

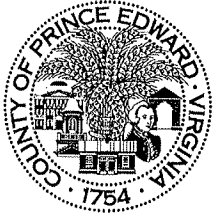


BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

September 13, 2011

<u>Item #</u>		<u>Page #</u>
22.	<u>Consent Agenda:</u>	
	a. Addendum Bill List	201
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County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: September 13, 2011
Item No.: 22-a
Department: County Administration
Staff Contact: Barbara Poulston
Issue: Consent Agenda - Review of Accounts & Claims - Addendum

Summary: The addendum bill list is attached for your review.

Attachments: Addendum Bill List

Recommendation: None.

Motion _____
Second _____

Campbell _____
Jones _____
Wilck _____

Fore _____
McKay _____
Wiley _____

Gantt _____
Simpson _____

FROM DATE- 9/04/2011
TO DATE- 9/04/2011

ACCOUNTS PAYABLE CHECKS
PRINCE EDWARD

FUND NO.	DESCRIPTION	\$\$\$ PAY \$\$\$
100	GENERAL FUND	\$62,714.86
502	SEWER FUND	\$35.93
741	PIEDMONT COURT SERVICES FUND	\$58.44
	TOTAL	62,809.23

AP375H
9/13/2011
FUND # - 100 GENERAL FUND

MAJOR# ACCT# 012410 TREASURER	VENDOR NUMBER NAME	INVOICE#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
3320	12762 Maintenance Service Contr COMPUTERPLUS SALES/SERVIC	MC00000160423	MAINTENANCE CONTRCTS	1,075.35	1,075.35 *
5210	22058 Postal Services M&W PRINTERS INC	71812	POSTAGE-PPTY BILLS	4,191.40	4,191.40
	22058 M&W PRINTERS INC	71813	POSTAGE-RE BILLS	2,944.24	2,944.24
5230	13325 Telecommunications TREASURER OF VIRGINIA	C039114	ONLINE SERVICE	7,135.64	7,135.64 *
5540	30378 Travel-Convention & Educa UNIVERSITY OF VIRGINIA	8279	MTG REGISTRATION	14.85	14.85 *
	30378 UNIVERSITY OF VIRGINIA	8285	MTG REGISTRATION	65.00	65.00
	30378 UNIVERSITY OF VIRGINIA	8287	MTG REGISTRATION	65.00	65.00
6001	20600 Office Supplies KEY OFFICE SUPPLY	399457	HP INK	195.00	195.00 *
	20600 KEY OFFICE SUPPLY	399821	ROLODEXES/CD HOLDERS	34.98	34.98
	20600 KEY OFFICE SUPPLY	400309	HP BLACK INK	80.54	80.54
012510	INFORMATION TECHNOLOGY		ACCOUNT TOTAL	14.99	14.99
			MAJOR TOTAL	130.51	130.51 *
3160	Professional Services		ACCOUNT TOTAL	8,551.35	8,551.35 **
	11902 BUSINESS DATA OF VA, INC.	20100806	TRAVEL EXPENSE	125.00	125.00
	11902 BUSINESS DATA OF VA, INC.	20100812	TRAVEL EXPENSE	125.00	125.00
	11902 BUSINESS DATA OF VA, INC.	20100814	TRAVEL EXPENSE	125.00	125.00
	11902 BUSINESS DATA OF VA, INC.	20100819	TRAVEL EXPENSE	3,700.00	3,700.00
	11902 BUSINESS DATA OF VA, INC.	20100821	MONTHLY CONTRACT	4,200.00	4,200.00 *
013100	ELECTORAL BOARD AND OFFICIALS		ACCOUNT TOTAL	4,200.00	4,200.00 **
3320	Maintenance Service Contr UNILECT CORPORATION	11 1234	MAINTENANCE CONTRACT	4,345.00	4,345.00 *
021300	SPECIAL MAGISTRATES		ACCOUNT TOTAL	4,345.00	4,345.00 **
5810	Dues & Association Member		ACCOUNT TOTAL	25.00	25.00
	31686 VA MAGISTRATES ASSOC	11-12 DUES AE	DUES	25.00	25.00
	31686 VA MAGISTRATES ASSOC	11-12 DUES KJ	DUES	25.00	25.00
	31686 VA MAGISTRATES ASSOC	11-12 DUES WN	DUES	75.00	75.00 *
			MAJOR TOTAL	75.00	75.00 **

