption by the legislature back in 1986. Since 2003, other retirement communities providing the same services to their residents have been opened in the County. These newer retirement communities are not exempt from County taxes.

The County believes that the legislatively approved exemption is not fair to competing businesses or to other County taxpayers. For example: one local assisted living and care facility is assessed at less than half the exempt facility yet pays almost 3 times more in taxes. Another identical retirement community is assessed at about twice what the exempt facility is but, pays 11 times as much in real estate taxes.

County taxpayers, who have no access to the extensive facilities provided to the residents of the exempt company, provide a \$186,000 annual subsidy to the company. This amount could fund 3 fulltime deputy sheriffs. Since the exemption was granted in 1986, county taxpayers have provided the company over \$2.5 million in direct subsidies – which totals about \$4.7 million when calculated with a 5% compound annual growth rate.

It is the Frederick County's position that the 1986 exemption was always intended to be temporary. It is now in its 32nd year.

The County believes that the same standards it applies to all groups requesting an exemption should be applied to the entities that were previously exempted by the legislature. We support legislation that would allow this and asked that VACO do as well.

Delegate LaRock asked Frederick County representatives to speak to the bill when it was heard by the Joint Subcommittee to Evaluate Tax Preferences at their October 23, 2018 meeting, which I did. Following the meeting of the joint subcommittee, Dean Lynch with VACO, who was in attendance at the hearing, spoke with me and stated that he felt this was a bill that VACO could support.

Frederick County respectfully requests your locality's support for this proposed legislation and would ask that you adopt a similar resolution of support. If your governing body does agree to support this proposal, I would ask that you provide a copy of any resolution or letter of support to VACO and Frederick County. You may forward your correspondence to Jay Tibbs, Deputy County Administrator, via e-mail at [jtibbs@fcva.us](mailto:jtibbs@fcva.us) or via US mail at:

Jay Tibbs, Deputy County Administrator  
County of Frederick, Virginia  
107 N. Kent Street  
Winchester, VA 22601

If you have any questions, please do not hesitate to contact Jay or you may contact me at [ktierney@fcva.us](mailto:ktierney@fcva.us) or via telephone at 540-665-6382.



## BOARD OF SUPERVISORS RESOLUTION

### Resolution Supporting Delegate David LaRock's Legislative Proposal Regarding Tax Exemptions

**WHEREAS**, §§58.1-3650.1 through 58.1-3650.1001 of the Code of Virginia, 1950, as amended, exempt various individually designated properties from taxation; and

**WHEREAS**, these tax-exempt designations were authorized by actions of the Virginia General Assembly; and

**WHEREAS**, in November 2002 a referendum was approved that permitted the General Assembly to adopt legislation enabling localities to exempt property from taxation; and

**WHEREAS**, during the 2003 General Assembly session HB 1750 was adopted, which detailed the procedure for how the granting of exemptions was to be done and also how a previously granted exemption could be revoked; and

**WHEREAS**, §58.1-3605 of the Code of Virginia, 1950, as amended, provides for a process by which a locality may seek revocation of a tax-exempt designation under §58.1-3650.1 et seq. which a local governing body wants to remove from its exempt property list. This process requires legislation and action by the General Assembly; and

**WHEREAS**, Delegate David LaRock has proposed a bill which would repeal §§58.1-3650.1 through 58.1-3650.1001 of the Code of Virginia, 1950, as amended, relating to tax exemptions; and

**WHEREAS**, this bill would terminate existing exemptions previously granted by the General Assembly pursuant to §§58.1-3650.1 through 58.1-3650.1001 of the Code of Virginia, 1950, as amended, as of July 1, 2024 and would enable localities to exempt by ordinance the real and/or personal property of any entity whose property tax exemption has been repealed.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia, expresses its support for Delegate LaRock's proposed legislation as it completes the process started in 2003 to enable localities to decide the appropriateness of tax exempt requests; and

**BE IT FURTHER RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia, requests that the Virginia Association of Counties support this proposal as part of its 2019 legislative agenda.

#### Certification

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia, at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, this 8<sup>th</sup> day of November, 2018.*

\_\_\_\_\_  
Pattie Cooper-Jones, Chair  
Board of Supervisors of the County of Prince Edward

\_\_\_\_\_  
W.W. Bartlett, County Administrator  
County of Prince Edward



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

**Meeting Date:** November 8, 2018  
**Item No.:** 13  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** County Administrator's Report

**Summary:**

**A. Local Declaration of Emergency**

On October 11, 2018 at 5:00 p.m. W.W. Bartlett, as Director of Emergency Management, issued a declaration of Local Emergency because of the severe weather conditions associated with Hurricane Michael. On October 17, 2018 at 5:00 p.m. the Declaration of Local Emergency was terminated. The Board will wish to approve the attached Resolution of Affirmation of the Local Declaration of Emergency (Attachment 1).

**B. Request From FACES**

FACES Food Pantry has presented a letter to the County requesting the County waive permit fees for soil disturbance, soil and erosion, stormwater and any building permit fees, Attachment (3). The stormwater fee is \$944 (the County has paid \$420 for an engineer's review of the plan), the land disturbance/E&S fee is normally \$350 while the building permit fees will be approximately \$1,240. The total would be \$2,534. FACES has received a \$400,000 grant from Feedmore, their parent organization, to assist in building a new facility adjacent to the YMCA. But Feedmore must provide a match of at least \$250,000. Representatives from FACES will be present to discuss their request.

**C. Landfill Equipment**

I am requesting authorization to expend \$5,000 to purchase a used motor grader from Louise Wright. This piece of equipment will greatly decrease the amount of time for the Solid Waste employees when required to maintain/build new roads at the Landfill, and maintain the lots at the convenience sites. It will also increase our ability to maintain the driveways and other gravel areas at the Convenience Sites. This machine will also be extremely useful to help clear snow and ice at the facilities mentioned. No budget adjustment is required. The Board approved an increase in the solid waste budget on August 14, 2018 of \$120,000 in the construction equipment line item to purchase a Track Loader from. We were able to find a machine for \$82,500. I propose to charge the \$5,000 to the same line item.

**Attachment:**

- (1) Resolution of Affirmation of Declaration of Local Emergency
- (2) Letter from FACES dated October 29, 2018

**Recommendation:** See above.

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

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

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

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



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**RESOLUTION OF THE BOARD OF SUPERVISORS  
AFFIRMATION OF DECLARATION OF LOCAL EMERGENCY**

**WHEREAS**, effective 5:00 p.m. on Thursday, October 11, 2018, as a result of the impacts of Hurricane Michael, W.W. Bartlett, County Administrator, as the Director of Emergency Management of the County of Prince Edward, found that the County of Prince Edward, Virginia, faced dangerous public safety conditions resulting in peril to life and property, which necessitated a Declaration of Local Emergency; and

**WHEREAS**, effective 5:00 p.m. on Wednesday, October 17, 2018, W.W. Bartlett, County Administrator, as the Director of Emergency Management of the County of Prince Edward, Virginia, found that the dangerous public safety conditions resulting in peril to life and property had abated, and therefore the Declaration of Local Emergency was terminated; and

**WHEREAS**, Section 44-146.21 of the *Code of Virginia* requires that such Declaration of Local Emergency be approved and affirmed by Board of Supervisors, as the governing body of the County of Prince Edward, Virginia, within forty-five days of the declaration;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Prince Edward, Virginia, that the Declaration of Local Emergency, dated October 11, 2018, attached hereto and incorporated herein fully by reference, be, and the same hereby is approved and affirmed; and

**BE IT FURTHER RESOLVED**, and affirmed by the Board of Supervisors of the County of Prince Edward, Virginia, that said Declaration of Local Emergency was terminated effective 5:00 p.m. on October 17, 2018.

*Certification*

*I do hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of \_\_\_ in favor and \_\_\_ opposed, this 8<sup>th</sup> day of November, 2018.*

---

Pattie Cooper-Jones, Chair  
Board of Supervisors

ATTEST:

---

W.W. Bartlett, County Administrator





**COUNTY OF PRINCE EDWARD, VIRGINIA**

**DECLARATION OF LOCAL EMERGENCY**

**WHEREAS**, the Board of Supervisors of the County of Prince Edward, Virginia, does hereby find:

1. The National Weather Service and the National Hurricane Center are forecasting severe weather caused by Hurricane Michael, which is anticipated to impact the County of Prince Edward beginning Thursday, October 11, 2018; and
2. The impacts of Hurricane Michael could produce damaging high winds, significant periods of sustained heavy rainfall, widespread power outages, and catastrophic flooding throughout the County of Prince Edward; and
3. That these severe weather conditions have the potential to impact life safety and peril to property and create significant transportation issues, which necessitate the proclamation of the existence of a local emergency; and
4. Under the authority of Section 44-146.21 of the *Code of Virginia*, as Director of Emergency Management, I do hereby declare a Local Emergency for the County of Prince Edward, Virginia.

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that an emergency now exists throughout the County of Prince Edward, Virginia; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of the County of Prince Edward, Virginia, shall be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of the Prince Edward County Board of Supervisors in order to mitigate the effects of said emergency.

Effective Date: October 11, 2018

Effective Time: 5:00 p.m.

