



BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

November 17, 2009

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County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: November 17, 2009
Item No.: 19-a
Department: Board of Supervisors
Staff Contact: Mable Shanaberger
Issue: Consent Agenda - Treasurer's Report

Summary: The Treasurer's Report is attached.

Attachments: July 2009 Treasurer's Report

Recommendation:

Motion _____
Second _____

Fore _____
McKay _____
Ward _____

Gilfillan _____
Moore _____
Wiley _____

Jones _____
Simpson _____

Prince Edward County Board of Supervisors

| | | | |
|---|------------------------|--|---------------|
| *Of this \$5,821,071.99 in the General Fund, \$10,581,550.48 is encumbered for: | | | |
| Transfers In: | | | |
| | School Fund | | 7,968,525.00 |
| | VPA Fund | | 495,657.44 |
| | Water Fund | | 625,000.00 |
| | Sewer Fund | | 625,000.00 |
| | IDA Fund | | 28,280.48 |
| | Retirement Benefits Fd | | 32,628.00 |
| | | | |
| | Debt Obligations | | 806,459.56 |
| | Total | | 10,581,550.48 |
| This leaves an unencumbered balance of of (\$4,760,478.49) in the General Fund. | | | |

**Prince Edward Co. Board of Supervisors
Depository Balances**

Checking Accounts:

| | | |
|--------------------------|----|--------------|
| Benchmark Community Bank | \$ | 74,939.94 |
| Wachovia Bank | \$ | 335,356.27 |
| BB&T | \$ | 2,557,801.95 |
| Bank of America | \$ | 361,164.16 |

Total: **\$ 3,329,262.32**

Investment Accounts:

| | | |
|---------------------------------|----|--------------|
| Benchmark Community Bank | \$ | 939,226.66 |
| Wachovia Bank | \$ | - |
| Citizens Bank & Trust Company | \$ | 236,009.83 |
| BB&T | \$ | 2,269,694.16 |
| Planters Bank & Trust | \$ | 398,260.08 |
| Mentor Investments | \$ | 162,310.84 |
| SNAP (State Non-Arbitrage Plan) | \$ | 183.55 |
| Bank of America | \$ | 1,769,688.95 |

Total: **\$ 5,775,374.07**

Mable H. Shanaberger, Treasurer

Prince Edward County Board of Supervisors

| Description | Sub-Fund Balances | Fund Balances | Account Balances |
|--|----------------------------|------------------------|-------------------------|
| General Fund | \$ 119,637.23 | | |
| General Fund Res. for Investments | \$ 4,940,250.22 | \$ 5,059,887.45 | * |
| Prince Edward Community Dev Fund | | \$ - | |
| Industrial Development Authority Fund | | \$ 79,363.40 | |
| Recreation Fund Res for Investments | | \$ 25,597.55 | |
| Forfeited Assets Fd. Res. for Inv. | | \$ 125,390.27 | |
| School Capital Projects Fund--VPSA | | \$ 61.97 | |
| School Capital Projects Fund--QZAB01 | | \$ 413.94 | |
| Underground Storage Tank Fund | | \$ 20,000.00 | |
| Economic Development Fund | | \$ 1,185,000.00 | |
| Board of Public Welfare Special Acct. | | \$ 2,214.11 | |
| Piedmont ASAP Fund | | \$ 200,423.83 | |
| School Fund | | \$ 359,173.64 | |
| Landfill Construction Fund | | \$ (220,154.64) | |
| PCS Fund | | \$ 293,417.19 | |
| Revenue Sharing Fund | | \$ (294,271.52) | |
| Retirement Benefits Fund | | \$ 8,911.00 | |
| School Capital Projects Fund--QZAB02 | | \$ 369,177.03 | |
| Dare Donations Fund | | \$ 3,786.47 | |
| School Cafeteria Fund | | \$ 169,937.18 | |
| Cash in Office | | | \$ 1,000.00 |
| Cash in Banks | | | \$ 2,047,229.13 |
| Warrants Payable (School Fund) | | | \$ - |
| General Fund Investments | | | \$ 4,940,250.22 |
| VPSA Investments | | | \$ 61.97 |
| QZAB01 Investments | | | \$ 413.94 |
| Underground Storage Tank Fund | | | \$ 20,000.00 |
| Recreation Fund Investments | | | \$ 25,597.55 |
| QZAB02 Investments | | | \$ 369,177.03 |
| Landfill Construction Fund for Investment | | | \$ (220,154.64) |
| Forfeited Asset Fd for Investment | | | \$ 125,390.27 |
| Industrial Dev Auth Fd for Inv | | | \$ 79,363.40 |
| Totals: | | \$ 7,388,328.87 | \$ 7,388,328.87 |
| *Of this \$5,059,887.45 in the General Fund, \$9,409,749.84 is encumbered for: | | | |
| Transfers In: | Retirement Benefits Fund | 30,900.00 | |
| | School Fund | 8,077,457.00 | |
| | VPA Fund | 511,354.84 | |
| | Landfill Construction Fund | 222,000.00 | |
| | Debt Obligations | 568,038.00 | |
| | Total | 9,409,749.84 | |
| This leaves an unencumbered balance of \$4,349,862.39 in the General Fund. | | | |

