



**BOARD OF SUPERVISORS MEETING**

**ADDENDUM PACKET**

**January 8, 2019**

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** January 8, 2019  
**Item No.:** 28-a  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Issue:** Review of Accounts & Claims - ADDENDUM

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**Summary:** Board of Supervisor mileage reports are attached for the Board's reviews.

**Attachments:** BOS Mileage Reports

**Recommendation:**

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

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

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

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

PRINCE EDWARD COUNTY  
 SUPERVISOR MILEAGE

For: Odessa Pride  
 December 2018

Date	Mileage	Rate	Amount Due	Reason For Trip
12/5/2018	34	0.545	18.53	Personnel Committee Meeting
12/6/2018	98	0.545	53.41	VGA Meeting @ South Hill
12/19/2018	34	0.545	18.53	YAVATTACH ANNOUN CEMENT
		0.545	0.00	
		0.545	0.00	
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		0.545	0.00	
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		0.545	0.00	
		0.545	0.00	
		0.545	0.00	
		0.545	0.00	
		0.545	0.00	
		0.545	0.00	
Total	166		90.47	

Authorized  


Signature: Odessa Pride  
 Date: December 2018

PRINCE EDWARD COUNTY  
SUPERVISOR MILEAGE

For: CR Timmons, Jr.  
Month: December 2018

Date	Mileage	Rate	Amount Due	
12/3/2018	40	0.545	\$21.80	Properties Committee Meeting
12/5/2018	40	0.545	\$21.80	Personnel Committee Meeting
12/6/2018	40	0.545	\$21.80	Properties Committee Meeting with VDOT regarding Drive at STEPS Building
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
		0.545	\$0.00	
Total	120		\$65.40	

Signature: CR Timmons, Jr.  
Date: 12/31/2018

Authorized  
*W. Bartlett*





County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** January 8, 2019  
**Item No.:** 29  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Update of County EMS Response Plan

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**Summary:** Attached for your consideration is a letter from Farmville Fire Chief, Dean Farmer, requesting an update of the County’s EMS Response Plan. As the Board is aware, the County has authorized the Farmville Volunteer Fire Department to operate emergency medical responder services within the corporate limits of the Town of Farmville. The impetus for this update is the licensing process for the Farmville First Responder. All of the County’s EMS agencies are included in the updated resolution to represent the overall response plan for the County. Also attached is a copy of the fire district map referenced in the resolution.

**Attachments:** Letter from Farmville Volunteer Fire Department  
Updated Resolution - Draft  
Fire District Map

**Recommendations:** Approval.

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

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

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

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



DEAN FARMER  
FIRE CHIEF

## Farmville Fire Department

P.O. Box 241  
Farmville, VA 23901  
(434) 392-6543  
www.farmvillefire.net



1/7/2019

Wade Bartlett

County Administrator

Prince Edward County

PO Box 382

Farmville, VA 23901

Dear Wade,

The Farmville Volunteer Fire Department would respectfully request an amendment to the Prince Edward County EMS response plan. This amendment comes at the request of the Virginia Office of EMS as part of the First Responder Program. This addition would recognize the Farmville Volunteer Fire Department as part of the Prince Edward County Emergency Medical Response Plan. The addition will be as follows

Farmville Volunteer Fire Department, Inc. shall have an Emergency Medical Responder primary response area within the Town of Farmville Corporate Limits.

Sincerely,

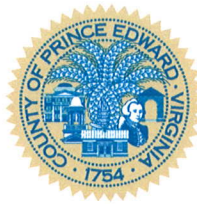
Dean Farmer

Fire Chief



**BOARD OF SUPERVISORS**

James R. Wilck  
Chairman  
Jerry R. Townsend  
Vice Chairman  
Pattie Cooper-Jones  
J. David Emert  
Robert M. Jones  
Odessa H. Pride, Ed.D.  
Gene A. Southall  
C. Robert Timmons, Jr.



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**COUNTY ADMINISTRATOR**

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

**RESOLUTION OF THE BOARD OF SUPERVISORS  
ADOPTING AN EMERGENCY MEDICAL SERVICES RESPONSE PLAN  
FOR THE COUNTY OF PRINCE EDWARD, VIRGINIA**

**WHEREAS**, regulations governing Emergency Medical Services (EMS) in the Commonwealth of Virginia, as codified in 12VAC5-31-370, mandate that each EMS agency that responds to medical emergencies for its primary service area shall be a Designated Emergency Response Agency (DERA), and shall provide services within its primary service area as defined by the local EMS response plan as required by EMS regulation 12VAC5-31-610; and

**WHEREAS**, the following EMS agencies are Designated Emergency Response Agencies as defined by EMS Regulation 12VAC5-31-10 in Prince Edward County:

Prince Edward Volunteer Rescue Squad, Inc.  
Hampden-Sydney Volunteer Fire Department, Inc.  
Meherrin Volunteer Fire & Rescue, Inc.  
Pamplin Volunteer Fire Department and EMS, Inc.  
Farmville Volunteer Fire Department, Inc.