W.W. Bartlett, County Administrator  
Director of Emergency Management  
County of Prince Edward, Virginia



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**TERMINATION OF DECLARATION OF LOCAL EMERGENCY**

**WHEREAS**, the County Administrator/Director of Emergency Management of the County of Prince Edward, Virginia does hereby find:

1. The impact of Hurricane Michael produced damaging winds, periods of sustained heavy rainfall, widespread power outages, and severe flooding throughout the County of Prince Edward; and
2. These severe weather conditions which caused dangerous public safety conditions and peril to life and property, and necessitated the Declaration of Local Emergency, effective 5:00 p.m., Thursday, October 11, 2018 in the County of Prince Edward, Virginia, have now abated;

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that an emergency no longer exists in the County of Prince Edward, Virginia, and the Declaration of Local Emergency is terminated, effective immediately.

Effective Date: October 17, 2018

Effective Time: 5:00 p.m.

W.W. Bartlett, County Administrator  
Director of Emergency Management  
County of Prince Edward, Virginia

October 29, 2018

County Administration Office  
Wade Bartlett, County Administrator  
P.O. Box 382  
Farmville, VA 23901

Dear Supervisors:

For over thirty years, FACES Food Pantry has provided supplementary food to low income local residents. In 2017, FACES distributed over 1.3 million pounds of food with a retail value of over \$1,500,000 to 991 households. During those thirty years, Prince Edward County has supported FACES by directly funding the purchase and distribution of literally hundreds of tons of food.

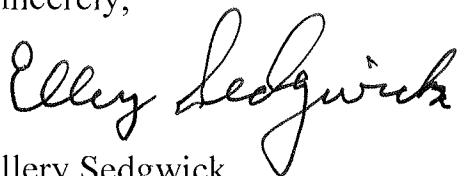
In 2018, Faces was awarded a \$400,000 grant by Feedmore, FACES' Richmond based parent organization, to partially fund building and equipping a new facility in the Prince Edward industrial park. FACES is required to provide at least \$250,000 from local funds. FACES is diligently working to raise the remaining funds needed to complete the building.

We are asking the County to consider waiving the permit fees for soil disturbance, soil and erosion, and building permit. If the waiver of any of these fees is approved, the value of the fee waivers would be considered a major in-kind contribution toward the local requirement.


FACES thanks the Prince Edward County Supervisors and administration for considering our request, and for all the support the County has already generously provided. Together FACES and the County can continue to improve the lives of Prince Edward residents.

We would welcome any opportunity to provide more information.

Sincerely,

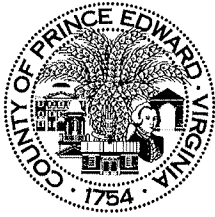


Ellery Sedgwick  
President, FACES



Wayne McWee  
Secretary, Faces

**[This page intentionally left blank]**



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

**Meeting Date:** November 8, 2018  
**Item No.:** 14  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Strategic Retreat

**Summary:**

Attached is the report from the facilitator on the Board’s strategic retreat, attachment (1). Also attached is a revised Vision graphic, attachment (2).

The Vision graphic was changed to reflect the Board’s discussion during the retreat. Specific changes to the Vision graphic included;

- (1) Collaboration - a new bullet point listing Youth/recreation organizations was added.
- (2) Cultural Center was eliminated from the list of Themes but the bullet points regarding Destination, Tourism, Historical Buildings and College Offerings were added to the Economic Development theme.
- (3) Economic Development - besides the additions mentioned above the bullet points concerning access to broadband and the airport were removed.
- (4) Mobility - was not changed.
- (5) Fiscal Responsibility - was not changed.
- (6) Public Education - was not changed.
- (7) Public Safety – two new bullet items concerning emergency shelter and Continuity of Operations were added
- (8) County Operations – this new theme was added.

The priorities listed on pages 7 – 9 were also amended from the earlier plan based on discussions at the retreat. It appears the revised priorities are clearer and more realistic and removes some items on the earlier list the Board either felt were no longer a priority or were not a responsibility of the Board.

**Attachment:**

- (1) Strategic Retreat Report of the Oct 24, 2018 meeting of the Board of Supervisors
- (2) Revised Vision Theme Graphic.

**Recommendation:**

The Board will wish to review the report and recommend any changes it deems necessary. The Board may then wish to adopt the revised priority list and decide on the next steps to be taken. The last page of the report provides a list of “next steps” to be taken.

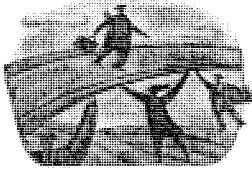
Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Emert _____	Southall _____	Wilck _____
	Jones _____	Timmons _____	

# Prince Edward County Board of Supervisors Retreat Report



October 24, 2018  
Crawley Forum  
Hampden-Sydney College

A. Tyler St.Clair  
205 Madison Street  
Lynchburg, VA 24504  
434-846-2428  
ats6t@virginia.edu



Prince Edward County Board of Supervisors Retreat Report  
Crawley Forum at Hampden-Sydney College  
October 24, 2018

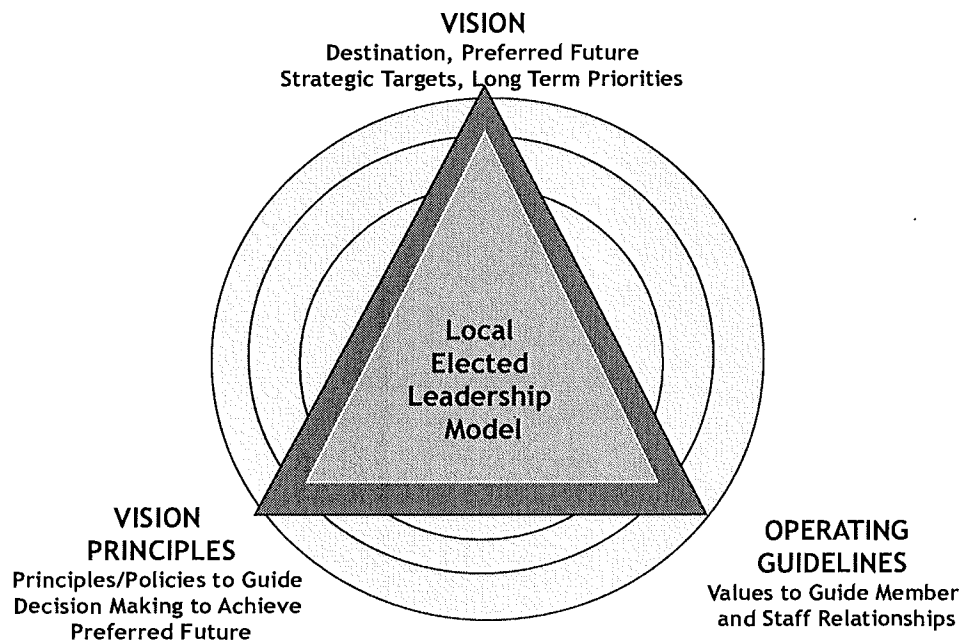
**PURPOSE**

To enable the Prince Edward County Board of Supervisors to work together to identify a collective strategic direction for the County with long range outcomes and near term priorities, along with strategies that will support implementation

**GOALS**

1. In a brief climate setting exercise, prepare Board Members for the work ahead
2. Assess individual perspectives on the County's current status, needs, and opportunities
3. Review the Board's Vision and Mission to ensure that it captures the County's direction
4. Review the Critical Target Areas to ensure that they reflect the appropriate focus, along with any current opportunities or changes that it is important to pursue
5. Review and revise the Strategic Work Plan Priorities to ensure intent/capacity
6. Identify a plan to communicate the Vision and the collective direction of the Board
7. Identify next steps, including strategies that will keep the Strategic Work Plan viable

**LOCAL ELECTED LEADERSHIP MODEL**



## VISION ASSESSMENT BRAINSTORM

*In small groups, Board Members conducted an assessment of the current state and relevant assets and desired changes by responding to these questions:*

*Thinking about Prince Edward County in the most ideal state that it could be in 20 years from now, and keeping a possibility-oriented perspective . . .*

- 1. Looking at the future, what do we want to KEEP in place in order to achieve the County's most visionary, ideal, and strategic state?  
(i.e. places, things, strategies, approaches, partners, ways of working together, relationships, achievements, processes, commitments)*
- 2. Looking at the future, what do we want to CHANGE in order to achieve the County's most visionary, ideal, and strategic state?  
(i.e. places, things, strategies, approaches, partners, ways of working together, relationships, achievements, processes, commitments)*

### Green Group

Pattie Cooper-Jones, Bob Timmons, David Emert, Wade Bartlett, Kate Eggleston (recorder)  
Keep:

