



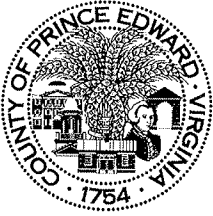
## BOARD OF SUPERVISORS MEETING

### ADDENDUM PACKET

February 9, 2016

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

**Meeting Date:** February 9, 2016  
**Item No.:** 16  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** School Board Appointments

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**Summary:** Attached is a list of the Citizen Committee members for District 301 and District 501.

**Attachments:** Citizen Committee Members

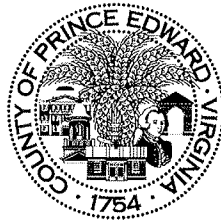
**Recommendation:** See Page 105 in Board Pack.

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

Cooper-Jones \_\_\_\_\_  
Gray \_\_\_\_\_  
Jones \_\_\_\_\_

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

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



## CITIZEN COMMITTEES

**District 301 (Leigh)**  
**Jerry R. Townsend, Supervisor**

Mrs. Sarah Edmondson, Chair  
307 Walton Road  
Meherrin, Virginia 23954  
(434) 736-9433

Ms. Cynthia Johnson  
5461 Green Bay Road  
Green Bay Virginia 23942  
(434) 392-4367

Mr. Manuel Ortiz  
491 Meherrin Road  
Meherrin, Virginia 23954  
(434) 390-2429

**District 501 (Buffalo)**  
**C. Robert Timmons, Jr., Supervisor**

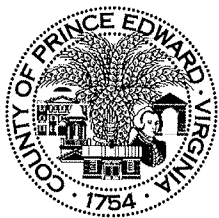
Wilkie Chaffin  
2747 Singleton Road  
Pamplin, VA 23958  
(434) 574-6803

Alix Fink  
2876 Bloomfield Road  
Cullen, VA 23934  
(434) 607-1016

Sarah Hardy  
2193 Darlington Heights Road  
Cullen, VA 23034  
(434) 248-6030

Melanie Holman  
987 Moore Road  
Farmville, VA 23901  
(434) 223-7530

Marshall Thackston  
6 Morris Creek Road  
Charlotte Court House, VA 23923  
(434) 315-3533



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** February 9, 2016  
**Item No.:** 17  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** County Administrator's Report

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**Summary:** The County Administrator will discuss with the Board the following two upcoming meetings (see attachments).

**Attachments:** Letter from Virginia Tech Office of Economic Development  
Email from CRC Executive Director Mary Hickman

**Recommendation:** Schedule work session with CRC. Proposed date and time is Tuesday, March 8, 2016 at 5:30 p.m.

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

Cooper-Jones \_\_\_\_\_  
Gray \_\_\_\_\_  
Jones \_\_\_\_\_

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

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

February 3, 2016

Wade W Bartlett  
Prince Edward Co. Administration  
PO Box 382  
111 South Street, 3rd Fl South  
Farmville, VA 23901

Dear Wade Bartlett,

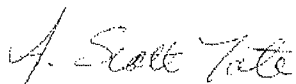
On behalf of the Commonwealth Regional Council and Virginia's Growth Alliance, we write to invite you to our final meeting seeking input on economic strategies and directions for an updated regional economic plan. We want to include the perspective of towns, businesses, schools and other key stakeholders in the process. The Virginia's Growth Alliance region includes Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Lunenburg, Mecklenberg, Nottoway, Prince Edward Counties and the city of Emporia.

The meeting will take place in Farmville, Virginia in the Blackwell Room at Longwood University on Thursday, February 18 from 6-8 pm. Dinner will be provided.

Please also share this opportunity with your colleagues or other key stakeholders who may be interested. So that we might plan for attendance, please RSVP to Tina Morgan, Strategic Planning Coordinator with Virginia's Growth Alliance, at your earliest opportunity. You may email her at [tina@vagrowth.com](mailto:tina@vagrowth.com) or contact her by phone at (434) 218-0218.

We hope to see you on February 18! For questions or comments about the regional economic plan update or to provide more detailed input, please also feel free to contact me at [atate1@vt.edu](mailto:atate1@vt.edu) or (540) 315-2062.