**WHEREAS**, Prince Edward County has been divided into seven fire districts which are identified on the Fire District Response Map maintained by the Farmville Emergency Communications (911) Center; and

**WHEREAS**, the individual EMS agencies are independent corporations that are best able to determine compliance with EMS regulations and to formulate a response plan for their primary service areas;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**, that the EMS primary service areas in Prince Edward County, Virginia, shall be assigned according to fire department response areas, as follows:

1. Prince Edward Volunteer Rescue Squad, Inc. shall have a primary EMS response area that is coterminous with the following fire district(s): Farmville, Company 1; Hampden-Sydney, Company 2; Prospect, Company 4; Darlington Heights, Company 6; and Rice, Company 7;
2. Hampden-Sydney Volunteer Fire Department, Inc. shall have an Emergency Medical Responder primary response area coterminous with the following fire district(s): Hampden-Sydney, Company 2; and Darlington Heights, Company 6;
3. Meherrin Volunteer Fire & Rescue, Inc. shall have a primary EMS response area that is coterminous with the following fire district(s): Meherrin, Company 5; and
4. Pamplin Volunteer Fire Department and EMS, Inc. shall have a primary EMS response area that is coterminous with the following fire district(s): Pamplin, Company 3; and
5. Farmville Volunteer Fire Department, Inc. shall have an Emergency Medical Responder primary response area coterminous with the corporate limits of the Town of Farmville.

**BE IT FURTHER RESOLVED**, that the individual designated EMS agencies shall establish an EMS response plan as required by EMS Regulation 12VAC5-31-610 which shall apply to the agency's primary response area and shall file a copy of that plan with the Prince Edward County Administrator; and

**BE IT FURTHER RESOLVED**, that the designated EMS agencies shall document compliance with the established EMS response capability, unit mobilization interval, and the responding interval standards contained in the individual plans.

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 January, 2019.*

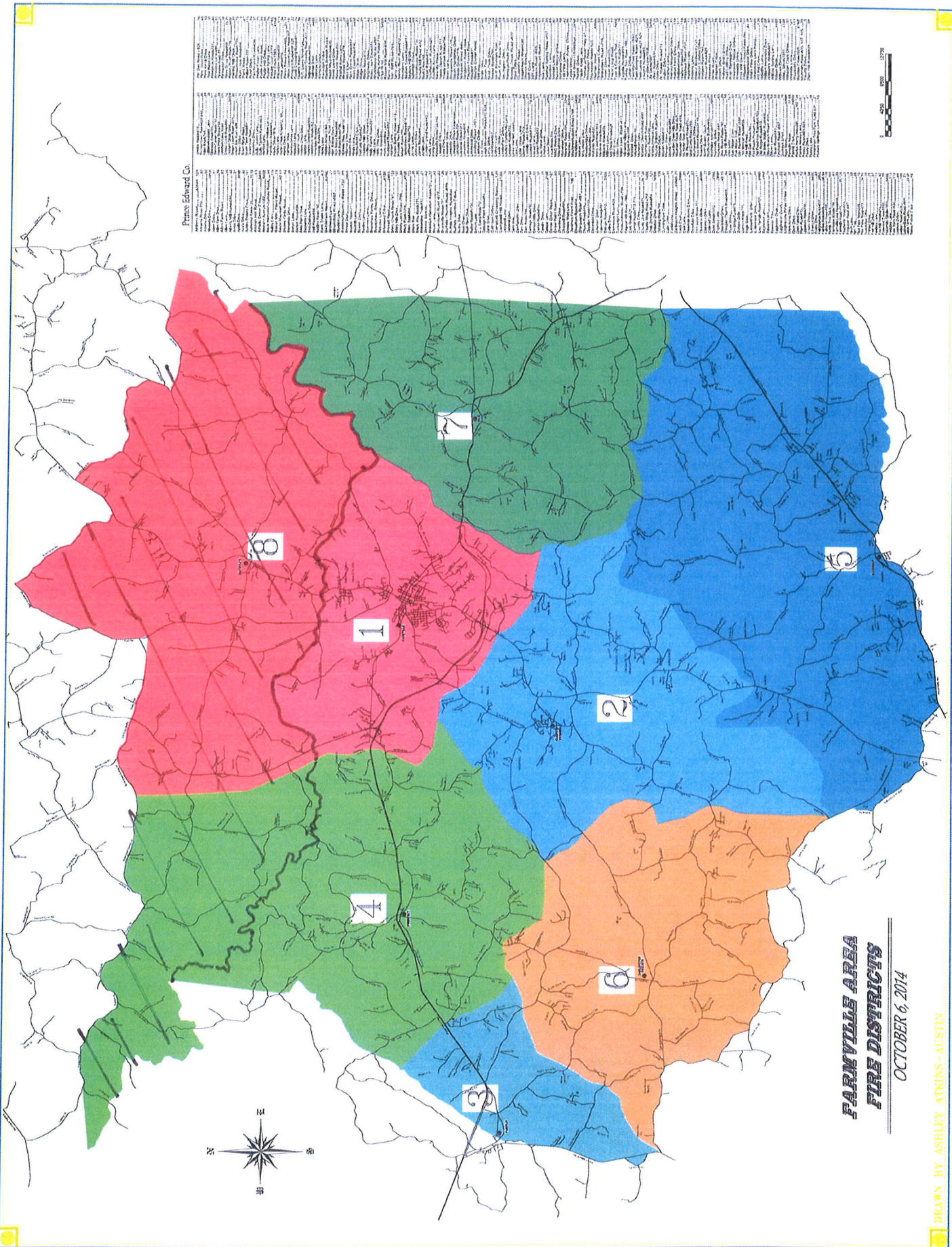
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James R. Wilck  
Chair, Board of Supervisors