- Pro-business attitude (i.e. Pipeline, Dollar General)
- Relationship with Hampden-Sydney and Longwood
- Board process for giving citizens input
- Partnership with Town (i.e. emergency management, planning, water/sewer)
- Regional partnerships - jail, detention center, Heartland, IDA, CRC
- Keep rural character while growing
- Ease of doing business (permits, zoning, etc.)
- Low tax base
- County service levels; maintain current or expand (i.e. landfill, Sheriff's Department)
- Own revenue stream to control costs of landfill; we like our autonomy
- Board and County are fiscally responsible and sound
- Transparent Board
- Historic character and places (i.e. train station, High Bridge Trail)
- Green Front (helps keep real estate tax low due to sales tax income)
- Open minded about growth of existing business
- Attitude that if its going to happen, how do we make it work? How will it benefit both or all stakeholders
  - Willing to work with businesses
  - Goal to make our intent known at the state level (i.e. VEDP)
- Searching for ways to work with Town, HSC, LU, and to see where our goals are similar
- Board involvement with roads/VDOT (vocal about roads)
- County staff - respond and react to Board requests quickly
- The Cannery

### Change:

- Attitude toward specific business owner
- Workings with the Town; possible a Board Mem involved to serve as liaison/work closely
- Relationship with VDOT - close at local level; needs to improve at district level and up
- With growth, staff is stretched



- Not enough County maintenance staff; need to increase
- Replacing business sites with new buildings
- Relationships with community groups = PEFYA, YMCA (currently only give money)
- Performance of the schools
  - School reputation affects bringing in new businesses and keeping current businesses
  - Longwood University and Hampden-Sydney professors community here because of our childrens' schools
  - Is there anything that we can do about it?
  - Have no influence over School Board as the Board is now elected; the Board of Supervisors only has an opportunity at budget time
  - How to best collaborate with School Board and Superintendent?
  - Need Board of Supervisors to have a relationship with the School Board
  - School Board needs to know they're in charge, not Board of Supervisors
- Change culture of the schools
  - Losing teachers to surrounding areas; How do we keep teachers?
  - Board would benefit from participating in teacher exit interviews
- Conclusions on schools
  - Change relationship with School Board (after all the Board Members are elected)
  - Meet one on one with district representatives to help them understand needs/authority with talking points so that we are all in unity
- More economic development
- Possible County recreational/community center or working with PEFYA to improve facilities
- Shortage of housing (low income); consider whether County could serve as fiscal agent and hire others to do the project
- Growth at the Manor (possible development) - road; need Master Plan
- Possible retail center with clothing and grocery store
- Communication with Board members regarding development in their districts

#### Purple Group

Odessa Pride, Jerry Townsend, Gene Southall, Jim Wilck, Rob Fowler (recorder)

#### Keep:

- County properties
- Structure - the Board committees
- Industries and businesses
- Medical operations
- Universities/higher education
- K-12 (public and private)
- FAB - PERT - PACE
- Town and staff
- Regional jail
- ICE operation
- Parks and recreation
- Tourism and historical sites
- How the Board responds to concerns and issues
- Comprehensive Plan
- Training/retreats for Board and staff
- Public safety

- Downtown Farmville
- Board/staff communication
- Providing resources for services
- Low tax rate; being a good steward of tax \$\$
- County Administrator updates

Change:

- Working closer with community partners - higher education, medical, etc.
- Be more informed - enhanced communication/updates from the County Administrator
- Economic development - more industry versus retail
- Transportation - bus line/service and examination of PERT routes/regional access
- Update for Comp Plan in 2019
- C.I.P. for public structures
- VDOT communication
- Enhance County properties
- Succession plan for County staff
- Staff development
- Evaluations for County Administrator (check on when due)
- Enhance court security
- Enhance parks and recreation in rural areas (consider summer programs; also consider whether adding line item in the budget for this)
- Enhance marketing for tourism and development
- Increase availability of broadband
- Emergency management - shelter and food and quick connects/generators
- Work with existing businesses
- Semi-annual meetings with town council
- Fund training for Board and staff
- Evaluation of strategic initiatives by Board via reports and/or interim meetings
- Schools C.I.P. (projects, fields, etc.) - Where is the money going?
- Periodic meetings with the School Board
- Update Code of Ordinances
- GIS system



**Prince Edward County Board of Supervisors  
Vision and Mission Adopted November 8, 2016**

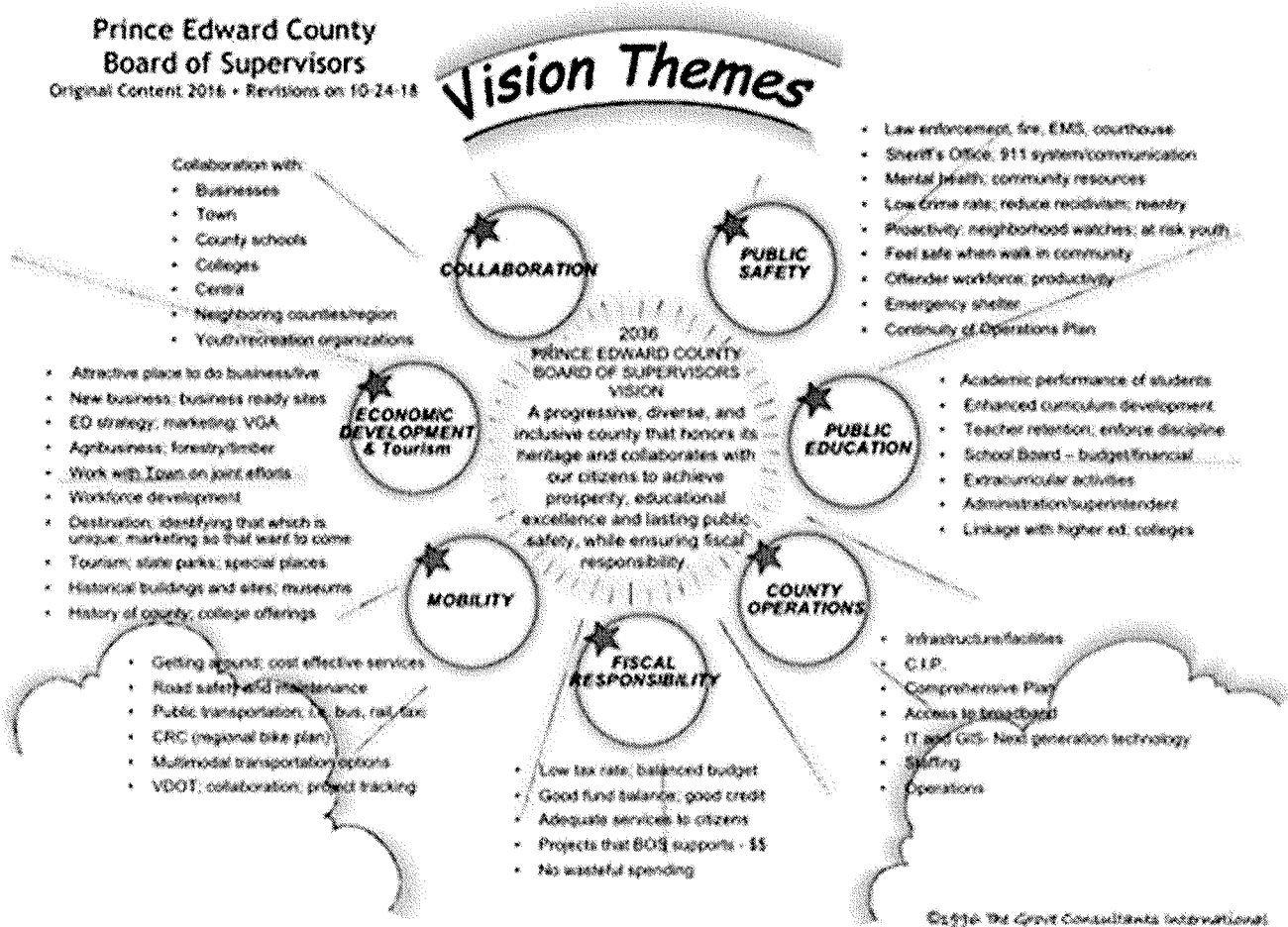
**Vision**

A progressive, diverse, and inclusive county that honors its heritage and collaborates with our citizens to achieve prosperity, educational excellence and lasting public safety, while ensuring fiscal responsibility.

**Mission**

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.

**REVISED VISION GRAPHIC REFLECTING ASSESSMENT ON OCTOBER 24, 2018**



PRINCE EDWARD COUNTY BOARD STRATEGIC PLAN PRIORITIES

Established on 10-24-18

Economic Development

Long Term Outcome:

Promote business development with a focus on expanding the tax base and creating jobs through collaboration with community partners in order to strengthen, enlarge, and diversify our economy.

- |  |
|--|
| <p>1. Develop an economic development plan to bring more businesses, job opportunities, and workforce development to our area, including:</p> <ul style="list-style-type: none"><li>a. <u>New Business Attraction/Sites and Buildings</u>: Evaluate and develop assets, including land, County industrial sites to attract businesses (i.e. repurposing, etc.)</li><li>b. <u>Inventory Assets</u>: Develop a list of our marketable assets and opportunities (i.e. Longwood's cyber security degree program, cannery); identify a target market for each; then develop a direct marketing approach for each with a focus on what makes Prince Edward different</li><li>c. <u>Business Retention and Expansion</u>: Capitalize on our pro-business climate to retain and expand our businesses</li><li>d. <u>Workforce Development</u>: Work with certified Work Ready Communities program to establish a work ready pool and with other partners (i.e. WIB, Career Technical Center, Southside, PECPS, etc.)</li><li>e. <u>Specific Needs</u>: Specifically look a grocery store or an upgrade to an existing store, including looking at one that would sell local products</li></ul> |
| <p>2. Work with partners to enhance marketing of cultural events afforded to our community in order to attract people to the County</p> <ul style="list-style-type: none"><li>• Compile a list of events/activities to be placed on our website via a link</li><li>• Current Innovation Team working on joint listing/data base of community offerings</li></ul>   |

Mobility

Long Term Outcome:

Provide our citizens and visitors with updated, safe transportation resources and excellent roads as we move through the 21<sup>st</sup> century.