Best,



Scott Tate, Ph.D.  
Senior Economic Development Specialist  
Virginia Tech Office of Economic Development

## Sarah Puckett

---

**Subject:** FW: CRC Member Dialogue Meetings - Boards of Supervisors  
**Attachments:** Calendar 3-16.pdf  
**Importance:** High

-----Original Message-----

From: Mary Hickman [<mailto:MHickman@virginiasheartland.org>]  
Sent: Monday, January 25, 2016 2:43 PM  
To: Taylor Harvie; Becky Carter; R. B. Clark; Tracy Gee; Wade Bartlett  
Cc: Thomas Gleason; Morgan Dunnavant; Gary Walker; David Wingold; Bob Timmons  
Subject: CRC Member Dialogue Meetings - Boards of Supervisors  
Importance: High

Good Afternoon,

As you are aware, the Council has been having discussions over the past couple of months on developing a plan to re-examine the manner in which the organization provides value to its members. This has included the desire to have a more in-depth dialogue with you and your respective Board.

During November, an initial meeting took place with the CRC Representatives, CRC Staff and Member County Staff/Town Staff. We would like to thank you again for your assistance/participation in this meeting. The Council continues to hold various discussions on input received. For your convenience, I have attached another copy of the November 2015 Dialogue Summary.

It is now time for the Council to move into its second phase of these Member Dialogue Meetings. A second meeting is desired to take place with your Board of Supervisors at a scheduled Board Work Session. Like the previous meeting, the layout will include the following:

- Each Member Board of Supervisors Dialogue Meeting will be in the respective County at a selected location (Council is willing to come to locality to meet);
- The Council Chairman will facilitate the meeting; -Material will be sent in advance of each meeting to assist with the dialogue;
- The meeting will generally last one-hour (depending on length of dialogue); and -A Summary Report will be put together following each Dialogue Meeting that will be shared with the respective locality.

Therefore, to begin the process, please advise as to whether a February or March Board Work Session would work for your Board. The Council is willing to meet with your Board prior to an already scheduled Board Meeting if that would be helpful in setting a date.

Thank you for your assistance on this matter. If you should have any questions, or would like to further discuss this, please contact me.

Mary S. Hickman  
Executive Director

**SUMMARY OF CRC MEMBER DIALOGUE MEETINGS  
MEMBER GOVERNMENT STAFF  
November 2015**

At the direction of the Council, CRC staff scheduled and facilitated dialogue meetings with local government staff of the five (5) CRC member jurisdictions to gain input on how the CRC can better serve its members. The meetings were held on the following dates in November 2015, and with the following individuals present:

**Amelia County – November 16, 2015**

CRC staff/Council members present

David Wingold, Lunenburg County (chair)  
James Bennett, Amelia County  
Mary Hickman, Executive Director  
Melody Foster, Regional Planner  
André Gilliam, Community Development Planner

Local staff/officials present

Taylor Harvie, County Administrator  
David Whitaker, County Planner

**Prince Edward County – November 17, 2015 (morning)**

CRC staff/Council members present

David Wingold, Lunenburg County (chair)  
James Bennett, Amelia County  
Bob Timmons, Prince Edward County  
Mary Hickman, Executive Director  
Melody Foster, Regional Planner  
André Gilliam, Community Development Planner  
Todd Fortune, Community Development Planner

Local staff/officials present

Wade Bartlett, County Administrator  
Gerald Spates, Farmville Town Mgr.

**Charlotte County – November 17, 2015 (afternoon)**

CRC staff/Council members present

David Wingold, Lunenburg County (chair)  
Gary Walker, Charlotte County  
Mary Hickman, Executive Director  
Melody Foster, Regional Planner  
André Gilliam, Community Development Planner  
Todd Fortune, Community Development Planner

Local staff/officials present

R.B. Clark, County Administrator  
Norma Tuck, Finance Director  
Monica Elder, County Planner  
Denise Pridgen, Mayor, Drakes Branch  
Clarence Hamlett, Drakes Br. Town Council  
Stephanie Atwood, Admin. Asst., Char. C.H

**Lunenburg County – November 19, 2015**

CRC staff/Council members present

David Wingold, Lunenburg County (chair)  
Mary Hickman, Executive Director  
Melody Foster, Regional Planner  
André Gilliam, Community Development Planner  
Todd Fortune, Community Development Planner

Local staff/officials present

Tracy Gee, County Administrator  
Robyn Fowler, Kenbridge Town Manager  
Jay Dayton, Victoria Interim Town Mgr.