ATTEST:

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W.W. Bartlett, County Administrator



**FARMVILLE AREA  
FIRE DISTRICTS**

OCTOBER 6, 2014

DRAWN BY ASHLEY ATKINS-AUSTIN

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

**Meeting Date:** January 8, 2019  
**Item No.:** 30  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Correspondence/Informational

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**Summary:** Please see attachments.

**Attachments:**

- a. Letter from STEPS, Inc., RE: County of Homeless Individuals and Families

**Recommendation:**

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

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

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

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



Administrative Offices • 225 Industrial Park Road • Farmville, Virginia 23901  
(434) 315-5909 • Fax: (434) 315-0246

January 4, 2019

Mr. Wade Bartlett  
Prince Edward County Administrator  
Post Office Box 382  
Farmville, Virginia 23901

Dear Mr. Bartlett,

STEPS and the Heartland Local Planning Group will be conducting the *Point in Time Count* in Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward counties. This is an annual count of homeless individuals and families in the region which will take place on January 23, 2019 from 6:00 PM until January 24, 2019, 6:00 AM. This activity is required by the Virginia Department of Housing and Community Development. It is a statewide event that provides a statistical snapshot of homelessness.

There will be a team for each county and training is provided to team members on how to count and record homeless individuals. Local law enforcement has been mailed notification of this event and will be contacted since they tend to be aware of areas where homeless individuals and families congregate.

For additional information about the PIT event, please feel free to contact Amy Beatson at [abeatson@steps-inc.org](mailto:abeatson@steps-inc.org) or 434-315-5909, Extension 211.

Warmest Regards,

A handwritten signature in black ink that reads "Amy W. Beatson". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Amy W. Beatson, M.Ed.  
Vice President of Program Services



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

**Meeting Date:** January 8, 2019  
**Item No.:** 31  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Monthly Reports - ADDENDUM

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**Summary:** Please see attachments.

**Attachments:**

- a. Cannery – Home Canning
- b. Prince Edward County Public Schools

**Recommendation:**

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

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

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

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

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

Patty Gulick  
Cannery Manager  
434-223-8664

## December 2018 Cannery Report

Cannery report is as follows:

696 (qts.) total	504@.48	=	\$241.92
	192@.51	=	\$ 97.92 (Bulk order for empty cans)
140 (pts.)	@.40	=	\$ 56.00
14 Gallons	@1.25	=	\$ 17.50
18 Patrons usage	@1.00	=	\$ 18.00
30% out of County =			\$ 42.65
Non-processing fees =			\$ 10.00
Meat Cut			\$ 00.00
<b>Total</b>			<b><u>\$483.99</u></b>