- |  |
|--|
| <p>3. Evaluate current routes and ridership of public transportation as appropriate and adjust/add if necessary</p>  |
| <p>4. Be proactive with VDOT on task for road work (maintenance and construction)</p> <ul style="list-style-type: none"><li>• Make them aware of County priorities</li><li>• Continue to offer frequent feedback</li></ul> |
| <p>5. Contact long haul bus service to determine feasibility of creating a stop in Farmville/Prince Edward County</p>  |

## Fiscal Responsibility

### Long Term Outcome:

Preserve the County's low tax rate by planned responsible spending, managing debt service, maintaining a strong balance sheet, and requiring accountability from all parties.

- |  |
|--|
| 6. Utilize a planning, budgeting, and financial management strategy that enables the County to: <ul style="list-style-type: none"><li>• Maintain a low tax rate</li><li>• Review department spending</li><li>• Maintain public trust with County spending</li><li>• Be good stewards of the County's funds and spend responsibly</li></ul>   |
| 7. Develop a capital improvement plan (C.I.P.) for facilities maintenance, including: <ul style="list-style-type: none"><li>• Conduct an inventory of County facilities and needs</li><li>• Determine what is needed and create a budget</li><li>• Consider a line item in the budget that rolls over to build a fund for capital improvements</li><li>• Request that the schools provide information about their capital improvement needs, clearly communicating the documentation that we will need</li></ul> |

## Education

### Long Term Outcome: *(note revision of this outcome)*

Support the Prince Edward County Schools by providing adequate funding, fostering a safe environment, and requiring high education performance, including workforce training.

- |   |
|---|
| 8. Establish collective strategy for each Board Member to develop a one-on-one strategy with the School Board Member in his or her respective district to enhance relationships and change the direction of the school system <ul style="list-style-type: none"><li>• Establish talking points</li><li>• Report to the Board on how conversations are progressing</li><li>• Ensure that when we are contacted by residents with concerns that we refer them to School Board Member and clarify responsibility</li></ul> |
| 9. Establish a Chair/Vice Chair meeting on a quarterly basis to enhance collaboration on mutual needs.  |
| 10. Continue to monitor school spending and debt service to determine patterns, enabling us to exercise stewardship (use monthly report)  |

## Public Safety

### Long Term Outcome:

Ensure high quality, long lasting public safety through effective fire and EMS and law enforcement. Find innovative solutions that assure that we are safe and secure in our community. Provide those entrusted in our care with re-entry services and programs that enable offenders to become law abiding and productive citizens when they return to the community.

- |   |
|---|
| 11. Develop an emergency sheltering plan for County residents   |
| 12. Ensure adequate radio coverage for public safety providers  |
| 13. Develop and implement a plan to assist public safety in recruiting and maintaining staff and volunteers |

**Collaboration**

Long Term Outcome:

Develop and implement an effective partnership to promote opportunities for collaborative efforts between Prince Edward County, Prince Edward County Public Schools, the local business community, the Town of Farmville, the colleges, Centra, and our neighboring counties to enhance business development, problem solving, and our quality of life.

- |  |
|--|
| 14. Keep reaching out to Longwood University, Hampden-Sydney College, and the Town of Farmville to seek relationships and projects that will make things better for County residents |
| 15. Explore collaborations with surrounding counties to find joint ventures that would be beneficial to all  |
| 16. Find a specific collaboration project [that is new] and execute it   |

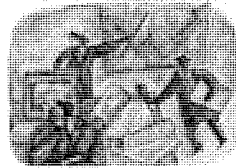
**County Operations**

Long Range Outcome:

*Note: Need to develop this outcome as it is new.*

*Examples of issues that fall into this critical target area are the CIP, Comp Plan, Staffing, Infrastructure, Facilities, GIS, and IT*

- |   |
|---|
| 17. Evaluate and bring recommendations to the Board regarding ways to improve County services, including staffing (i.e. GIS, work assignments, new employees)   |
| 18. Evaluate needs, opportunities, and strategies that would enhance recreation in rural areas and bring to the Board for consideration, especially looking at those communities that are trying to help themselves   |
| 19. Establish a Continuity of Operations Plan for key administrators in all County Offices to ensure that we have the ability to manage unforeseen circumstances and to ensure continuity of operations (i.e. written plan with functions, contacts, and steps) |



## NEXT STEPS

1. Facilitator will send a Retreat Report to County Administrator
2. County Administrator will send Retreat Report to Board of Supervisors
3. County Administrator will use the Vision, Mission, and Priorities to develop a Strategic Plan with work tasks for County Staff
  - Facilitator recommends that a work plan be identified for each of the 19 priorities
  - This set of Priorities supplants the original set of Priorities identified in 2016
4. County Administrator will provide the Strategic Plan to the Board before the January budget work session. The Board will be advised and send out to Board to review (not adopt) before the January budget work session.
5. Board of Supervisors could adopt the Vision and Priorities. It is recommended that the Board not adopt the Work Plans as they should remain flexible.
6. The Board of Supervisors will initiate the Education strategy.
  - The Board would benefit from a discussion about the purpose and nature of this one on one strategy with School Board Members so that everyone is on the same page.
  - The Board Chair will ask a Member to draft talking points to assure continuity of the messaging among Board Members.
7. The County Administrator will develop a means of reporting back to Board of Supervisors regarding progress on the Strategic Priorities.
8. Consider another Board retreat if there are changes on the Board and to monitor success as a group.

# Prince Edward County Board of Supervisors

Original Content 2016 + Revisions on 10-24-18

## Vision Themes

### Collaboration with:

- Businesses
- Town
- County schools
- Colleges
- Centra
- Neighboring counties/region
- Youth/recreation organizations

### ECONOMIC DEVELOPMENT & Tourism

- Attractive place to do business/live
- New business; business ready sites
- ED strategy; marketing; VGA
- Agribusiness; forestry/timber
- Work with Town on joint efforts
- Workforce development
- Destination; identifying that which is unique; marketing so that want to come
- Tourism; state parks; special places
- Historical buildings and sites; museums
- History of county; college offerings

- Getting around; cost effective services
- Road safety and maintenance
- Public transportation; i.e. bus, rail, taxi
- CRC (regional bike plan)
- Multimodal transportation options
- VDOT; collaboration; project tracking

### COLLABORATION

### PUBLIC SAFETY

- Law enforcement, fire, EMS, courthouse
- Sheriff's Office; 911 system/communication
- Mental health; community resources
- Low crime rate; reduce recidivism; reentry
- Proactivity; neighborhood watches; at risk youth
- Feel safe when walk in community
- Offender workforce; productivity
- Emergency shelter
- Continuity of Operations Plan

### 2036 PRINCE EDWARD COUNTY BOARD OF SUPERVISORS VISION

A progressive, diverse, and inclusive county that honors its heritage and collaborates with our citizens to achieve prosperity, educational excellence and lasting public safety, while ensuring fiscal responsibility.

### PUBLIC EDUCATION

- Academic performance of students
- Enhanced curriculum development
- Teacher retention; enforce discipline
- School Board – budget/financial
- Extracurricular activities
- Administration/superintendent
- Linkage with higher ed; colleges

### COUNTY OPERATIONS

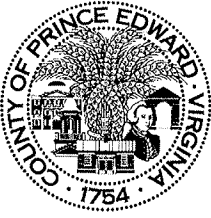
- Infrastructure/facilities
- C.I.P.
- Comprehensive Plan
- Access to broadband
- IT and GIS- Next generation technology
- Staffing
- Operations

### FISCAL RESPONSIBILITY

- Low tax rate; balanced budget
- Good fund balance; good credit
- Adequate services to citizens
- Projects that BOQ supports - \$\$
- No wasteful spending

### MOBILITY





County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** November 8, 2018  
**Item No.:** 15  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Committee Reports: Properties & Community Development

**Summary:**

The Properties Committee consisting of Supervisor Timmons – Chair and Supervisors Copper-Jones and Townsend met on October 16, 2018 and discussed ways to improve maintenance of County property, especially the seven convenience sites. The Committee had a dialogue with the County Administrator and the Director of Public Works on ways to improve the maintenance of County property.

The first topic revolved around the sheds at the convenience sites. While three are relatively new there are four that need to be replaced or rebuilt. The County has been using wooden sheds but to make these adequate the County must fit out the buildings which is an extensive job requiring considerable manhours taking away staff from other duties or hiring contractors at considerable cost. The wooden sheds then last only 10 – 15 years. The committee is recommending the County transition from wooden sheds to Concrete Masonry Units (concrete block) with metal roofs to be used at the convenience sites. These buildings will last for decades, require less maintenance, provide better comfort and protection to the employees and save the County considerable cost in the long run. The Committee is recommending enough funds be placed in the budget to allow the construction of two CMUs in each of the next two fiscal years.