**Prince Edward Co. Board of Supervisors
Depository Balances**

Checking Accounts:

| | |
|--------------------------|-----------------|
| Benchmark Community Bank | \$ 97,927.31 |
| Wachovia Bank | \$ 296,943.92 |
| BB&T | \$ 2,270,267.70 |
| Bank of America | \$ 226,250.73 |

Total: **\$ 2,891,389.66**

Investment Accounts:

| | |
|---------------------------------|-----------------|
| Benchmark Community Bank | \$ 749,315.66 |
| Wachovia Bank | \$ 200,000.00 |
| Citizens Bank & Trust Company | \$ 235,000.00 |
| BB&T | \$ 1,427,656.30 |
| Planters Bank & Trust | \$ 200,000.00 |
| Mentor Investments | \$ 160,857.47 |
| SNAP (State Non-Arbitrage Plan) | \$ 61.97 |
| Bank of America | \$ 1,523,047.81 |

Total: **\$ 4,495,939.21**

Mable H. Shanaberger, Treasurer

Report Date: July

2008
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County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: November 17, 2009
Item No.: 19-b
Department: Accounts Payable
Staff Contact: Barbara Poulston
Issue: Consent Agenda – Review of Accounts & Claims-Addendum

Summary:

Attachments: Addendum Bill List

Recommendation: None.

Motion _____
Second _____

Fore _____
McKay _____
Ward _____

Gilfillan _____
Moore _____
Wiley _____

Jones _____
Simpson _____

11/17/2009

FROM DATE- 11/04/2009
TO DATE- 11/04/2009

ACCOUNTS PAYABLE CHECKS
PRINCE EDWARD

| FUND NO. | DESCRIPTION | \$\$\$ PAY \$\$\$ |
|----------|------------------------------|-------------------|
| 100 | GENERAL FUND | \$124,797.10 |
| 501 | WATER FUND | \$18,972.13 |
| 502 | SEWER FUND | \$14,739.62 |
| 741 | PIEDMONT COURT SERVICES FUND | \$157.30 |
| | TOTAL | 158,666.15 |