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
021600	021600	CLERK OF THE CIRCUIT COURT					
3310	32515	Repairs/Maintenance WHITECOM SYSTEMS		13017	ALARM SYSTEM MONITOR	258.00	258.00 *
5850	999999	Juors/Witnesses HASKINS ANTONIO		WITNESS 811	MILEAGE	1,002.66	1,002.66 *
					MAJOR TOTAL	1,260.66	1,260.66 **
021800	LAW LIBRARY						
5230	10105	Telecommunications AT&T		315 0208 811	PHONE	35.98	35.98 *
					MAJOR TOTAL	35.98	35.98 **
022100	COMMONWEALTH'S ATTORNEY						
5899	12743	Miscellaneous COMMONWEALTH SOLUTIONS		10182	SHREDDING SERVICE	15.00	15.00
	999999	QUEENS COUNTY CLERK		CERTIFY CONV811	CERTIFIED CONVICTION	20.00	20.00
	999999	QUEENS CRIMINAL COURT		CERTIFY CONV811	CERTIFIED CONVICTION	10.00	10.00
					MAJOR TOTAL	45.00	45.00 *
					MAJOR TOTAL	45.00	45.00 **
031200	SHERIFF						
3311	17403	Repairs & Maint-Auto & Eq HARRIS TRAVIS III		SHERIFF 811	WIPER MOTOR/MODULE	336.33	336.33
	20323	KENBRIDGE TIRE & AUTO		55858	CALIBRATIONS	50.00	50.00
5210	30666	Postal Services U S POSTAL SERVICE		BOX 414 RENT811	BOX RENT	70.00	70.00 *
					MAJOR TOTAL	70.00	70.00 *
5230	20905	Telecommunications KINEX TELECOM INC		110901 0019	WEB HOST/DATA BACKUP	39.90	39.90
	21319	CENTURYLINK		309468839 811A	PHONE	10.36	10.36
5530	16653	Travel-Subsistence & Lodg GOLDMAN ROBERT		MEAL 811A	MEAL	8.13	8.13
	28703	SPRAGUE JOSEPH		MEAL 811A	MEAL	12.90	12.90
6001	15380	Office supplies FARMVILLE PRINTING		SHERIFF 811	ENVELOPES	21.03	21.03 *
					MAJOR TOTAL	285.25	285.25 *
6010	13012	Police Supplies DMV		11210356	ID CARDS	60.00	60.00
	28592	SOUTHERN POLICE EQUIP CO		152170	MAGLITE BATTERY PACK	52.97	52.97
					MAJOR TOTAL	112.97	112.97 *

FUND # - 100 GENERAL FUND

MAJOR# ACCT# 6011	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	16101	Uniforms & Wearing Appare GALLS, AN ARAMARK COMPANY	511083527	CREDIT	25.98-
	16101	GALLS, AN ARAMARK COMPANY	511530148	SHOES	115.60
	26360	QUANTUM GRAPHICS/UNIFORMS	7390	SHIRTS	224.50
	28592	SOUTHERN POLICE EQUIP CO	152170	DUTY BELT	36.99
				ACCOUNT TOTAL	351.11 *
				MAJOR TOTAL	1,276.95 **
032200		VOLUNTEER FIRE DEPARTMENT			
7003	15150	Payment to Prospect VFD FARMVILLE AUTO PARTS	59672	CHAIN BAR LUBE/OIL	17.95
	29332	TOWN OF FARMVILLE	805 PROSPECT811A	FUEL	759.92
				ACCOUNT TOTAL	777.87 *
				MAJOR TOTAL	777.87 **
033200		REGIONAL JAIL & DETENTION			
7001	25380	Piedmont Regional Jail-Pe PIEDMONT REGIONAL JAIL	1452	INMATE PER DIEM	3,906.10
				ACCOUNT TOTAL	3,906.10 *
				MAJOR TOTAL	3,906.10 **
034100		BUILDING OFFICIAL			
3311	999999	Repairs & Maint-Auto PRO AUTO LLC	3871	INSPECTION	16.00
				ACCOUNT TOTAL	16.00 *
				MAJOR TOTAL	16.00 **
035100		ANIMAL CONTROL			
3310	21811	Repairs/Maintenance LOWE'S	913303	WIRE FOR TRAP	15.20
	21319	Telecommunications CENTURYLINK	310119726 811A	PHONE	116.42
				ACCOUNT TOTAL	116.42 *
5810	31399	Dues & Association Member VACA	12 DUES-FOSTER	2012 DUES-FOSTER	30.00
	31399	VACA	12 DUES-MORRIS	2012 DUES-MORRIS	30.00
				ACCOUNT TOTAL	60.00 *
				MAJOR TOTAL	191.62 **
042300		REFUSE DISPOSAL			
3310	21811	Repairs/Maintenance LOWE'S	909683	BUG SPRAY	12.98
				ACCOUNT TOTAL	12.98 *