## **Buckingham County – November 23, 2015**

### CRC staff/Council members present

David Wingold, Lunenburg County (chair)  
Mary Hickman, Executive Director  
Melody Foster, Regional Planner  
André Gilliam, Community Development Planner  
Todd Fortune, Community Development Planner

### Local staff/officials present

Becky Carter, County Administrator  
Karl Carter, Asst. County Admin.  
Rebecca Cobb, County Planner  
Linda Paige, Mayor, Dillwyn

Each meeting had the same format. There was a packet of information for each attendee including information on the CRC, the services it has provided to each county (and its towns) over the last five to 10 years – grants written and projects administered, regional seminars/workshops hosted, grant opportunities disseminated by the CRC which were not acted upon, etc. (this information was sent out prior to each meeting for review). After this information was covered, Chairman Wingold opened the floor for discussion on what the CRC does well and could do differently or better.

Specific issues and concerns discussed during the meetings include:

Amelia:

- Non-member localities continue to receive services even though they are not participating in the organization.
- Amelia County does not use the CRC very often; they have paid \$157,000 to the Council over the last 10 years (\$15,700 per year), but there is a feeling that they are not getting their money's worth because they do not use the CRC.
- No economic development office: No criticism against VGA, but some counties feel that they are getting nothing from VGA and more direct attention is needed (VGA has one staff serving 11 counties). There is a need to have someone prepared and equipped on the ground (with a background in commercial real estate) to mingle with contacts and be able to "close the deal."
- Amelia County sees no value in the grant writing and grant clearinghouse service provided by the CRC, as they do not pursue a lot of grants.
- Amelia County staff sees a huge value in the redistricting services provided by the CRC.
- There was concern expressed over the grant writing fees. Amelia County questioned if it would be possible to provide this service to member localities free of charge.
- More regional initiatives are needed.

Prince Edward:

- The training sessions/seminars are good; need more of those.
- Need to limit services for non-members.
- The CRC needs to pursue regaining its EDD designation from the U.S. Economic Development Administration. By not having this designation, the CRC is losing out on funding and grant opportunities for its members.
- The CRC needs more visibility on local boards.
- Prince Edward staff has heard some concern throughout the region about the grant writing fees.
- Related to the grant writing, much of the grant writing done by the CRC in Prince Edward has been for non-profits. The County is OK with this, but they have heard that other localities don't see grant writing as a value.
- The CRC needs to be proactive instead of reactive.
- The process for getting the CRC to approve resolutions and other items is too bureaucratic.
- The CRC needs to clarify that Farmville is covered under Prince Edward County.

Charlotte:

- The training sessions/seminars are good; need more of those.
- The Towns see a great value in grant writing and grant administration.
- Related to that, the Towns welcome any assistance the CRC can provide as they all have needs but don't know where to start.
- More regional initiatives were encouraged. Some initiatives could include:
  - Communications/interoperability study.
  - Where there are multiple water and /or sewer systems, study consolidating them into a single system.
  - Regional reassessment.
- The County and Towns see a great value in GIS mapping services provided by the CRC.

Lunenburg:

- The training sessions/seminars are good; need more of those.
- The Towns see a great value in grant writing and grant administration. The County does not see much value, as they handle grants largely in house.
- Related to that, dissemination of grant opportunities could be tailored to meet the needs of members.
  - On that note, the possibility was mentioned of having the CRC look into grants from the Virginia Tourism Corporation for updating the County's web site.
- Also related to grant writing, certain individuals do not feel that non-profits should be charged for this service.
- More regional initiatives were encouraged. Some initiatives could include:
  - Communications/interoperability study.
  - Where there are multiple water and /or sewer systems, study consolidating them into a single system.
  - Regional reassessment.
  - Where there are multiple jurisdictions with their own law enforcement agencies (sheriff, police) study consolidating them into a single unit.
- No criticism against VGA, but some counties feel that they are getting nothing from VGA and more direct attention is needed (VGA has one staff serving 11 counties). The possibility was mentioned of the CRC working more closely with VGA in a support role.
- The CRC needs to pursue regaining its EDD designation from the U.S. Economic Development Administration. By not having this designation, the CRC is losing out on funding and grant opportunities for its members.
- Town Managers/Clerks need to be invited to CAO Committee meetings.