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

AP375H
11/17/2009
FUND # - 100 GENERAL FUND

| MAJOR# | VENDOR NUMBER | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|--------|---------------------------|-------------------|-----------------|------------------------|-------------|
| 011010 | BOARD OF SUPERVISORS | | | | |
| 5510 | Travel-Mileage | | | | |
| | 22580 | MOORE JAMES C | HOMESTEAD 09 | MILEAGE (376 MILES) | 206.80 |
| | 28425 | SIMPSON HOWARD F | HOMESTEAD 09 | MILEAGE (330 MILES) | 181.50 |
| | 32575 | WILEY MATTIE P | HOMESTEAD 09 | MILEAGE (349 MILES) | 191.95 |
| | ACCOUNT TOTAL | | | | 580.25 * |
| 5530 | Travel-Subsistence & Lodg | | | | |
| | 11894 | BUSINESS CARD | 1412PUCKTT1009A | CANCELLED RESERVATIONS | 556.88- |
| | 22580 | MOORE JAMES C | HOMESTEAD 09 | MEALS | 18.58 |
| | 28425 | SIMPSON HOWARD F | HOMESTEAD 09 | MEALS & TIPS | 53.68 |
| | 32575 | WILEY MATTIE P | HOMESTEAD 09 | MEALS & TIPS | 34.63 |
| | ACCOUNT TOTAL | | | | 449.99-* |
| 5540 | Travel-Convention & Educa | | | | |
| | 11894 | BUSINESS CARD | 1412PUCKTT1009A | VACO REGISTRATIONS | 1,350.00 |
| | ACCOUNT TOTAL | | | | 1,350.00 * |
| | MAJOR TOTAL | | | | 1,480.26 ** |
| 012110 | COUNTY ADMINISTRATOR | | | | |
| 5530 | Travel-Subsistence & Lodg | | | | |
| | 11894 | BUSINESS CARD | 1412PUCKTT1009A | MEALS | 72.81 |
| | 11894 | BUSINESS CARD | 1412PUCKTT1009A | CANCELLED RESERVATION | 278.44- |
| | ACCOUNT TOTAL | | | | 205.63-* |
| 5540 | Travel-Convention & Educa | | | | |
| | 11894 | BUSINESS CARD | 1412PUCKTT1009A | VACO REGISTRATION | 225.00 |
| | ACCOUNT TOTAL | | | | 225.00 * |
| 6001 | Office Supplies | | | | |
| | 12063 | C W WARTHEN | 48378 | MINUTE BOOK | 409.18 |
| | ACCOUNT TOTAL | | | | 409.18 * |
| 6008 | Vehicle & Powered Equip F | | | | |
| | 29332 | TOWN OF FARMVILLE | 97 1009A | FUEL | 133.35 |
| | ACCOUNT TOTAL | | | | 133.35 * |
| | MAJOR TOTAL | | | | 561.90 ** |
| 012310 | COMMISSIONER OF REVENUE | | | | |
| 3600 | Advertising | | | | |
| | 15240 | FARMVILLE HERALD | COMR REV 1009 | ADVERTISING | 219.40 |
| | ACCOUNT TOTAL | | | | 219.40 * |
| 5230 | Telecommunications | | | | |
| | 10097 | AT&T | 392 3231 1009A | PHONE | 69.70 |
| | ACCOUNT TOTAL | | | | 69.70 * |
| 6014 | Other Operating Supplies | | | | |
| | 22058 | M&W PRINTERS INC | 61369 | FREIGHT ON LAND BKS | 28.74 |
| | ACCOUNT TOTAL | | | | 28.74 * |
| | MAJOR TOTAL | | | | 317.84 ** |
| 012410 | TREASURER | | | | |
| 5230 | Telecommunications | | | | |
| | 10097 | AT&T | 392 3454 1009A | PHONE | 81.67 |

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

AP375H
11/17/2009
FUND # - 100 GENERAL FUND

| MAJOR# ACCT# | VENDOR NUMBER AT&T | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|-----------------|--------------------------|---|----------------------------------|-------------------------|---|
| 5410 | 25483 | Lease/Rent Equipment PITNEY BOWES FINANCL SERV | 6924195-NV09 | EQUIPMENT LEASE | 1,815.66 * |
| 5510 | 21547 999999 | Travel-Mileage LEE BARBARA BAPPERT STEPHANIE | MILEAGE 1009 MILEAGE 1009A | MILEAGE MILEAGE | 78.10 62.70 140.80 * 2,072.51 ** |
| 012510 | | INFORMATION TECHNOLOGY | | | |
| 3160 | | Professional Services | | | |
| | 11902 | BUSINESS DATA OF VA, INC. | 103864 | TRAVEL EXPENSE | 125.00 |
| | 11902 | BUSINESS DATA OF VA, INC. | 103865 | TRAVEL EXPENSE | 125.00 |
| | 11902 | BUSINESS DATA OF VA, INC. | 103866 | TRAVEL EXPENSE | 125.00 |
| | 11902 | BUSINESS DATA OF VA, INC. | 103867 | TRAVEL EXPENSE | 125.00 |
| | 11902 | BUSINESS DATA OF VA, INC. | 103893 | MONTHLY CONTRACT | 2,800.00 |
| 3320 | | Maintenance Service | | | 3,300.00 * |
| | 12762 | COMPUTERPLUS SALES/SERVIC | MC0000149642 | MAINTENANCE CONTRACT | 270.00 |
| 021100 | | CIRCUIT COURT | | | 270.00 * |
| 5230 | 10097 | Telecommunications AT&T | 392 5171 1009A | PHONE | 57.34 * 57.34 ** |
| 021600 | | CLERK OF THE CIRCUIT COURT | | | |
| 5880 | 18913 20904 | Technology Trust Funds INTERNATIONAL LAND SYSTEMS KINEX NETWORKING SOLUTION | PR1001811102609 091101 0050 | SOFTWARE UPGRADE DSL | 6,000.00 74.95 6,074.95 * |
| 6001 | 20600 | Office Supplies KEY OFFICE SUPPLY | 367539 | APPOINTMENT BOOK | 16.89 16.89 * 6,091.84 ** |
| 021800 | | LAW LIBRARY | | | |
| 5230 | 10099 28711 | Telecommunications AT&T CENTURYLINK | 315 0208 1009A 315 0208 1009A | DATA LINE DATA LINE | 34.38 32.23 66.61 * |
| | | ACCOUNT TOTAL | | | |
| | | ACCOUNT TOTAL | | | |
| | | MAJOR TOTAL | | | |