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
3841	14723	Purchase of serv - Recycli EMANUEL TIRE OF VIRGINIA	468673	TIRE RECYCLING	510.00	510.00 *
5230	10105	Telecommunications AT&T	392 3675 811	PHONE	56.92	56.92 *
6008	25782	Vehicle & Powered Equip F PRINCE EDWARD CO PBLIC SCH	DIESEL AUG 11	DIESEL REIMBURSEMENT	1,106.85	1,106.85 *
043200	GENERAL	PROPERTIES			1,686.75	1,686.75 **
5110	31844	Electrical Services	2786281903 811A	COURTHOUSE	13,793.96	
	31846	DOMINION VA POWER	1545926683 811	SCOPE BLDG	201.27	
	31846	DOMINION VA POWER	8105475944 811	AG BLDG	1,170.94	
5230	10105	Telecommunications AT&T	223 8665 811A	PHONE	35.98	35.98 *
6005	21811	Janitorial Supplies LOWE'S	902956	FLOOR STRIPPER/WAX	120.80	120.80 *
6007	21811	Repairs and Maintenance S LOWE'S	901277	LAG SHIELD/SCREWS	44.42	
	21811	LOWE'S	901809	KNIFE/NAILS/WIRECLIP	29.21	
	21811	LOWE'S	909281	TROWEL/ADHESIVE/TAPE	50.14	
	21811	LOWE'S	909476	PRUNER	12.98	
	21811	LOWE'S	909683	NUTS/BOLTS/WASHERS	6.97	
	21811	LOWE'S	909921	SCREWS/WASHERS	1.05	
	21811	LOWE'S	910185	RAKE	15.18	
6008	25782	Vehicle & Powered Equip F PRINCE EDWARD CO PBLIC SCH	DIESEL AUG 11	DIESEL REIMBURSEMENT	159.95	159.95 *
6009	29083	Vehicle & Powered Equip S TAYLOR-FORBES EQUIP CO	IN05152	WEEDEATER LINE	130.43	130.43 *
	29083	TAYLOR-FORBES EQUIP CO	IN05445	CARB CLEANER/WD40	42.63	
	29083	TAYLOR-FORBES EQUIP CO	W053959	MOWR SPINDLE ASSMBLY	18.33	
043400	CANNERY				457.75	
5230	21319	Telecommunications CENTURYLINK	310248529 811A	PHONE	518.71	518.71 *
					16,132.04	16,132.04 **
					80.21	80.21 *
					80.21	80.21 **