The discussion then moved to workloads and manpower requirements. It was explained that difficulty in hiring staff for the land fill operations required the Director of Public Works to expend a great deal of his time at the landfill to ensure all DEQ requirements were met. In addition, the extremely wet summer and fall required an abnormally large number of tanker trips to remove leachate from the Leachate pond which took many manhours. While we are now fully staffed at the landfill it has taken a considerable amount of time to catch-up on the backlog of work which is still being done. The committee expressed their desire to see improvement at the convenience sites as their conditions reflected on the County. They would like to see the bins kept painted and the grounds better maintained. Staff informed the Committee that employees painted the bins in the past and the grounds may have been kept in better shape but that with the aging of County Buildings, the expansion of County facilities and the loss of a position in public works have now made that very hard.

As the Courthouse and convenience sites have aged the maintenance requirements have increased considerably. The County has also acquired the SCOPE building, which is old and requires considerable maintained effort, and the County now owns the STEPS CENTRE which has a large grassy area that must be maintained. The Committee was informed during the recession when a

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



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

Building & Grounds Maintenance employee retired that position was not filled in order to save money. That position has never been filled since that time. The Committee is recommending that the funds in the budget for part-time in the Public Works Department be moved to full-time and the vacant Building & Grounds full-time position be filled. Because the funds for the part-time have not been expended and we are almost half way through the fiscal year there is enough funds in the budget to pay for the salary of the new position for the remainder of the fiscal year but we will need to increase the Health Insurance expenditure line by \$3,500 and the VRS expenditure line by \$1,400. For the outyears this position would increase the annual budget by \$24,000 to \$25,000 annually.

**Attachment:**

**Recommendation:**

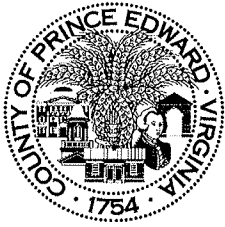
1. Approve the building of two CMUs in each the next two fiscal years.
2. Authorize the hiring of a full-time Buildings & Grounds Maintenance Employee and transfer the funds in the part-time expenditure line to the full-time salary line.

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

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

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

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



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

**Meeting Date:** November 8, 2018  
**Item No.:** 16  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Closed Sessions

---

**Summary:**

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

- a) For discussion of a business prospect, where no previous public announcement has been made, pursuant to the exemptions provided for in Section 2.2-3711(A)(5) of the Code of Virginia.

**Attachments:**

**Recommendation:**

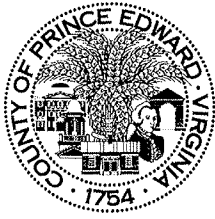
Motion \_\_\_\_\_  
Second \_\_\_\_\_

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

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

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

**[This page intentionally left blank]**



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** November 8, 2018  
**Item No.:** 17  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Correspondence/Informational

---

**Summary:** Please see attachments.

**Attachments:**

- a. PSWCD: Storm Event Preparations for Watershed Dames
- b. CRC Items of Interest

**Recommendation:**

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

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

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

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



## Piedmont Soil & Water Conservation District

100-B Dominion Drive, Farmville, VA 23901  
(434) 392-3782 • [www.piedmontswcd.org](http://www.piedmontswcd.org)

*Serving Amelia, Nottoway and Prince Edward Counties*

October 24, 2018

Wade Bartlett  
Prince Edward County Administrator  
PO Box 382  
Farmville, VA 23901

Dear Mr. Bartlett,

The Piedmont Soil and Water Conservation District Board of Directors have adopted a set of procedures in preparation of storm events for the fourteen watershed dams that our District maintains per the Virginia Department of Conservation and Recreation Dam Safety Regulations. Enclosed are the procedures. During preparations for the recent Hurricane Florence event and the potential for extreme rainfall to occur in our area, Prince Edward County requested the District consider lowering the pool levels to increase storage capacity for the large amount of rainfall predicted. Our staff contacted our DCR-SWCD Professional Engineer for guidance and at that time he advised not to lower the lake levels. This issue was brought before our Board of Directors and guidance has been added to our storm preparation procedures. Several items factored into our decision and these are outlined below:

**All of the fourteen impoundments were designed and built as flood control structures based on 100 year flood events.** For example, Buffalo #3 on Little Creek Lake has a normal pool elevation of 460' with the top of the dam at an elevation of 492', so there is approximately 32' of storage before it overtops the dam. Over 12" of rain in a 6 hour period would need to occur before the pool reaches 492' and 23" of rain in a 24 hour period to do the same. Every dam has different rainfall amount triggers and drainage areas that factor into water levels, but all have considerable storage capacity as that was how they were designed.

**In order to lower the pool levels in a safe manner as to protect the integrity of the earthen structure, it is recommended to lower no more than 6" in a 24 hour period, so to lower the pool level by 3' it would take 5 days.** In most cases, the predicted path of extreme storm events is not known until 2-3 days out, so to begin lowering levels would take at least 5 days prior to the predicted storm event.

**Lowering the pool levels based on the intervals/timing listed in the above paragraph will not result in significant storage capacity.** Based on the Buffalo dams that have the largest drainage areas (Buffalo #1 and Buffalo #4), lowering the pool level by 3' is equivalent to an additional .26" of rainfall over that same drainage area.

The gate valves to control water levels are located on a concrete riser tower usually located 5'-15' away from the front of the dam face and requires a boat to access. (Our gate valves are similar to the ones at Sandy River Reservoir, but we only have one valve per structure). The District employs a contractor to operate our gate valves who is familiar with their operation and can determine how far to open the valve to meet the '6" per 24 hour lowering rate'. The District also has concerns that once the gates are opened and the storm begins, closing the gates becomes a safety issue. Access is one safety concern as well as debris being caught in the outflow pipe and preventing the gate from closing.

**Lastly there are serious concerns about the downstream impacts of releasing water.** Nine of the Buffalo dams are located in the Buffalo watershed. If all of those gates were opened and water lowered, then there is going to be increased water levels in the Buffalo Creek and Appomattox River, especially at their confluence, which might contribute to an increase in flooding of those areas in the Town of Farmville, even before the storm's impact. The five dams in the Bush watershed would contribute to high water levels in the Bush River and there already exists a flooding problem where the Bush River flows under Route 460 near the Poorhouse Road intersection.

Our Board also understands the public's perception during flood events and the comments of "why did the District not lower the water levels at the flood control structures, when other owners of impoundments lowered theirs?". Based on the information provided by our engineer and the public relation aspect of the situation, our Board has included in our "Storm Event Operating Procedures" an opportunity for the District and it's engineer, Prince Edward County and the Town of Farmville to assess a storm event's potential to impact our area and make the determination to open the gates on up to three or four of the District's dams that have the largest drainage area with the most potential for additional storage capacity.

District staff, directors and our engineer would be happy to present this information to the Board of Supervisors. The Piedmont SWCD Board and staff appreciate the tremendous amount of support we get from Prince Edward County for our watershed dams and are grateful the County recognizes the potential impacts of the dams in our County and is willing assist. We hope that Prince Edward County and Town of Farmville will work with Piedmont SWCD to make the best decision to ensure the safety of our citizens.

Sincerely,



Chuck Arnason  
Watershed Committee Chair

enclosure



**Piedmont Soil and Water Conservation District**  
**100 Dominion Drive, Farmville, VA 23901**  
**Storm Event Preparations for Watershed Dams**  
Adopted October 23, 2018

**Purpose:**

This document outlines the preparations the Piedmont Soil and Water Conservation District (PSWCD) needs to perform in regards to fourteen (14) regulated flood control impoundments maintained by Piedmont SWCD when the threat of hurricane, tropical storms or intense precipitation events are predicted to occur.

**Background:**

The Piedmont SWCD is responsible for complying with the Virginia Department of Dam Safety Regulations that are applicable to fourteen (14) regulated flood control impoundments (dams) located in Prince Edward County maintained by PSWCD. Hurricanes, tropical storms and intense precipitation events may cause severe flooding conditions to occur and these flooding problems may be exacerbated in downstream roadways, bridge crossings and the Town of Farmville. An Emergency Action Plan (EAP) has been prepared for each of the dams. Prince Edward County and Town of Farmville Emergency Services Coordinators have been provided copies of the EAPs. The EAPS are also available online via the DCR Dam Safety Inventory System (DSIS). Downstream dam inundation mapping (DBIZ) has also been performed and the hard copies of the maps as well as electronic map files have also been provided to Emergency Services Coordinators. The DBIZ maps indicate areas of impact during storm events and possible dam breaches.

**Scope:**

The steps outlined in this document will assist Piedmont SWCD employees and District Board Members in making safety preparations in forecasted weather events that might impact the flood control dams and possible downstream impacts, i.e. flood occurrences. In addition it provides documentation to Prince Edward County, Town of Farmville, VDOT and others who might rely on the information to make decisions.

**Responsibilities:**

Piedmont SWCD employees tasked with watershed dam responsibilities will be responsible for performing the tasks and/or delegating the tasks to the appropriate parties. Piedmont SWCD Board Members will be responsible for confirming the procedures have been followed and completed.