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PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

BEFORE CHECKS
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| MAJOR# ACCT# 6012 | VENDOR NUMBER 21761 | VENDOR NAME LEXISNEXIS | INVT# 0910081688 | DESCRIPTION Books and Subscriptions ONLINE SERVICE | AMOUNT 207.00 207.00 * 273.61 ** |
|-------------------------|---------------------------|---|---------------------|--|---|
| 022100 | COMMONWEALTH'S ATTORNEY | | | | ACCOUNT TOTAL MAJOR TOTAL |
| 3320 | 12884 | Maintenance Service Contr CPI | 09 11 481ME | MAINT CONTRACT-VCIN | 156.00 156.00 * |
| 6001 | 20600 | Office Supplies KEY OFFICE SUPPLY | 367338 | OFFICE SUPPLIES | 139.00 |
| | 20600 | KEY OFFICE SUPPLY | 367344 | OFFICE SUPPLIES | 34.08 |
| | 20600 | KEY OFFICE SUPPLY | 367388 | INK CARTRIDGE | 119.99 |
| | 20600 | KEY OFFICE SUPPLY | 367831 | RING BINDERS/CASES | 43.19 |
| | 20600 | KEY OFFICE SUPPLY | 368381 | DVD DRIVE | 45.00 |
| | | | | ACCOUNT TOTAL MAJOR TOTAL | 381.26 * 537.26 ** |
| 031200 | SHERIFF | | | | |
| 6008 | 29332 | Vehicle & Powered Equip F TOWN OF FARMVILLE | 97 1009A | FUEL | 6,753.66 6,753.66 * 6,753.66 ** |
| 032200 | VOLUNTEER FIRE DEPARTMENT | | | | |
| 7007 | 25246 | Payment to Meherrin VFD PARKER OIL CO INC | 90109 | WATER HEATER REPAIRS | 301.88 |
| | 30439 | US CELLULAR | 811808312 1009 | PHONE | 154.60 |
| | 31335 | VERIZON | 736 0633 1009 | PHONE | 151.85 |
| | 31846 | DOMINION VA POWER | 0519881510 1009 | ELECTRIC SERVICE | 295.36 |
| | 31846 | DOMINION VA POWER | 1913347348 1009 | ELECTRIC SERVICE | 27.84 |
| | 31846 | DOMINION VA POWER | 2725824417 1009 | ELECTRIC SERVICE | 14.90 |
| | 32146 | WATKINS INSURANCE AGENCY | 23416 | INSURANCE | 2,995.00 |
| | | | | ACCOUNT TOTAL MAJOR TOTAL | 3,941.43 * 3,941.43 ** |
| 033200 | REGIONAL JAIL & DETENTION | | | | |
| 3196 | 14933 | Purchase of Services - Ja FAMILY PRESERVATION SERV | 42069 | ELECTRONIC MONITORIN | 930.00 |
| | 25375 | PIEDMONT RGNL JUVENILE | 883 | JUVENILE DETENTION | 3,525.00 |
| | | | | ACCOUNT TOTAL MAJOR TOTAL | 4,455.00 * |
| 7001 | 25380 | Piedmont Regional Jail-Pe PIEDMONT REGIONAL JAIL | 739 | INMATE PER DIEM | 4,027.10 |
| | | | | ACCOUNT TOTAL MAJOR TOTAL | 4,027.10 * 8,482.10 ** |

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PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