PRINCE EDWARD
LISTING OF INVOICES FOR 9/04/2011 -- 9/04/2011

AP375H
9/13/2011
FUND # - 100 GENERAL FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	ACCOUNT MAJOR	TOTAL	AMOUNT
053500	11191	CSA Programs BEAR CREEK ACADEMY	210	PROFESSIONAL SERVICE	ACCOUNT MAJOR	4,930.00 *	4,930.00 *
081600		TOURISM			ACCOUNT MAJOR	4,930.00 **	4,930.00 **
5230	21319	Telecommunications CENTURYLINK	310393238 811	PHONE	ACCOUNT MAJOR	283.64 *	283.64 *
091000		GENERAL EXPENSE			ACCOUNT MAJOR	283.64 **	283.64 **
5803	28597	Internal Fuel Account SOUTHERN STATES COOP INC	77589	GAS	ACCOUNT MAJOR	3,649.90	3,649.90
	28597	SOUTHERN STATES COOP INC	81758	GAS	ACCOUNT MAJOR	3,327.41	3,327.41
	28597	SOUTHERN STATES COOP INC	88710	GAS	ACCOUNT MAJOR	3,690.47	3,690.47
	28597	SOUTHERN STATES COOP INC	94198	GAS	ACCOUNT MAJOR	4,129.72	4,129.72
					ACCOUNT MAJOR	14,797.50 *	14,797.50 **
094000		CAPITAL PROJECTS			ACCOUNT MAJOR	75.24	75.24
0024	21811	Cannery LOWE'S	901848	PLYWOOD/2X6 BOARDS	ACCOUNT MAJOR	47.95	47.95
	21811	LOWE'S	909451	PAINT/PRIMER	ACCOUNT MAJOR	123.19 *	123.19 **
					FUND TOTAL	62,714.86	

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
043200	31846	GENERAL PROPERTIES			
5110	31846	Electrical Services DOMINION VA POWER	4148700281	SEWER PUMP	35.93
				ACCOUNT TOTAL	35.93 *
				MAJOR TOTAL	35.93 **
				FUND TOTAL	35.93

FUND # - 741 PIEDMONT COURT SERVICES FUND

MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
097002	PCS DRUG TESTING FEES				
0001	28095	PCS Drug Testing Fees ALERE TOXICOLOGY SERV INC	226254	DRUG TESTING	58.44
ACCOUNT TOTAL					58.44 *
MAJOR TOTAL					58.44 **
FUND TOTAL					58.44
TOTAL DUE					62,809.23

Approved at meeting of ----- On -----

Signed -----
 ----- Title ----- Date -----
 ----- Title ----- Date -----
 ----- Title ----- Date -----



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: September 13, 2011
Item No.: 22-b
Department: Planning & Community Development
Staff Contact: W.W. Bartlett
Issue: Event/Festival Permit Application – Five County Fair

Summary: The Five County Fair Association is requesting to hold the Five County Fair at the Fairgrounds from October 18, 2011 through October 22, 2011.

Attachments: Event Permit Application

Recommendation: Approval.

Motion _____
Second _____

Campbell _____
Jones _____
Wilck _____

Fore _____
McKay _____
Wiley _____

Gantt _____
Simpson _____

APPLICATION FOR EVENT / FESTIVAL PERMIT
PRINCE EDWARD COUNTY

Organization / Agency Conducting Event: Five Co. Fair Assoc., Inc.

Person (s) Representing Organization: AUBURN F. ESTES

EVENT Type: COUNTY FAIR

Location: 209 FAIRGROUNDS Rd. FARMVILLE, VA. 23901

Date(s): OCT. 18 - OCT. 22, 2011 Time(s): _____

of Tickets for Sale: 6,500 Estimated # of Persons to Attend: 12,000

Name(s) / Address(es) / Phone # of Promoters: SAME AS ABOVE

Financial backing of the event: SELF

Name of all persons or groups that will perform: BRUISER WRESTLING FEDERATION
LOCAL TALENT CONTEST

Name and Address of property owner which event is to be held: SAME AS ABOVE

Nature and interest of applicant(s) in the property on which the event is to be held (if any):
FIVE Co. FAIR - YOUTH AGRICULTURAL AND FAMILY EVENTS

Detailed plan for adequate sanitation facilities / garbage and trash disposal (must be approved by the county health inspector): ON SITE RESTROOMS & ARENA TRUCKING Co.

