



**PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS  
May 5, 2020**

Due to the COVID-19 Emergency, the Board of Supervisors is operating pursuant to and in compliance with its “EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.” This meeting is closed to in-person participation by the General Public, but citizens may listen to the meeting by calling: **1-425-436-6394, Access Code: 867576#** (If busy, please call again.)

Public Participation and Public Hearing Comments for Prince Edward County Board of Supervisors will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one the following methods:

1. Written comments may be mailed to: Board of Supervisors, PO Box 382, Farmville, VA 23901. Please limit word count to no more than 500 words. Must be received by 2:00 PM the day of the meeting.
2. Written comments may be placed in the County “payment dropbox”, located in courthouse parking lot. Please limit word count to no more than 500 words. Must be received in the dropbox by 2:00 PM the day of the meeting.
3. Emailed comments may be sent to [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us). Please limit word count to no more than 500 words. Must be received by 2:00 PM the day of the meeting.
4. Using the meeting call-in information provided above, citizens may phone-in during the Public Participation and/or Public Hearing portion of a Board meeting agenda; however, citizens must pre-register with the County Administrator’s Office at 434-392-8837 by 2:00 p.m. the day of the Board meeting. Callers must be on the line and ready to speak when called upon by the Board Chair. Please state your name and district of residence. The three (3) minute rule will apply to all public comments.

**AGENDA**

<b>7:00 p.m.</b>	1.	The Chair will call to order the <u>Special</u> meeting of the Board.	3
	2.	Remote Participation	3
	3.	Invocation	3
	4.	Pledge of Allegiance	3
	5.	Conflict of Interest Disclosure	5
	6.	Emergency Management Update	
	7.	<u>FY 21 BUDGET:</u>	7
		a. Discussion/Decision Points to Finalize FY 21 County Budget	
		b. Adoption of the FY21 County School Budget	8
		c. Adoption of the FY 21 County Budget	9
		d. Resolution to Set the Calendar Year 2020 Tax Rates	10
	8.	<u>Closed Session:</u> Section 2.2-3711(A)(1), <i>Code of Virginia</i>	11

**ADJOURN**

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

**Meeting Date:** May 5, 2020  
**Item No.:** 1, 2, 3, 4  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Call to Order, Remote Participation, Invocation, Pledge of Allegiance

**Summary:** Chairman Townsend will call to order the **May 5, 2020 Special Meeting** of the Prince Edward Board of Supervisors, provide a statement regarding remote electronic participation, and then ask for an invocation, and lead the Pledge of Allegiance.

Note: Due to the COVID-19 Emergency, the Board of Supervisors is operating pursuant to and in compliance with its “EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.” This meeting is closed to in-person participation by the General Public, but citizens may listen to the meeting by calling: 1-425-436-6394, Access Code: 876576# (If busy, please call again.)

Statement by the Board Chair Regarding Remote Access Participation (To be read into minutes.)

I wish to recognize that members of the Prince Edward County Board of Supervisors are joining tonight’s meeting via remote telephone access. In accordance with the County’s Emergency Ordinance to Address Continuity of Government Associated with the Pandemic Disaster” and as required by the Board’s Electronic Meeting Policy and Section 2.2-3708.2 of the *Code of Virginia*, the members of the Board have provided notice that they will be physically absent from tonight’s Board meeting, because of the health risks caused by the COVID-19 pandemic. They have each requested remote participation in tonight’s Board meeting as follows:

<u>Supervisor</u>	<u>Remote Location</u>
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These requests are in conformance with the Board’s Emergency Ordinance, Electronic Meeting Policy and the requirements of the Code of Virginia. Pending an objection from a member of this Board of Supervisors, participation from these remote locations shall be approved, and shall be recorded in the minutes of this meeting.

Motion _____	Booth _____	Gilliam _____	Townsend _____
Second _____	Cooper-Jones _____	Jones _____	Wilck _____
	Emert _____	Pride _____	

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

**Meeting Date:** May 5, 2020  
**Item No.:** 5  
**Department:** Board of Supervisors  
**Staff Contact:** W.W. Bartlett  
**Issue:** Conflict of Interest Act Disclosures

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

**Attachments:** Conflict of Interest Disclosure

**Recommendation:**

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

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

Gilliam \_\_\_\_\_  
Jones \_\_\_\_\_  
Pride \_\_\_\_\_

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:** May 5, 2020  
**Item No.:** 7  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** FY 21 County Budget & CY 20 Tax Levies

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**Summary:**

- a) Discussion of any unresolved remaining budget items in the proposed FY 21 County Budget.
- b) Approval of the FY 21 Prince Edward County Public School Budget (*see attached sample motion*).
- c) Approval of the FY 21 Prince Edward County Budget (*see attached resolution*).
- d) Approval of the Calendar Year 2020 Prince Edward County Tax Levies (*see attached resolution*).