BEFORE CHECKS
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| MAJOR# ACCT# 034100 | VENDOR NUMBER BUILDING OFFICIAL | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|---------------------------|---------------------------------------|--|-----------------|---------------|-------------|
| 3311 | 14287 | Repairs & Maint-Auto EAST END CHEVRON | NOV 1 09 | OIL CHANGE | 26.90 * |
| 6008 | 29332 | Vehicle & Powered Equip F TOWN OF FARMVILLE | 97 1009A | FUEL | 254.18 * |
| | | | | ACCOUNT TOTAL | 26.90 * |
| | | | | ACCOUNT TOTAL | 254.18 * |
| | | | | MAJOR TOTAL | 281.08 ** |
| 035100 | | ANIMAL CONTROL | | | |
| 3310 | 10900 | Repairs/Maintenance AYERS BLDG. & SUPPLY CO | 173074 | VINYL NUMBERS | 3.08 |
| | 21811 | LOWE'S | 909310 | MAT | 19.98 |
| | 21831 | LUCK STONE BURKEVILLE | 913537 | GRAVEL | 241.89 |
| | | | | ACCOUNT TOTAL | 264.95 * |
| 5230 | 28711 | Telecommunications CENTURYLINK | 223 7310 1009A | PHONE | 135.59 * |
| | | | | ACCOUNT TOTAL | 135.59 * |
| 5821 | 999999 | Coyote Bounties BOOKER ALFRED | COYOTE 1009C | BOUNTY | 50.00 |
| | 999999 | FARISS GAVIN | COYOTE 1009C | BOUNTY | 50.00 |
| | 999999 | GREENE ALLEN | COYOTE 1009C | BOUNTY | 50.00 |
| | 999999 | WHIRLEY JOSH | COYOTE 1009C | BOUNTY | 100.00 |
| | 999999 | GLENN EDWARD | COYOTE 1009D | BOUNTY | 50.00 |
| | 999999 | WATSON FRANK | COYOTE 1009D | BOUNTY | 50.00 |
| | | | | ACCOUNT TOTAL | 350.00 * |
| 6008 | 29332 | Vehicle & Powered Equip F TOWN OF FARMVILLE | 97 1009A | FUEL | 522.82 * |
| | | | | ACCOUNT TOTAL | 522.82 * |
| | | | | MAJOR TOTAL | 1,273.36 ** |
| 035300 | | MEDICAL EXAMINER | | | |
| 3110 | 29459 | Professional Health Serv TREASURER OF VIRGINIA | CASE JOHNNY RAY | CORONER | 20.00 |
| | 29459 | TREASURER OF VIRGINIA | DUNNAVANT EDGAR | CORONER | 20.00 |
| | 29459 | TREASURER OF VIRGINIA | FENTON WILLIAM | CORONER | 20.00 |
| | 29459 | TREASURER OF VIRGINIA | KELLEY DEBRA | CORONER | 20.00 |
| | | | | ACCOUNT TOTAL | 80.00 * |
| | | | | MAJOR TOTAL | 80.00 ** |
| 036100 | | BIOSOLIDS MONITORING | | | |
| 3311 | 29925 | Repairs & Maint-Auto & Eq TRI-COUNTY FORD-MERCURY | 80299 | OIL CHANGE | 57.11 * |
| | | | | ACCOUNT TOTAL | 57.11 * |
| 5230 | 29339 | Telecommunications TOOMBS MANUEL H JR | EXPENSES 1009A | PHONE | 24.67 * |
| | | | | ACCOUNT TOTAL | 24.67 * |