Plan for providing food, water, and lodging for persons at event (must be approved by the county health inspector): CARNIVAL - WELL - LOCAL ORGANIZATIONS / RICE FIRE DEPT.
VFW

Plan for adequate medical facilities for persons at the event (must be approved by the county health inspector): LOCAL RESCUE SQUADS

Plan for adequate parking facilities and traffic control in and around event:
15 ACRES - PAID PARKING ATTENDANTS & SECURITY

Plan for adequate fire protection (must be approved by the county forestry warden):

LOCAL FIRE DEPARTMENTS

Statement specifying whether any outdoor lights or lighting are to be utilized, (if so, a plan showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the event is held: _____

NO LIGHTING UNREASONABLE BEYOND PROPERTY

Statement that no music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the event is located:

EVENT CLOSES BY 11:30 P.M. EACH NIGHT

Applications must be filed in duplicate with the Clerk of the Board, at least twenty-one (21) days prior to the event date.

Music shall not be rendered nor entertainment provided for more than eight (8) hours in any twenty-four (24) hour period, such twenty-four (24) hours to be measured from the beginning of the first performance at the event.

~~No person under the age of eighteen (18) years of age shall be admitted unless accompanied by a parent or guardian, the parent or guardian to remain with the person at all times.~~ OMIT (PW)

Specific reference is hereby made to Section 6 - 66-71, et. Seq., of the Code of Prince Edward County, Virginia, which provisions are incorporated herein by reference.

Date

9-2-2011

Signature of Applicant(s)

[Signature] Gen Manager

Date

Approval by

County Administrator
Clerk of the Board

Fee \$ 50

Fee Paid By

ARGYRN ESTES

Date Received

9-9-11



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

Meeting Date: September 13, 2011
Item No.: 23
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: Appropriations and Budget Amendments

Summary:

Attached is a request from the School Board for approval to procure an HVAC unit for the Prince Edward County Middle School. The schools will bid the procurement of this equipment and it is estimated the cost will not exceed \$150,000. It is proposed this expenditure come from the General Fund Balance to be transferred from a new accounting line designating the expenditure for a one-time capital procurement so as not to be confused with the annual contribution from the County.

Attachment:

Letter dated September 9, 2011 from Dr. Smith

Recommendation:

Approve the budget amendment below and appropriate the same funds.

REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
<u>FY12 Budget Amendment</u>						
3(Rev)	100	41050	0100	From General Fund Balance		\$ 150,000
4(Exp)	100	93000	0252	Transfer to Schools – Capital Project	\$ 150,000	
3(Rev)	250	41050	0101	Transfer From General Fund-Capital		\$ 150,000
4(Exp)	250	66000	0001	School Fund – Facilities	\$ 150,000	

Motion _____
 Second _____

Campbell _____
 Jones _____
 Wilck _____

Fore _____
 McKay _____
 Wiley _____

Gantt _____
 Simpson _____



Prince Edward County Public Schools

35 Eagle Drive
Farmville, Virginia 23901

School Board

Telephone
434-315-2150
Fax
434-392-1911

September 9, 2011

Mr. William G. Fore, Jr., Chairman
Board of Supervisors
Prince Edward County
111 South Street
Farmville, VA 23901

Dear Mr. Fore:


The Prince Edward County School Board is respectfully requesting the approval of an additional amount of funds, not to exceed \$150,000, for the procurement of an HVAC unit at the Prince Edward County Middle School.

The School Board approved the request of these funds at its September 7, 2011 Board meeting.

These funds are to be included in the budget for the School Fund, to increase the Facilities category by \$150,000. The 2011-2012 School Budget total will increase to \$27,300,577.

Thank you for your continued support of our school system.

Sincerely,


K. David Smith, Ed. D.
Division Superintendent

KDS/csw

pc: Mr. Wade Bartlett, County Administrator



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

Meeting Date: September 13, 2011
Item No.: 24
Department: County Administration
Staff Contact: Sarah Puckett
Issue: Public Officials Liability Insurance for Board Appointees- Poplar Hill CDA

Summary: Supervisor Simpson, who represents the Board on the Poplar Hill CDA, has asked that the following request be brought to the Board of Supervisors. The Poplar Hill CDA has no revenue stream and no funds available to it. In order to pay for Public Officials Liability Insurance the individual members are being asked to pay out of pocket. Three of the eight members of the CDA are appointed by and serve on the CDA at the pleasure of the Board of Supervisors. The remaining five members are either current or past investors in the project and are appointed by the CDA.