### **Procedures for extreme rainfall events:**

Upon notification through weather reports that are predicting conditions that might cause flooding, the Piedmont SWCD will begin the following:

1. Review rainfall charts to determine if predicted rainfall might result in impacts to dams.
2. Contact local emergency services personnel and communicate that Piedmont SWCD is beginning their operating procedures for storm events. Send rainfall charts, dam location map and downstream roads/bridge crossings lists to Prince Edward Emergency Services Coordinator (this information is located in EAP notebook in District Manager office).
3. Verify Emergency Action Plans are current and notify local emergency service providers of any corrections.
4. Contact staff gauge observers and confirm they know who and when to call when water levels reach auxiliary (emergency) spillways, visible erosion is occurring or to report any unusual conditions. Review safety concerns and verify if they have a current copy of the EAP.
5. Contact adjacent landowners and advise them to notify the Piedmont SWCD or 911 if they notice any rapidly rising of water levels, erosion or other unusual conditions. Use Landowner Dam contact list.
6. Visit dams to assess current conditions (confirm no obstructions to auxiliary spillway, staff gauges are marked appropriately and there is no debris blocking principal spillway riser tower). If time is of the essence visit the following dams first: Buffalo #1 – Grandview Lake; Buffalo #2 – Stockton Lake; Buffalo #4 – Spring Creek Lake; Bush #2 – Rice Creek Lake and Bush #7 – Hobgood Lake.
7. Alert maintenance contractor of possible preparation work including opening of water control gates and removal of woody debris.
8. Contact landowners to remove any obstructions to auxiliary spillway that are property of the landowner. (canoes, etc.)
9. Ensure emergency kit is supplied (check batteries) and vehicles are filled with fuel.
10. Continue to monitor dams and maintain contact with dam owners at Buffalo #1, #2, #3, #4 and Bush #2, #7 to receive updates on rainfall amounts at the dams.
11. Provide updates to PE County Emergency Services Coordinator.
12. Confirm with VDOT or PE Sheriff's Department of any road closures that may affect District staff attempting to access dams.
13. Access dams to verify conditions only if roads are passable and there is no immediate danger from flood waters, down trees and utility lines.
14. In the event conditions are unsafe for District staff to access dams, then contact PE Emergency Services Coordinator and ask what resources are available to assist with visiting dams (this would only apply if there are concerns at the sites where rainfall amounts are approaching Stage II or Stage III EAP levels).
15. Communicate to PE County any information received from landowners that indicates a potential problem at the dam (visible erosion, spillway being activated, etc.)
16. All updates to citizens, news media and the community will be provided by Prince Edward County Emergency Services and Administrative offices.

17. Continue communication with landowners, staff gauge observers and other emergency services personnel until storm event is concluded.
18. Carry out required tasks and duties as outlined in the Emergency Action Plans.

**Special Additional Procedures for Hurricanes, Tropical Storms:**

In addition to the above procedures, it may be necessary to lower pool levels. Pool levels are safely lowered 6" per 24 hours, so much advance planning and notification will need to occur. Rainfall predicted over 8" in a single 24 hour period coupled with continued rainfall over several days may require lowering pool levels by 2-3' over 5 days. A determination of which dams to lower pool levels will be based on storm rainfall predictions and the path of the storm. Based on past storms the following dams might be considered: Buffalo #1, Buffalo #4 and Bush #2. Please note the decision to lower the pool level and which dam location will be made jointly with DCR-SWC District Dam Engineer, Piedmont SWCD Watershed Committee, Prince Edward County and Town of Farmville (opening of dams may cause higher water levels in the watershed, specifically where Buffalo Creek and Appomattox River converge which may exacerbate flooding during the actual storm event). Other potential watersheds that may experience increased flooding include the Bush River at the Route 460 intersection, which floods during normal storm events.

1. Consult with DCR-SWC District Dam Engineer, PE County and Town of Farmville to determine if lowering pool levels is beneficial, identify resources needed (staff to monitor pools, manpower to open gates, etc.), determine appropriate timeframe for opening and closing gates and address any safety concerns. Consideration must be made that once a storm begins the contractor and staff may not be able to safely access dams to close the gates.
2. Notify landowner and any adjacent landowners of upcoming action (see Dam Landowner list).
3. Confirm with contractor and begin lowering pool levels. Contractor and at least one Piedmont SWCD employee/director will be needed to open gate.
4. After 24 hours, conduct site visit and document water levels.
5. Continue monitoring water levels until pool has been lowered to determined level.
6. Notify Prince Edward County Emergency Services Coordinator and DCR-SWC District Dam Engineer that gates have been closed.

**Post Storm Procedures:**

1. After roads have been deemed safe to travel, perform site visits to assess condition of dams.
2. Document conditions with photos and notes. (File in dam notebooks and record information in the EAP section "Dam Emergency Situation Report")
  - a. Record rainfall amounts and impacts to water levels.
  - b. Verify there are no signs of erosion, sinkholes or gullies that formed.
  - c. Document any debris that was washed onto riser tower, dam faces, abutments and auxiliary spillway.

3. Notify DCR-SWC District Dam Engineer if erosion occurred or other impacts that might affect the function and integrity of the structure and schedule site consultation.
4. Notify Piedmont SWCD Board of Directors and Prince Edward County of concerns identified by DCR-SWC District Dam Engineer.
5. Contact maintenance contractor to remove debris and to make any minor repairs.
6. Address concerns identified by DCR-SWC District Dam Engineer and provide appropriate documentation and reports to Prince Edward County and DCR-Dam Safety and Floodplain Program Regional Engineer.
7. Update EAPs to reflect any changes to information or procedures that might have occurred as a result of the storm event.

**Emergency/Storm Event Inspection/Monitoring Kit:**

- ✓ Notebook with copies of all EAPs, PE County Road Maps, List of downstream roads/bridge crossing impacts, rainfall charts.
- ✓ 2-4 Flashlights with extra batteries
- ✓ Keys to dams
- ✓ Bolt cutter
- ✓ Camera (extra batteries)
- ✓ Brush Axe
- ✓ Bug spray
- ✓ First Aid Kit
- ✓ Flagging tape and/or flags
- ✓ Flare kit
- ✓ Measuring tape (500')
- ✓ Measuring cup (1/4c)
- ✓ Rain suit
- ✓ Hand crank radio & NOAA weather radio
- ✓ Gloves
- ✓ Hand sanitizer
- ✓ Towel
- ✓ Binoculars
- ✓ Duct tape
- ✓ Lug wrench
- ✓ Crowbar
- ✓ Handle to lift manhole cover
- ✓ Shovel
- ✓ Chain to drag out tree debris from access road



### CRC October 2018 Items of Interest

#### New Ventures

- CRC staff met with a VHDA representative and Kenbridge & Victoria staff to discuss potential funding opportunities.
- CRC staff are working with Buckingham Branch Railroad to provide support for a potential Inland Port project.
- CRC staff are assisting the Ward Burton Wildlife Foundation (WBWF) to secure funding to expand their educational outreach program.
- CRC staff are assisting STEPS, Inc. in applying for a VHDA Community Impact Grant to develop an Affordable Housing Strategic Plan for Prince Edward County.
- CRC staff continue to provide funding source information and assistance to County School systems.
- CRC staff assembled information on flooding conditions in Charlotte County and presented information to VDEM to be utilized by the Governors Office to request Federal Disaster Declaration.
- Next CRC Meeting date-- **Wednesday, November 21, 2018 at 9:30 a.m.** Due to flooding in the Mill Room, the CRC will be meeting at the Farmville Library, Conference Room ( 1303 West Third St). The meetings are joint meetings with the County Administrators.

#### Activity

- Regional Emergency Planning Activities – CRC staff met with local emergency planners to review a draft template MOU for Assistance in Disasters on September 24<sup>th</sup>.
- CRC hosted the Comprehensive Economic Development Strategy (CEDS) Stakeholder Workshop on September 27<sup>th</sup> at SVCC to gain input from business and industry leaders.
- CRC staff assisted Lunenburg County Schools in applying to the Baseball Tomorrow Fund to assist with construction of new ball fields at the schools.
- CRC staff assisted James L. Hamner Library in preparing a letter of request to the Enterline Foundation for funding to support a music program for adults.
- CRC staff assisted Kenbridge Police Department in applying to USDA for funding to purchase a new police vehicle.
- CRC staff assisted Victoria Fire & Rescue in applying to the Assistance to Firefighters Grant (AFG) program to request funding for SCBA equipment.
- The CRC held the 3<sup>rd</sup> Meeting for the development of the DEQ Chesapeake Bay Watershed Implementation Plan, Phase III on October 22<sup>nd</sup> to review final revisions that will be submitted to DEQ.
- Town of Charlotte Court House Evergreen Road Sidewalk Project - The Town has hired a Surveyor to conduct surveys of the property in the project area in order to seek VDOT approved donation of easements.
- AMT presented the Draft Drakes Branch Flood Protection Study at a Town Community Meeting on October 17<sup>th</sup>.
- CRC staff are assisting the Town of Drakes Branch in applying to VDEM for Pre-Disaster Mitigation Funds.
- CRC staff met with the Virginia Department of Health and Amelia County officials regarding the funded Amelia Water Improvement Project on October 23<sup>rd</sup>.
- CRC staff met with Phenix Town Council on October 23<sup>rd</sup> to discuss options for moving forward with the Phenix funded VDH Water System Improvement Project.
- CRC staff met with the Keysville Planning Commission on October 25<sup>th</sup> to plan a Community Meeting on November 15<sup>th</sup> to receive input for the Keysville Comprehensive Plan Update.
- Dillwyn CDBG Housing Rehabilitation Project – Two houses will be put out to bid soon.