Buckingham:

- Dissemination of grant opportunities needs to be more specific to the needs of localities.
- CRC assistance in administering federally-funded projects has been very valuable, for both the County and the Town of Dillwyn.
- The Town of Dillwyn has been very pleased with the services provided by the CRC.

- The County understands why the CRC charges for grant writing (the need to recoup costs).
- When the CRC was formed, the County was told that combining the operations of the Virginia's Heartland Partnership and Piedmont PDC would save money; however, combining the two operations has not provided the same level of service as before.
- The County has received some benefit from the VGA, as it has provided some leads to the County.
- It was acknowledged that the County has lost out on grant opportunities available through the U.S. Economic Development Administration, due to Planning District 14 not having an EDD designation from EDA.
- CRC staff should attend the quarterly meeting of the regional firefighters association, to discuss the Assistance to Firefighters Grant Program with local fire departments and make sure they are aware the CRC is available to assist with grant applications.

Sign-in sheets for each meeting are attached to the end of this summary report.



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

**Meeting Date:** February 9, 2016  
**Item No.:** 18  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Correspondence/Informational

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**Summary:** Please see attachments.

**Attachments:**

- a. VDOT Press Release – Shippee Named VDOT Resident Engineer
- b. VDOT Letter (w/attachments) – Safety Concerns on U.S. 15 Corridor, South of Farmville

**Recommendation:**

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

**Sarah Puckett**

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**From:** VDOT-News <VDOTNews@VDOT.Virginia.gov>  
**Sent:** Tuesday, February 09, 2016 10:23 AM  
**To:** undisclosed-recipients:  
**Subject:** LYNCHBURG DISTRICT: Shippee named VDOT Resident Engineer  
**Attachments:** Scot Shippee.jpg



## NEWS RELEASE

VirginiaDOT.org

RELEASE: IMMEDIATE February 9, 2016  
CONTACT: Paula K. Jones LYN-16-019  
434-856-8176 (office)

### **SHIPPEE NAMED VDOT RESIDENT ENGINEER**

LYNCHBURG- Scot E. Shippee, P.E. has been selected to fill the position of Resident Engineer for the Dillwyn Residency of the Virginia Department of Transportation (VDOT) Lynchburg District. The Dillwyn Residency delivers core services to citizens in the counties of Buckingham, Charlotte, Cumberland and Prince Edward.

Shippee, who has been the Acting Resident Engineer since December 2015, has served as the Assistant Resident Engineer for the Dillwyn Residency since joining VDOT in August of 2012. In January 2015, he also assumed the duties of Area Land Use Engineer for the residency, in addition to his role managing maintenance operations.

Prior to joining VDOT, Shippee served for six years as a land development project manager for a private engineering firm and 10 years in Engineering and Administration for the Town of Christiansburg, VA.

Shippee is a native of Buckingham County, a graduate of Virginia Tech with a Bachelor's Degree in Civil Engineering, and has been a licensed Professional Engineer since 2006.

(END)

NOTE: Photo attached



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

4219 CAMPBELL AVENUE  
LYNCHBURG, VIRGINIA 24501  
VDOT.Virginia.gov

CHARLES A. KILPATRICK, P.E.  
COMMISSIONER

February 5, 2016

Mr. W. W. Bartlett  
County Administrator  
P. O. Box 382  
Farmville, VA 23901

Re: Safety Concerns - US 15 Corridor, South of Farmville

Dear Mr. Bartlett:

This letter is a follow up to your January 28, 2016, letter to Mr. Armstrong Forman regarding safety concerns along the U.S. Route 15 corridor, just south of Farmville. A previous study of this location was conducted on March 3, 2014. According to that study, this road segment does meet guardrail warrants; however, this particular location is not a high priority for guardrail installation due to low crash rates and open clear zones. Furthermore, the location in question does not appear on our most recent priority safety improvement list, meaning that there are other roadways with higher crash rates warranting a greater need for resources.