The Board is asked to consider paying for the Public Officials Liability Insurance for the three Poplar Hill CDA members appointed by the Board, as it does for the Prince Edward County Industrial Development Authority and School Board.

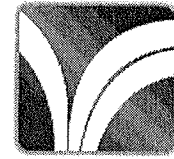
A copy of the bill from VACo Insurance is attached. The amount per director is \$100.13 for a total of \$300.39.

Attachments: CDA Insurance Bill

Recommendation: Board action is requested.

Motion _____ Campbell _____ Fore _____ Gantt _____
Second _____ Jones _____ McKay _____ Simpson _____
Wilck _____ Wiley _____

Invoice Date	7/1/2011
Due Date	7/1/2011
Policy #	VA-PO-110
Invoice Number	P-4587
Amount Due	\$801.00



VACORP

Poplar Hill CDA
 C/O Hampden-Sydney College
 PO Box 127
 Hampden-Sydney VA 23943

308 Market St SE Suites 1 & 2
 Roanoke, VA 24011
 (540)345-8500 toll free (888)822-6772
 FAX (540)345-5330

POLICY # VA-PO-110	EFFECTIVE DATE 07-01-2011	EXPIRATION DATE 06-30-2012
---------------------------	----------------------------------	-----------------------------------

Transaction	Amount
AUTO	\$150.00
LIABILITY	\$101.00
PUB OFFICIALS	\$550.00
Dividend	\$0.00

*Work Comp Credit included if applicable

Total Amount Due \$801.00

A late charge of 1% per month (12% per annum) will be assessed for premiums received 30 days after the invoice date shown above.

PLEASE MAKE CHECK PAYABLE TO VACORP AND INCLUDE INVOICE NUMBER ON CHECK

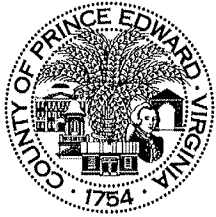
THANK YOU FOR YOUR CONTINUED SUPPORT!

PLEASE RETURN THIS PORTION WITH REMITTANCE

Member	Policy	Invoice	Due Date	Amount Due	Enclosed
Poplar Hill CDA	VA-PO-110	P-4587	7/1/2011	\$801.00	<input type="text"/>

Remit To: VACORP
 308 Market St SE Suites 1 & 2
 Roanoke, VA 24011

8 CDA MEMBERS - 3 ARE APPOINTED BY BOARD



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

Meeting Date: September 13, 2011
Item No.: 25
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Appointments: Citizen Board/Commission Vacancies

Summary: The following terms expire December 31, 2011 and will be advertised in *The Farmville Herald*. Listed by each position is the term of office and the name of the individual currently holding the position. Appointments are effective January 1, 2012.

Appointment	Term of Office	# of Terms Expiring or Vacancies	Individual Currently in Office
Prince Edward County Planning Commission	4 Years	1 1 County Position	Chris Mason
Board of Zoning Appeals <i>(Recommendation to Circuit Court Judge)</i>	5 Years	1	Vincent Eanes

Attachments: Draft Public Notice

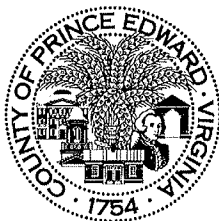
Recommendation: Authorize Advertising

Motion _____
 Second _____

Campbell _____
 Jones _____
 Wilck _____

Fore _____
 McKay _____
 Wiley _____

Gantt _____
 Simpson _____



Please publish the following Public Notice in the Friday, September 16, 2011 and Friday, October 28, 2011 editions of *The Farmville Herald*. Please provide a Certificate of Publication to the Prince Edward County Administrator's Office.