Prepared: 10/30/18



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** November 8, 2018  
**Item No.:** 18  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Monthly Reports

---

**Summary:** Please see attachments.

**Attachments:**

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

**Recommendation:**

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

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

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

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



**Animal Control  
Monthly Report**

**"October 2018"**

**Dogs**

Surrendered	1
Picked Up	16
Claimed By Owner	0
Adopted	3
Other	0
Euthanized	5
Transferred to SPCA	13
Dead on Arrival	0
Escaped from Shelter	0
Seized	3
Bite Case	0
Other (Deceased owner)	1

**Fees Collected** \$65.00

**Cats**

Surrendered	18
Picked Up	0
Claimed By Owner	0
Adopted	0
Euthanized	3
Died in Kennel	0
Transferred to SPCA	15
Dead on Arrival	0

**Fees Collected** \$0.00

**Wildlife**

Handled	0
Euthanized	0
Rabies Case	0

**Livestock**

Returned to Owner	0
Euthanized	0
Adopted	0

**Fees Collected** \$0.00

**Other Companion Animals**

Returned to Owner	0
-------------------	---

**Number of Calls to Shelter** 145

**Summons Issued** 6

**Warrants Served** 0

**Days in Court** 0

**Nuisance Dogs** 4

**Dangerous Dogs** 0

**Calls After Hours / On Call** 27 hours

**Dogs Brought In by Farmville PD** 3

**Total Fees Collected** \$65.00

**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  
10/01/2018 Through 10/31/2018

ADDITIONS	- Issued	3
	- Value	\$80,500.00
	- Permit Fees	\$921.00
	- 2.00% STATE TAX	\$18.42
	- Fees Collected	\$.00
ONE & TWO FAMILY DWELLING	- Issued	1
	- Value	\$243,329.00
	- Permit Fees	\$449.80
	- 2.00% STATE TAX	\$9.00
	- Fees Collected	\$.00
ELECTRICAL	- Issued	16
	- Value	\$272,800.00
	- Permit Fees	\$3,555.00
	- 2.00% STATE TAX	\$71.10
	- Fees Collected	\$.00
MECHANICAL	- Issued	3
	- Value	\$1,500.00
	- Permit Fees	\$150.00
	- 2.00% STATE TAX	\$3.00
	- Fees Collected	\$.00
MECHANICAL/GAS	- Issued	3
	- Value	\$24,921.00
	- Permit Fees	\$150.00
	- 2.00% STATE TAX	\$3.00
	- Fees Collected	\$.00
MANUFACTURED HOMES	- Issued	1
	- Value	\$57,000.00
	- Permit Fees	\$121.60
	- 2.00% STATE TAX	\$2.43
	- Fees Collected	\$.00
PLUMBING	- Issued	5
	- Value	\$161,500.00
	- Permit Fees	\$2,950.00
	- 2.00% STATE TAX	\$59.00
	- Fees Collected	\$.00
POOL	- Issued	1
	- Value	\$12,000.00
	- Permit Fees	\$35.00
	- 2.00% STATE TAX	\$.70
	- Fees Collected	\$.00
IN LIEU OF SOIL & EROSION	- Issued	1
	- Value	\$.00
	- Permit Fees	\$.00
	- Fees Collected	\$.00
Total Permits - Issued		34
Total Permits - Value		\$853,550.00
Total Permits - Permit Fees		\$8,332.40
Total Permits - Sales Tax 2%		<u>\$ 166.65</u>
		<b>\$ 8,499.05</b>

**INSPECTIONS FOR OCTOBER 67**

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

Patty Gulick  
Cannery Manager  
434-223-8664

## October 2018 Cannery Report

Cannery report is as follows:

666 (qts.)	@.48 =	\$319.68
244 (pts.)	@.40 =	\$ 97.60
7 Gallons	@1.25 =	\$ 8.75
24 Patrons usage	@1.00 =	\$ 24.00
30% out of County =		\$ 15.95
Non-processing fees =		\$110.00*
0 LBS. Meat Cut	@ .25=	\$ 0.00

\*(Non-processing fees include a \$50.00 donation from the Prince Edward Chapters Methodist Men)

---

**Total**

**\$575.98**

On October 18<sup>th</sup> and 19<sup>th</sup> 2018, the cannery donated the facilities use including 8 hrs. of boiler usage to the Ruritans for their yearly charity event. And on October 19<sup>th</sup> 2018, the cannery also donated its facility to the Prince Edward Chapters Methodist Men for the preparation of their yearly charity event. This event enables the PECMM to donate proceeds to different nonprofit shelters in our area. The cannery received a \$50.00 donation from the PECMM group. The cannery was also interviewed by Marge Swain on several previous dates during the month of October for a possible article in the Farmville Magazine. Our total number of participating residents for the month of October was 49.

P. Gulick

kef



Prince Edward County Public Schools  
2018-2019

Comparative Receipts and Expenditures  
Year to Date - Month of September 2018

Receipts:	Fiscal 2018				Fiscal 2019			
	Approved Budget	Received Year-to-Date	Percent of Revenue	Approved Budget	Received Year-to-Date	Percent of Revenue	Fiscal Year \$ Difference	Fiscal Year % Difference
Sales Tax	2,946,914	749,985	25.45%	2,860,777	568,415	19.87%	-181,569.92	-5.58%
Basic Aid	6,268,303	1,650,787	26.34%	6,027,146	1,461,549	24.25%	-189,238.00	-2.09%
Other State	5,547,732	1,016,303	18.32%	5,398,415	899,593	16.66%	-116,710.25	-1.66%
Total State	14,762,949	3,417,075	23.15%	14,286,338	2,929,557	20.51%	-487,518.17	-2.64%
Federal Funds	2,074,751	230,926	11.13%	1,848,257	188,588	10.20%	-42,338.64	-0.93%
Local Funds	8,440,984	1,041,033	12.33%	8,440,984	1,549,266	18.35%	508,233.25	6.02%
Cash Book	415,290	87,021	20.95%	384,573	68,718	17.87%	-18,303.28	-3.09%
<b>Total Revenue</b>	<b>\$25,693,974</b>	<b>\$4,776,056</b>	<b>18.59%</b>	<b>\$24,960,152</b>	<b>\$4,736,129</b>	<b>18.97%</b>	<b>-39,926.84</b>	<b>0.39%</b>
<b>Expenditures:</b>	<b>Approved Budget</b>	<b>Expended Year-to-Date</b>	<b>Percent of Expenditures</b>	<b>Approved Budget</b>	<b>Expended Year-to-Date</b>	<b>Percent of Expenditures</b>	<b>Fiscal Year \$ Difference</b>	<b>Fiscal Year Difference</b>
Instruction	18,703,993	3,117,921	16.67%	18,136,942	3,094,876	17.06%	-23,044.60	0.39%
Administration	1,572,492	302,673	19.25%	1,550,068	292,176	18.85%	-10,496.80	-0.40%
Transportation	1,892,860	269,060	14.21%	1,698,028	294,119	17.32%	25,058.80	3.11%
Maintenance	1,675,318	362,341	21.63%	1,692,306	385,465	22.78%	23,123.67	1.15%
Facilities	150,000	66,663	44.44%	194,495	17,456	8.98%	-49,207.00	-35.47%
Debt Service	601,687	478,592	79.54%	601,358	479,593	79.75%	1,001.16	0.21%
Technology	1,097,624	178,806	16.29%	1,086,955	172,443	15.86%	-6,362.55	-0.43%
<b>Total Expenditures</b>	<b>\$25,693,974</b>	<b>\$4,776,056</b>	<b>18.59%</b>	<b>\$24,960,152</b>	<b>\$4,736,129</b>	<b>18.97%</b>	<b>-39,927.32</b>	<b>0.39%</b>

Prince Edward County Public Schools  
**Summary Financial Report**  
**September 2018**

<b><u>Revenues</u></b>	<b>Current</b>	<b>Year to</b>		<b>Variance</b>	<b>YTD as a</b>
	<b>Month</b>	<b>Date</b>	<b>Budget</b>	<b>(Over)</b>	<b>Percent of</b>
				<b>Budget</b>	<b>Budget</b>
From the State:					
State Sales Tax	\$ 221,961	\$ 568,415	\$ 2,860,777	\$ 2,292,362	19.87
Basic School Aid	\$ 487,183	\$ 1,461,549	\$ 6,027,146	\$ 4,565,597	24.25
All Other	\$ 261,943	\$ 899,593	\$ 5,398,415	\$ 4,498,822	16.66
<b>Total State</b>	<b>\$ 971,088</b>	<b>\$ 2,929,557</b>	<b>\$ 14,286,338</b>	<b>\$ 11,356,781</b>	<b>20.51</b>
From the Federal Gov't.	\$ -	\$ 188,588	\$ 1,848,257	\$ 1,659,669	10.20
General Fund (County)	\$ 856,909	\$ 1,549,266	\$ 8,440,984	\$ 6,891,718	18.35
Cash Book -Local	\$ -	\$ 68,718	\$ 384,573	\$ 315,855	17.87
<b>Total Revenues</b>	<b>\$ 1,827,996</b>	<b>\$ 4,736,129</b>	<b>\$ 24,960,152</b>	<b>\$ 20,224,023</b>	<b>18.97</b>