More recently, we investigated other low-cost alternatives to improve safety along the segments of the corridor with the lower drop-offs. As a result, we are planning to install Roadway Edge Delineators (see attached drawing) along the sections with lower drop-offs to better identify these areas. The installation of the delineators should be completed within the next 30-45 days.

We appreciate you bringing this concern to our attention. Please contact me at (434) 856-8317 if I may be of further assistance.

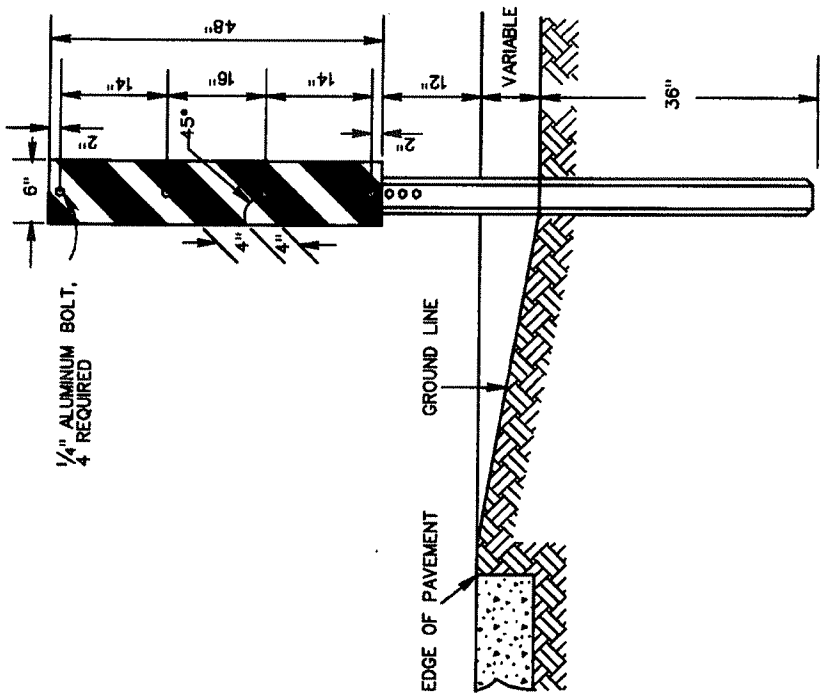
Sincerely,

A handwritten signature in black ink, appearing to read "Terry D. Meadows, Jr.", written over a horizontal line.

Terry D. Meadows, Jr., P.E.  
District Engineer (Acting)

Attachment

**WE KEEP VIRGINIA MOVING**



**NOTES:**

SPECIAL DELINEATORS ARE MADE FROM ALUMINUM ALLOY, NOT LESS THAN 0.080 THICK CONFORMING TO ASTM B209, ALLOY 6061-T6 OR 5052-H38. DELINEATORS EXTEND 1" ABOVE THE TOP OF THE POST. DELINEATORS ARE REFLECTORIZED, AND IN ALL CASES, THE COLOR SHALL CONFORM TO THE COLOR OF THE EDGELINES, ALTERNATING WITH A BLACK STRIPE.

THE STRIPES SHALL SLOPE DOWN TOWARD THE CENTER OF ROADWAY. DELINEATORS SHALL BE MOUNTED ON U-TYPE POSTS FABRICATED FROM ROLLED-RAIL STEEL 1.35 LB./FT. MINIMUM. THE BOTTOM OF THE DELINEATOR PANEL SHALL BE 12" ABOVE THE PAVEMENT EDGE ELEVATION.



ROAD AND BRIDGE STANDARDS

SHEET 1 OF 1 REVISION DATE

1327.10

**ROAD EDGE DELINEATOR  
TYPICAL DETAILS**

VIRGINIA DEPARTMENT OF TRANSPORTATION

SPECIFICATION REFERENCE

702



BOARD OF SUPERVISORS

Howard F. Simpson  
Chairman

Robert M. Jones  
Vice Chairman

Pattie Cooper-Jones

Calvin L. Gray, Th.D.