NOTICE TO THE CITIZENS OF THE COUNTY OF PRINCE EDWARD

To provide the maximum opportunity for citizen participation in our local government, it is the policy of the Prince Edward County Board of Supervisors to advertise all vacancies on county boards, commissions and committees, etc., which call for citizen representation. Citizens interested in serving on a County board, commission or committee may complete a Citizen Volunteer Application, which will be reviewed by the Board during the appointment process.

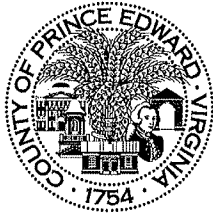
CURRENT VACANCIES

<u>Position</u>	<u>Term of Office</u>	<u># of Vacancies</u>
Prince Edward County Planning Commission	4 Years	1 County Positions*
Prince Edward County Board of Zoning Appeals	5 Years	1 Position**

Notes: *Individuals holding the County positions must live in Prince Edward County outside the limits of the Town of Farmville.

** For this position, the Board makes a recommendation to the Circuit Court Judge, who makes the appointment.

Persons interested in being considered for appointment must submit a County Citizen Volunteer Application to the Prince Edward County Administrator's Office not later than Friday, December 2, 2011. These appointments will be made at the December 13, 2011 Board meeting. Applications are available on the County's web site at www.co.prince-edward.va.us or in the County Administrator's Office, 111 South Street, 3rd Floor, P.O. Box 382, Farmville, Virginia 23901. For additional information about these or other citizen volunteer opportunities, please contact the County Administrator's Office at (434) 392-8837.



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: September 13, 2011
Item No.: 26
Department: County Administration
Staff Contact: Sarah Puckett
Issue: VACo Annual Meeting Voting Credentials

Summary: The Board will wish to designate its voting delegate and alternate for the VACo Annual Business Meeting.

Attachments: Letter, VACo, Voting Credentials

Recommendation: Designation of Voting Delegate and Alternate.

Motion _____
Second _____

Campbell _____
Jones _____
Wilck _____

Fore _____
McKay _____
Wiley _____

Gantt _____
Simpson _____

President
Robert R. Adkins
Wise County

President-Elect
Barbara A. Favola
Arlington County

First Vice President
Catherine M. Hudgins
Fairfax County

Second Vice President
John D. Miller
Middlesex County


Secretary-Treasurer
Harrison A. Moody
Dinwiddie County

Immediate Past President
Donald L. Hart, Jr.
Accomack County

Executive Director
James D. Campbell, CAE

General Counsel
Phyllis A. Errico, Esq., CAE

TO: Chairs, County Board of Supervisors
County Chief Administrative Officers

FROM: James D. Campbell, Executive Director 

RE: Voting Credentials for the Annual Business Meeting

DATE: September 6, 2011

The 2011 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 15, from 10:15 a.m. to Noon at The Homestead in Bath County.

Article VI of the VACo ByLaws states that each county shall designate a representative of its board of supervisors to cast its vote(s) at the Annual Business Meeting. However, if a member of the board of supervisors cannot be present for this meeting, the Association's ByLaws allow a county to designate a non-elected official from your county or a member of a board of supervisors from another county to cast a proxy vote(s) for your county.

For your county to be certified to vote at the Annual Business Meeting, (1) your annual dues must be paid in full and (2) either a completed Voting Credentials Form or a Proxy Statement must be submitted to VACo by November 1, 2011. Alternatively, this information may be submitted to the Credentials Committee at its meeting on Monday, November 14, at 4:30 p.m. in the Monroe Room or to the conference registration desk before this meeting.

NOMINATING COMMITTEE

The Nominating Committee will meet at 4:45 p.m. in the Wilson Room on Monday, November 14th during VACo's Annual Conference at the Homestead. The committee is charged to nominate a candidate for President-Elect, First Vice President, Second Vice President, and Secretary-Treasurer to be elected at the Annual Business Meeting. Please send your expressions of interest and nominations to the Committee or to VACo's Executive Director.

REGIONAL DIRECTORS

Pursuant to VACo's By-Laws, "regional directors shall be selected at the Annual Meeting by the member counties located within the region which the director will represent." Regional caucuses will be scheduled during the Annual Meeting to select directors. Incumbent regional directors should chair the caucuses. Reports should be given to VACo's Executive Director by 6:00 p.m. on Monday, November 14th. The attached list shows the regional directors whom must be selected.