<b><u>Expenditures</u></b>	<b>Current</b>	<b>Year to</b>	<b>Outstanding</b>		<b>Expended &amp;</b>	<b>Expen. &amp;</b>
	<b>Month</b>	<b>Date</b>	<b>Encumbrances</b>	<b>Budget</b>	<b>(Over) Under</b>	<b>as a % of</b>
					<b>Budget</b>	<b>Budget</b>
1000-Instruction	\$ 1,435,072	\$ 3,094,876	\$ 12,822,848	\$ 18,136,942	\$ 2,219,218	87.76
2000-Admin.,Health/Atten.	\$ 101,048	\$ 292,176	\$ 905,625	\$ 1,550,068	\$ 352,267	77.27
3000-Transportation	\$ 135,929	\$ 294,119	\$ 873,872	\$ 1,698,028	\$ 530,037	68.79
4000-Operation/Maintenance	\$ 80,004	\$ 385,465	\$ 334,303	\$ 1,692,306	\$ 972,539	42.53
6000-Facilities	\$ 17,456	\$ 17,456	\$ 1,600	\$ 194,495	\$ 175,439	9.80
7000 - Debt. Service	\$ -	\$ 479,593	\$ 118,870	\$ 601,358	\$ 2,895	99.52
8000 - Technology	\$ 58,488	\$ 172,443	\$ 491,978	\$ 1,086,955	\$ 422,534	61.13
<b>Total Expenditures</b>	<b>\$ 1,827,996</b>	<b>\$ 4,736,129</b>	<b>\$ 15,549,095</b>	<b>\$ 24,960,152</b>	<b>\$ 4,674,928</b>	<b>81.27</b>

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

**2018-2019**  
**Comparative Receipts and Expenditures**  
**Food Service Department**  
**Year to Date**

**Month of September 2018**

<b>Receipts:</b>	<b>Fiscal 2018</b>			<b>Fiscal 2019</b>			<b>Diff.</b>
	<b>Budgeted</b>	<b>Rec. YTD</b>	<b>Percent</b>	<b>Budgeted</b>	<b>Rec. YTD</b>	<b>Percent</b>	
State School Food	18,903	0	0.00	20,000	0	0.00	0.00
Fresh Fruit & Vegetable	55,000	1,284	0.00	55,000	0	0.00	0.00
<b>Total State</b>	<b>73,903</b>	<b>1,284</b>	<b>1.74</b>	<b>75,000</b>	<b>0</b>	<b>0.00</b>	<b>-1.74</b>
Federal Reimbursement	808,053	116,668	14.44	1,056,000	142,343	13.48	-0.96
Fund Balance	58,812	58,812	100.00	0	0	0.00	
Cash Book - Local	212,956	25,787	12.11	170,000	17,762	10.45	-1.66
<b>Total Revenue</b>	<b>\$1,153,724</b>	<b>\$202,551</b>	<b>17.56</b>	<b>\$1,301,000</b>	<b>\$160,105</b>	<b>12.31</b>	<b>-5.25</b>
<b>Expenditures:</b>	<b>Budgeted</b>	<b>Expended YTD</b>	<b>Percent</b>	<b>Budgeted</b>	<b>Expended YTD</b>	<b>Percent</b>	<b>Diff.</b>
Salary	357,445	67,469	18.88	382,538	70,229	18.36	-0.52
Fringe Benefits	157,867	25,876	16.39	185,838	28,914	15.56	-0.83
Purchased Services	50,000	8,952	17.90	50,000	23,212	46.42	28.52
Refunds	100	40	40.00	300	0	0.00	-40.00
Travel	2,000	1,471	73.55	4,500	0	0.00	-73.55
Materials & Supplies	30,000	21,267	70.89	50,000	10,946	21.89	-49.00
Food Supplies	435,000	45,625	10.49	555,000	77,562	13.98	3.49
Repairs & Maintenance	12,500	0	0.00	15,000	6,608	0.00	0.00
Furniture/Equipment	50,000	0	0.00	50,000	1,650	3.30	3.30
Equipment - Grant	58,812	0	0.00	7,824	0		
<b>Total Expenditures</b>	<b>\$1,153,724</b>	<b>\$170,701</b>	<b>14.80</b>	<b>\$1,301,000</b>	<b>\$219,120</b>	<b>16.84</b>	<b>2.05</b>

Prince Edward County Public Schools  
**2018-2019**  
**Food Service Department**  
**Summary Financial Report**  
**September 30, 2018**

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Actual Under (Over) Budget</u>	<u>YTD as a Percent of Budget</u>
From the State:					
State School Food	\$ -	\$ -	\$ 20,000	\$ 20,000	0.00
Fresh Fruit & Vegetable	\$ -	\$ -	\$ 55,000	\$ 55,000	0.00
Total State Funds	\$ -	\$ -	\$ 75,000	\$ 75,000	0.00
Federal Reimbursement	\$119,845	\$ 142,343	\$ 1,056,000	\$ 913,657	13.48
Cash Book - Local	\$ 7,416	\$ 17,762	\$ 170,000	\$ 152,238	10.45
<b>Total Revenues</b>	<u>\$127,261</u>	<u>\$ 160,105</u>	<u>\$ 1,301,000</u>	<u>\$ 1,140,895</u>	12.31

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Expended &amp; Encumbered (Over) Under Budget</u>	<u>Expen. &amp; Encumbrance as a % of Budget</u>
Salary	\$ 32,449	\$ 70,229	\$ 312,309	\$ 382,538	\$ (0)	100.00
Fringe Benefits	\$ 15,919	\$ 28,914	\$ 156,923	\$ 185,838	\$ 0	100.00
Purchased Services	\$ 19,936	\$ 23,212	\$ 1,226	\$ 50,000	\$ 25,563	48.87
Refunds	\$ -	\$ -	\$ -	\$ 300	\$ 300	0.00
Travel	\$ -	\$ -	\$ 205	\$ 4,500	\$ 4,295	4.56
Materials & Supplies	\$ 10,676	\$ 10,946	\$ 2,620	\$ 50,000	\$ 36,434	27.13
Food Supplies	\$ 70,674	\$ 77,562	\$ 42,547	\$ 555,000	\$ 434,891	21.64
Repairs & Maintenance	\$ 6,321	\$ 6,608	\$ 2,805	\$ 15,000	\$ 5,587	62.75
Furniture/Equipment	\$ -	\$ 1,650	\$ 8,315	\$ 50,000	\$ 40,035	19.93
Equipment - grant	\$ -	\$ -	\$ -	\$ 7,824	\$ 7,824	0.00
<b>Total Expenditures</b>	<u>\$155,975</u>	<u>\$ 219,120</u>	<u>\$ 526,949</u>	<u>\$ 1,301,000</u>	<u>\$554,931</u>	57.35

## Tourism & Visitor Center Monthly Report for October 2018

HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS:					
	Virginia Guests	Other States	Other Countries	Total Guests	Average Visitors per Month:
YTD 2018	2,886	391	48	3,325	332.5
2017	3,206	488	44	3,738	311.5

Total / 10 Months  
Total / ALL of 2017

### Requests for Information:

	Phone Inquiries	Video Views (All)	Center Visits	VisitFarmville.com Facebook Engagements	Tablet/Cell Web Hits	Monthly Totals:
October 2018	50	6	472	7,248	5322	13,098
October 2017	94	63	395	11,077	2645	14,274
% Difference	-46.81%	-90.48%	19.49%	-34.57%	101.21%	-8.24%
<b>TOTAL YTD</b>						
2018 YTD	628	1,459	3,358	73,942	30,178	109,565
2017 YTD	887	785	3,280	75,910	23,726	104,588
% Difference	-29.20%	85.86%	2.38%	-2.59%	27.19%	4.76%

#### Report to November Board of Supervisors:

- Despite a second major storm, growth in visitation to Farmville is continuing. I wish I could report a 40% increase in visitors, but I can still report that monthly average visitors still exceed 2017.
- The 6th Annual High Bridge Half-Marathon and 5K saw 276 runners this year! The next weekend was the 3rd Annual 50K on High Bridge Trail. That race is run over the whole trail. However, this year, they had to deal with the aftermath of Michael. Because of a flood surge on Thursday, a culvert failed, causing a 50 foot long and 25 foot deep sinkhole right in the middle of the trail. Yet, intrepid and innovative park rangers that they are, the staff at High Bridge came up with a route around that sinkhole allowing the race to continue as planned. 77 runners completed 50K and 19 runners completed their scheduled 25K.
- Interesting number of international visitors this month. South Korea and Spain were exchange students coming through; while visitors from Japan were on a Civil Rights tour. Finally, we had visitors on holiday from Switzerland, England, and Australia. But Fall is when we tend to see more international visitors here.

**[This page intentionally left blank]**