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

AP375H
11/17/2009
FUND # - 100 GENERAL FUND

| MAJOR# ACCT# | VENDOR NUMBER | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|-----------------|------------------|--|-----------------|----------------------|--------------|
| 6008 | 29332 | Vehicle & Powered Equip F TOWN OF FARMVILLE | 97 1009A | FUEL | 255.98 * |
| | | | | ACCOUNT TOTAL | 255.98 * |
| | | | | MAJOR TOTAL | 337.76 ** |
| 042300 | | REFUSE DISPOSAL | | | |
| 3160 | 10170 | Professional Services AIR WATER & SOIL LABS INC | INR0911223 | LEACHATE TESTING | 15.50 |
| | | | | ACCOUNT TOTAL | 15.50 * |
| 3310 | 21811 | Repairs/Maintenance LOWE'S | 901467 | LUMBER | 11.96 |
| | 21811 | LOWE'S | 904802 | LIGHT BULBS | 27.96 |
| | 21811 | LOWE'S | 905853 | FIRST AID KIT | 19.97 |
| | 21811 | LOWE'S | 909437 | BROOM | 11.88 |
| | | | | ACCOUNT TOTAL | 71.77 * |
| 3840 | 27191 | Contract Landfill - POS RESOURCE INTERNATIONAL | 35342 | GROUNDWTR MONITORING | 9,640.92 |
| | | | | ACCOUNT TOTAL | 9,640.92 * |
| 5230 | 10097 | Telecommunications AT&T | 392 3675 1009A | PHONE | 34.36 |
| | 28711 | CENTURYLINK | 223 1595 1009A | PHONE | 31.94 |
| | 28711 | CENTURYLINK | 574 4166 1009A | PHONE | 45.83 |
| | | | | ACCOUNT TOTAL | 112.13 * |
| 6008 | 29332 | Vehicle & Powered Equip F TOWN OF FARMVILLE | 97 1009A | FUEL | 1,024.74 |
| | | | | ACCOUNT TOTAL | 1,024.74 * |
| 6009 | 15150 | Vehicle & Powered Equip S FARMVILLE AUTO PARTS | 20967 | HYDRAULIC FLUID | 26.70 |
| | | | | ACCOUNT TOTAL | 26.70 * |
| | | | | MAJOR TOTAL | 10,891.76 ** |
| 043200 | | GENERAL PROPERTIES | | | |
| 3311 | 11894 | Repairs & Maint-Auto & Eq BUSINESS CARD | 1412PUCKT11009A | STEERING PUMP/CYLNDR | 801.92 |
| | | | | ACCOUNT TOTAL | 801.92 * |
| 5110 | 31844 | Electrical Services DOMINION VA POWER | 27862819031009A | COURTHOUSE | 9,004.57 |
| | 31846 | DOMINION VA POWER | 81054759441099A | AG BLDG | 815.90 |
| | | | | ACCOUNT TOTAL | 9,820.47 * |
| 5230 | 10099 | Telecommunications AT&T | 223 8665 1009A | PHONE | 34.36 |
| | 28711 | CENTURYLINK | 024 0033 1009A | LINE TO HOSPITAL | 7.97 |
| | 28711 | CENTURYLINK | 223 8665 1009A | PHONE | 47.27 |
| | | | | ACCOUNT TOTAL | 89.60 * |
| 6005 | 10719 | Janitorial Supplies ARAMARK UNIFORM SERVICES | 72304002 1009A | JANITORIAL SUPPLIES | 251.60 |
| | | | | ACCOUNT TOTAL | 251.60 * |

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11/17/2009
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