Attachments

cc: VACo Board of Directors
Nominations Committee

1207 E. Main St., Suite 300
Richmond, Va. 23219-3627

Phone: 804.788.6652
Fax: 804.788.0083

E-mail: mail@vaco.org
Web site: www.vaco.org

Region 2.....Sherrin C. Alsop (King & Queen County)
Region 3.....Marleen K. Durfee (Chesterfield County)
Region 3.....Gilbert A. Smith (Charles City County)
Region 4.....Nancy R. Carwile (Charlotte County)
Region 7.....Steven L. Walker (Culpeper County)
Region 8.....John D. Jenkins (Prince William County)
Region 8.....Maureen S. Caddigan (Prince William)
Region 8.....Penelope A. “Penny” Gross (Fairfax County)
Region 8.....Linda Q. Smyth (Fairfax County)
Region 9.....Pablo Cuevas (Rockingham County)
Region 10.....Mary W. Biggs (Montgomery County)
Region 13.....Claude B. Ray (Lee County)

**VACo 2011 Annual Meeting
Voting Credentials Form
Form may be returned by mail or fax (804-788-0083)**

Voting Delegate:
(Supervisor)

Name _____

Title _____

Locality _____

Alternate Delegate:
(Supervisor)

Name _____

Title _____

Locality _____

Certified by:
(Clerk of the Board)

Name _____

Title _____

Locality _____

**VACo 2011 Annual Meeting
Proxy Statement**

_____ County authorizes the following person to cast its vote at the 2011 Annual Meeting of the Virginia Association of Counties on November 15, 2011.

_____, a non-elected official of this county.

-OR-

_____ a supervisor from _____ County.

This authorization is:

Uninstructed. The proxy may use his/her discretion to cast _____ County's votes on any issue to come before the annual meeting.

Instructed. The proxy is limited in how he/she may cast _____ County's votes. The issues on which he/she may cast those votes and how he/she should vote are:
(List issues and instructions on the back of this form)

Certified by: Name _____

Title _____

Locality _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: September 13, 2011
Item No.: 27
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Puckett
Issue: Correspondence/Informational - Addendum

Summary:

Attachments:

- a. Letter from VACo, RE: VACo Region 4 Regional Caucus

Recommendation: None.

Motion _____
Second _____

Campbell _____
Jones _____
Wilck _____

Fore _____
McKay _____
Wiley _____

Gantt _____
Simpson _____

President

Robert R. Adkins
Wise County

President-Elect

Barbara A. Favola
Arlington County

First Vice President

Catherine M. Hudgins
Fairfax County

Second Vice President

John D. Miller
Middlesex County

Secretary-Treasurer

Harrison A. Moody
Dinwiddie County

Immediate Past President

Donald L. Hart, Jr.
Accomack County

Executive Director

James D. Campbell, CAE

General Counsel

Phyllis A. Errico, Esq., CAE

September 6, 2011

Ms. Nancy R. Carwile
Supervisor
Charlotte County
235 Thomas Wood Lane
Cullen, VA 23934

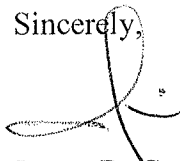
Dear Nancy:

Your current term on the Board of Directors expires at the end of this year. According to VACo's By-Laws, you are eligible to serve additional terms.

As the incumbent regional representative, you are urged to assemble a caucus of the counties from your region (Region 4) to determine who will represent your region on the VACo Board of Directors for the 2-year term ending December 31, 2013. We have scheduled the Blue Ridge Room for your regional caucus at VACo's annual conference at 4:30 p.m., Sunday, November 13, 2011.

Should you need additional information, please call me.

Sincerely,



James D. Campbell, CAE
Executive Director

Copies to:

Region 4 County Administrators
Region 4 Board of Supervisors Chairmen

1207 E. Main St., Suite 300
Richmond, Va. 23219-3627

Phone: 804.788.6652
Fax: 804.788.0083

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