P. Gulick

kef



Prince Edward County Public Schools  
2018-2019

Comparative Receipts and Expenditures  
Year to Date - Month of December 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	1,481,468	50.27%	2,860,777	1,441,269	50.38%	-40,198.62	0.11%
Basic Aid	6,268,303	3,301,575	52.67%	6,027,146	2,923,098	48.50%	-378,477.00	-4.17%
Other State	5,547,732	1,980,347	35.70%	5,398,415	1,747,767	32.38%	-232,579.85	-3.32%
Total State	14,762,949	6,763,390	45.81%	14,286,338	6,112,135	42.78%	-651,255.47	-3.03%
Federal Funds	2,074,751	619,640	29.87%	1,848,257	1,091,986	59.08%	472,345.94	29.22%
Local Funds	8,440,984	3,068,705	36.35%	8,440,984	3,572,927	42.33%	504,221.93	5.97%
Cash Book	415,290	147,775	35.58%	384,573	148,835	38.70%	1,059.99	3.12%
<b>Total Revenue</b>	<b>\$25,693,974</b>	<b>\$10,599,510</b>	<b>41.25%</b>	<b>\$24,960,152</b>	<b>\$10,925,882</b>	<b>43.77%</b>	<b>326,372.39</b>	<b>2.52%</b>
<b>Expenditures:</b>								
Instruction	18,703,993	7,457,128	39.87%	18,136,942	7,786,285	42.93%	329,156.99	3.06%
Administration	1,572,492	690,143	43.89%	1,550,068	637,636	41.14%	-52,507.38	-2.75%
Transportation	1,892,860	637,117	33.66%	1,698,028	730,570	43.02%	93,452.45	9.37%
Maintenance	1,675,318	714,604	42.65%	1,692,306	745,115	44.03%	30,510.10	1.37%
Facilities	150,000	77,491	51.66%	194,495	27,939	14.37%	-49,551.55	-37.30%
Debt Service	601,687	588,745	97.85%	601,358	589,746	98.07%	1,001.16	0.22%
Technology	1,097,624	434,280	39.57%	1,086,955	408,531	37.58%	-25,749.43	-1.98%
<b>Total Expenditures</b>	<b>\$25,693,974</b>	<b>\$10,599,510</b>	<b>41.25%</b>	<b>\$24,960,152</b>	<b>\$10,925,882</b>	<b>43.77%</b>	<b>326,312.34</b>	<b>2.52%</b>

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

<u>Revenues</u>	Current Month	Year to Date	Budget	Variance Actual Under (Over) Budget	YTD as a Percent of Budget
From the State:					
State Sales Tax	\$ 245,863	\$ 1,441,269	\$ 2,860,777	\$ 1,419,508	50.38
Basic School Aid	\$ 487,183	\$ 2,923,098	\$ 6,027,146	\$ 3,104,048	48.50
All Other	\$ 278,638	\$ 1,747,767	\$ 5,398,415	\$ 3,650,648	32.38
<b>Total State</b>	<b>\$1,011,685</b>	<b>\$ 6,112,135</b>	<b>\$ 14,286,338</b>	<b>\$ 8,174,203</b>	<b>42.78</b>
From the Federal Gov't.	\$ 89,004	\$ 1,091,986	\$ 1,848,257	\$ 756,271	59.08
General Fund (County)	\$ 930,047	\$ 3,572,927	\$ 8,440,984	\$ 4,868,057	42.33
Cash Book -Local	\$ 5,094	\$ 148,835	\$ 384,573	\$ 235,738	38.70
<b>Total Revenues</b>	<b>\$2,035,830</b>	<b>\$ 10,925,882</b>	<b>\$ 24,960,152</b>	<b>\$14,034,270</b>	<b>43.77</b>