Odessa H. Pride, Ed.D.

C. Robert Timmons, Jr.

Jerry R. Townsend

James R. Wilck



COUNTY OF PRINCE EDWARD, VIRGINIA

COUNTY ADMINISTRATOR

W.W. Bartlett

Post Office Box 382  
111 South Street, 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

January 28, 2016

Mr. Armstrong H. Forman, II  
900 Sabot Ridge Lane  
Manikin-Sabot, Virginia 23103

Dear Mr. Forman:

The Town of Farmville forwarded me your letter dated January 18, 2016, regarding your concern about the need for guardrail along the U.S. 15 corridor, just south of Farmville. I can tell you the Chairman of the Prince Edward County Board of Supervisors, Howard F. Simpson, has made the same request to VDOT, multiple times, over the last couple of years. I can also tell you VDOT's response to Chairman Simpson has consistently been the corridor, at present, does not warrant guardrail.

By copy of this letter, and with a copy of your letter attached, I am sharing your concerns with Chris Winstead, P.E., District Engineer, VDOT Lynchburg District. I am confident Mr. Winstead will address your concerns more thoroughly.

The County of Prince Edward is most appreciative of your letter and your concern for the travelling public who use U.S. 15. Please do not hesitate to contact me, if I may be of further assistance.

Sincerely,

  
W.W. Bartlett  
County Administrator

cc: Howard F. Simpson, Chairman (w/ attachment)  
Christopher L. Winstead, P.E. VDOT-Lynchburg (w/attachment)  
Scot E. Shippee, VDOT-Dillwyn (w/attachment)

Armstrong H. Forman II

900 Sabot Ridge Lane  
Manikin-Sabot, Virginia, 23103  
Cell: 804-512-3455

January 18, 2016

Robin Atkins  
Director of Public Works  
814 Longwood Ave.  
P.O. Drawer 368  
Farmville, VA 23901

Dear Robin Atkins,

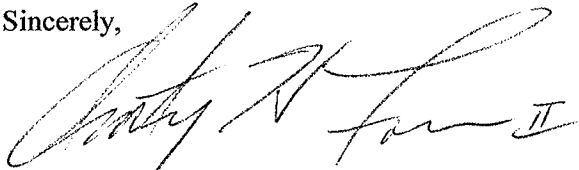
As a grandparent of a Hampden Sydney student I have once again been able to enjoy visiting not only the school but the many shops and restaurants within the town.

However, in traveling south on route 15 just 3/10 of a mile past Lowes and the light at Dominion drive there are several deep ravines which if a vehicle were to plunge into one the result might be tragic.

Would you or someone within the department take a moment to determine how best to protect motorists from such hazards. I feel the prudent and simplest solution would be to install Federally approved guard railings at these sights to protect motorists from such mishaps.

I would appreciate a follow up call in the future as to a solution to this most dangerous situation.

Sincerely,



Armstrong H. Forman II



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

**Meeting Date:** February 9, 2016  
**Item No.:** 19  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett/Sarah Elam Puckett  
**Issue:** Monthly Reports

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**Summary:** Please see attachment.

**Attachments:**

- a. Cannery – Commercial Operations

**Recommendation:**

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

Cooper-Jones \_\_\_\_\_  
Gray \_\_\_\_\_  
Jones \_\_\_\_\_

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

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



# Virginia Food Works

*Commercial Management at Prince Edward County Cannery*

Emily Wells  
Commercial Manager  
(434) 547-4280

## ***January 2016 Summary***

In January, Virginia Food Works participated in the 12 annual Taste of Farmville hosted by the Farmville Rotary Club. We were pleased to advertise the services available at the Cannery and direct attendees to local stores such as The Bakery and Southern States Cooperative where they can find products made at the Cannery.

January Revenue: \$311.00

Interested parties: 4

Clients: 2

Days Used for Commercial Activity: 2

Products Created:

- Raspberry Puree
- Bloody Mary mix

Other services provided:

- Led two tours of the Cannery for new clients.
- Attended annual Heart of Virginia Buy Fresh Buy Local meeting and participated in discussions to improve region's agribusiness economy.
- Connected local businesses with products created at the Cannery.