**Attachments:** Sample motion for approval of FY 21 School Budget  
Draft resolution for approval of FY 21 County Budget  
Draft Resolution for approval of CY 20 County Tax Levies

**Recommendation:** Approval.

Motion \_\_\_\_\_ Booth \_\_\_\_\_ Gilliam \_\_\_\_\_ Townsend \_\_\_\_\_  
Second \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Jones \_\_\_\_\_ Wilck \_\_\_\_\_  
Emert \_\_\_\_\_ Pride \_\_\_\_\_



**Approval of FY 21 School Budget**

**SAMPLE MOTION:**

*I move that the FY 21 Prince Edward County School Budget be approved as follows:*

*School Fund – The total for the School Fund is \$ 26,852,999 of which \$ 8,970,706 is local revenue as a transfer from the County General Fund.*

*School Cafeteria Fund – The total for the School Cafeteria Fund is \$ 1,481,347 of which \$0.00 is local revenue as a transfer from the County General Fund.*

*This provides for an overall FY 21 Prince Edward County School Budget in the amount of*

*\$ 28,334,346.*





**COUNTY OF PRINCE EDWARD, VIRGINIA**

*A Resolution to Approve the FY 21 Prince Edward County Budget*

**WHEREAS**, it is the responsibility of the Prince Edward County Board of Supervisors to approve and control the fiscal plan for the County of Prince Edward, Virginia for Fiscal Year 2021 (FY 21); and

**WHEREAS**, on February 5, 2020 the Board of Supervisors provided guidance to the County Administrator on the development of the FY 21 Budget; and

**WHEREAS**, on March 31, 2020 the County Administrator submitted to the Board of Supervisors the Proposed FY 21 Budget; and

**WHEREAS**, the Board of Supervisors has conducted a total of eight meetings/work sessions on the FY 21 County Budget; and

**WHEREAS**, the Board of Supervisors has received citizen input on the proposed budget and proposed tax rates at a duly advertised Public Hearing held April 28, 2020 and

**WHEREAS**, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and amended by the Board of Supervisors;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Prince Edward, that the FY 21 Budget for Prince Edward County of **\$59,216,284** is hereby approved and effective July 1, 2020.

**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 special 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 5<sup>th</sup> day of May, 2020.*

\_\_\_\_\_  
Jerry R. Townsend, Chair

ATTEST:

\_\_\_\_\_  
W.W. Bartlett, County Administrator



**COUNTY OF PRINCE EDWARD, VIRGINIA**

***A Resolution to Impose Tax Levies For Calendar Year 2020***

**Whereas**, the Prince Edward County Board of Supervisors establishes the levies for the County of Prince Edward, Virginia; and

**Whereas**, for calendar year 2020, beginning January 1, 2020 and ending December 31, 2020, the Board of Supervisors has duly advertised and on April 28, 2020 held a public hearing on the subject tax levies;

**Now, Therefore, Be It Resolved**, by the Board of Supervisors of the County of Prince Edward that the following tax levies be, and hereby are, imposed for the calendar year 2020:

<b>Levy</b>	<b>Nominal Tax Rate (per \$100 of assessed valuation)</b>	<b>Value Used for Assessment Purposes</b>	<b>Effective Tax Rate (per \$100 of assessed valuation)</b>
Real Estate	\$0.51	Fair Market Value	\$0.51
Mobile Homes	\$0.51	Fair Market Value	\$0.51
Merchant's Capital	\$0.70	100% of Original Cost	\$0.70
Tangible Personal Property – Motor Vehicles	\$4.50	N.A.D.A. Guide, Loan Value	\$4.50
Tangible Personal Property – Business Furniture & Fixtures	\$4.50	20% of Original Cost	\$0.90
Tangible Personal Property – Heavy Equipment	\$4.50	20% of Original Cost	\$0.90
Machinery & Tools	\$4.20	10% of Original Cost	\$0.42
Farm Machinery & Equipment	\$0.00	----	\$0.00
<b>Emergency Medical Service Levy</b>			
Real Estate	\$0.01	Fair Market Value	\$0.01
Mobile Homes	\$0.01	Fair Market Value	\$0.01
Tangible Personal Property – Motor Vehicles	\$0.10	N.A.D.A. Guide, Loan Value	\$0.10
Tangible Personal Property – Business Furniture & Fixtures	\$0.10	20% of Original Cost	\$0.02
Tangible Personal Property – Heavy Equipment	\$0.10	20% of Original Cost	\$0.02
<b>Additional Special Levy – Poplar Hill CDA District Only</b>			
<b>Levy</b>	<b>Nominal Tax Rate (per \$100 of assessed valuation)</b>	<b>Value Used for Assessment Purposes</b>	<b>Effective Tax Rate (per \$100 of assessed valuation)</b>
Poplar Hill CDA Real Estate Special Levy	\$1.00	Fair Market Value	\$1.00

**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 5<sup>th</sup> day of May, 2020.*

\_\_\_\_\_  
Jerry R. Townsend, Chair

ATTEST:

\_\_\_\_\_  
W.W. Bartlett, County Administrator



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

**Meeting Date:** May 5, 2020  
**Item No.:** 8  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Closed Session

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**Summary:**

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

- a. For discussion of the contract of the County Administrator, pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the *Code of Virginia*.

**Attachments:**

**Recommendation:** Convene in Closed Session.

Motion \_\_\_\_\_ Booth \_\_\_\_\_ Gilliam \_\_\_\_\_ Townsend \_\_\_\_\_  
Second \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Jones \_\_\_\_\_ Wilck \_\_\_\_\_  
Emert \_\_\_\_\_ Pride \_\_\_\_\_