<u>Expenditures</u>	Current Month	Year to Date	Outstanding Encumbrances	Budget	Expended & Encumbered (Over) Under Budget	Expn. & Encumbrance as a % of Budget
1000-Instruction	\$1,473,747	\$ 7,786,285	\$ 8,696,833	\$ 18,136,942	\$ 1,653,823	90.88
2000-Admin.,Health/Atten.	\$ 100,882	\$ 637,636	\$ 626,055	\$ 1,550,068	\$ 286,377	81.52
3000-Transportation	\$ 157,456	\$ 730,570	\$ 602,860	\$ 1,698,028	\$ 364,598	78.53
4000-Operation/Maintenance	\$ 116,394	\$ 745,115	\$ 256,048	\$ 1,692,306	\$ 691,143	59.16
6000-Facilities	\$ 7,843	\$ 27,939	\$ 77,648	\$ 194,495	\$ 88,907	54.29
7000 - Debt. Service	\$ 110,153	\$ 589,746	\$ 8,717	\$ 601,358	\$ 2,895	99.52
8000 - Technology	\$ 69,355	\$ 408,531	\$ 330,338	\$ 1,086,955	\$ 348,086	67.98
<b>Total Expenditures</b>	<b>\$2,035,830</b>	<b>\$ 10,925,822</b>	<b>\$10,598,500</b>	<b>\$ 24,960,152</b>	<b>\$3,435,830</b>	<b>86.23</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 December 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	12,984	68.69	20,000	11,271	56.35	-12.33
Fresh Fruit & Vegetable	55,000	1,284	0.00	55,000	19,155	0.00	0.00
<b>Total State</b>	<b>73,903</b>	<b>14,268</b>	<b>19.31</b>	<b>75,000</b>	<b>30,426</b>	<b>40.57</b>	<b>21.26</b>
Federal Reimbursement	808,053	458,040	56.68	1,056,000	539,755	51.11	-5.57
Fund Balance	58,812	58,812	100.00	0	0	0.00	
Cash Book - Local	212,956	67,819	31.85	170,000	51,819	30.48	-1.36
<b>Total Revenue</b>	<b>\$1,153,724</b>	<b>\$598,939</b>	<b>51.91</b>	<b>\$1,301,000</b>	<b>\$622,000</b>	<b>47.81</b>	<b>-4.10</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	154,529	43.23	403,984	170,624	42.24	-1.00
Fringe Benefits	157,867	63,375	40.14	187,238	76,730	40.98	0.84
Purchased Services	49,353	19,088	38.68	50,000	29,633	59.27	20.59
Refunds	182	182	100.00	300	0	0.00	-100.00
Travel	2,248	2,248	100.00	4,500	685	15.21	-84.79
Materials & Supplies	36,644	36,644	100.00	22,835	18,888	82.72	-17.28
Food Supplies	428,674	216,128	50.42	555,000	254,761	45.90	-4.51
Repairs & Maintenance	12,500	3,742	0.00	17,335	17,335	0.00	0.00
Furniture/Equipment	50,000	48,273	96.55	51,984	51,984	100.00	3.45
Equipment - Grant	58,812	58,713	99.83	7,824	0		
<b>Total Expenditures</b>	<b>\$1,153,724</b>	<b>\$602,922</b>	<b>52.26</b>	<b>\$1,301,000</b>	<b>\$620,639</b>	<b>47.70</b>	<b>-4.55</b>

Prince Edward County Public Schools  
2018-2019

Food Service Department  
Summary Financial Report  
December 31, 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	\$ 11,271	\$ 11,271	\$ 20,000	\$ 8,729	56.35
Fresh Fruit & Vegetable	\$ 11,461	\$ 19,155	\$ 55,000	\$ 35,845	0.00
Total State Funds	\$ 22,732	\$ 30,426	\$ 75,000	\$ 44,574	40.57
Federal Reimbursement	\$132,335	\$ 539,755	\$ 1,056,000	\$ 516,245	51.11
Cash Book - Local	\$ 7,189	\$ 51,819	\$ 170,000	\$ 118,181	30.48
<b>Total Revenues</b>	<b>\$162,255</b>	<b>\$ 622,000</b>	<b>\$ 1,301,000</b>	<b>\$ 679,000</b>	<b>47.81</b>

<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	\$ 33,246	\$ 170,624	\$ 225,584	\$ 403,984	\$ 7,776	98.08
Fringe Benefits	\$ 15,886	\$ 76,730	\$ 109,797	\$ 187,238	\$ 711	99.62
Purchased Services	\$ 1,135	\$ 29,633	\$ 1,682	\$ 50,000	\$ 18,685	62.63
Refunds	\$ -	\$ -	\$ -	\$ 300	\$ 300	0.00
Travel	\$ -	\$ 685	\$ -	\$ 4,500	\$ 3,815	15.22
Materials & Supplies	\$ 2,916	\$ 18,888	\$ 2,730	\$ 22,835	\$ 1,217	94.67
Food Supplies	\$ 53,418	\$ 254,761	\$ 47,885	\$ 555,000	\$ 252,354	54.53
Repairs & Maintenance	\$ -	\$ 17,335	\$ -	\$ 17,335	\$ 0	100.00
Furniture/Equipment	\$ 42,019	\$ 51,984	\$ -	\$ 51,984	\$ 1	100.00
Equipment - grant	\$ -	\$ -	\$ -	\$ 7,824	\$ 7,824	0.00
<b>Total Expenditures</b>	<b>\$148,620</b>	<b>\$ 620,639</b>	<b>\$ 387,678</b>	<b>\$ 1,301,000</b>	<b>\$292,683</b>	<b>77.50</b>