BEFORE CHECKS
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| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|--------|-------|---------------|----------------------------|-----------------|----------------------|--------------------------|
| 6007 | | 10900 | Repairs and Maintenance S | 171532 | TRIM BD/SCREW DRIVER | 8.76 |
| | | 11894 | AYERS BLDG. & SUPPLY CO | 1412PUCKTT1009A | CHAIR SWIVELS | 42.00 |
| | | 21811 | BUSINESS CARD | 901007 | CONCRETE/LUMBER | 73.50 |
| | | 21811 | LOWE'S | 901122 | TOOL | 79.97 |
| | | 21811 | LOWE'S | 901545 | FLOAT HANDLE TOOL | 24.97 |
| | | 21811 | LOWE'S | 901898 | GLOVES | 19.97 |
| | | 21811 | LOWE'S | 902008 | OIL/AIR MASK/BOLTS | 14.19 |
| | | 21811 | LOWE'S | 904802 | METAL HALIDE BULB | 49.96 |
| | | 21811 | LOWE'S | 905853 | LIGHT BULBS | 11.98 |
| | | 21811 | LOWE'S | 909437 | HOLE SAW/CABLE TIES | 23.40 |
| | | 27132 | RANSON'S INC | 10179518 | 2-WAY RADIOS | 142.27 |
| | | 27922 | CINTAS CORPORATION #524 | 524 09428 1009A | UNIFORM RENTAL | 532.30 |
| 6008 | | | Vehicle & Powered Equip F | | | 1,023.27 * |
| | | 29332 | TOWN OF FARMVILLE | 97 1009A | FUEL | 447.55 |
| 6009 | | | Vehicle & Powered Equip S | | | 447.55 * |
| | | 15150 | FARMVILLE AUTO PARTS | 20959 | WIRE/SWITCH/TERMINAL | 38.15 |
| | | 21811 | LOWE'S | 901188 | BOLTS/NUTS/WASHERS | 23.88 |
| 043400 | | | CANNERY | | | ACCOUNT TOTAL 62.03 * |
| 5230 | | | Telecommunications | | | MAJOR TOTAL 12,496.44 ** |
| | | 10099 | AT&T | 223 8664 1009A | PHONE | 44.25 |
| | | 28711 | CENTURYLINK | 223 8664 1009A | PHONE | 31.47 |
| 053500 | | | COMPREHENSIVE SERVICES ACT | | | ACCOUNT TOTAL 75.72 * |
| 3160 | | | CSA Programs | | | MAJOR TOTAL 75.72 ** |
| | | 11490 | BRALEY & THOMPSON INC | CP 1009 | PROFESSIONAL SERVICE | 3,904.00 |
| | | 12280 | CENTRA HEALTH | 5839 1009A | PROFESSIONAL SERVICE | 2,090.00 |
| | | 12280 | CENTRA HEALTH | 5846 1009A | PROFESSIONAL SERVICE | 2,090.00 |
| | | 12280 | CENTRA HEALTH | 5848 1009A | PROFESSIONAL SERVICE | 2,480.00 |
| | | 12280 | CENTRA HEALTH | 5849 1009A | PROFESSIONAL SERVICE | 2,480.00 |
| | | 12280 | CENTRA HEALTH | 7035 1009A | PROFESSIONAL SERVICE | 2,856.00 |
| | | 12280 | CENTRA HEALTH | 7102 1009A | PROFESSIONAL SERVICE | 1,496.00 |
| | | 12280 | CENTRA HEALTH | 7298 1009A | PROFESSIONAL SERVICE | 2,856.00 |
| | | 12280 | CENTRA HEALTH | 7336 1009 | PROFESSIONAL SERVICE | 680.00 |
| | | 12280 | CENTRA HEALTH | 7528 1009A | PROFESSIONAL SERVICE | 2,856.00 |
| | | 12280 | CENTRA HEALTH | 7704 1009A | PROFESSIONAL SERVICE | 2,856.00 |
| | | 12929 | CROSSROADS SERVICES BD | FAPT/GPMT 1009A | PROFESSIONAL SERVICE | 4,277.50 |
| | | 12929 | CROSSROADS SERVICES BD | OCT 09 | FOSTER CARE | 180.00 |
| | | 13812 | DOMINION YOUTH SERVICES | EH 1009A | PROFESSIONAL SERVICE | 3,850.00 |
| | | 13812 | DOMINION YOUTH SERVICES | JM 1009A | PROFESSIONAL SERVICE | 3,850.00 |

AP375H
11/17/2009
FUND # - 100 GENERAL FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

BEFORE CHECKS
PAGE 7

| MAJOR# | VENDOR NUMBER | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|--------|---------------|---|-----------------|-----------------------|--------------|
| | 14738 | EMMANUEL FAMILY SERVICES | 12 1009A | PROFESSIONAL SERVICE | 175.00 |
| | 14933 | FAMILY PRESERVATION SERV | 42054 | PROFESSIONAL SERVICE | 350.00 |
| | 14933 | FAMILY PRESERVATION SERV | 42063 | PROFESSIONAL SERVICE | 700.00 |
| | 14933 | FAMILY PRESERVATION SERV | 42068 | PROFESSIONAL SERVICE | 525.00 |
| | 14933 | FAMILY PRESERVATION SERV | 42086 | PROFESSIONAL SERVICE | 1,273.75 |
| | 14933 | FAMILY PRESERVATION SERV | 42091 | PROFESSIONAL SERVICE | 210.00 |
| | 16672 | GRAFTON SCHOOL INC | 118250 | PROFESSIONAL SERVICE | 747.50 |
| | 16672 | GRAFTON SCHOOL INC | 118251 | PROFESSIONAL SERVICE | 1,207.50 |
| | 16672 | GRAFTON SCHOOL INC | 118444 | PROFESSIONAL SERVICE | 4,200.00 |
| | 16672 | GRAFTON SCHOOL INC | 118445 | PROFESSIONAL SERVICE | 4,200.00 |
| | 25364 | PICKETT PARK DAY CARE | OCT 09 | FOSTER CARE | 374.00 |
| | 31876 | VSDB | JR 1009A | PROFESSIONAL SERVICE | 2,024.90 |
| | | | | ACCOUNT TOTAL | 54,789.15 * |
| | | | | MAJOR TOTAL | 54,789.15 ** |
| 081100 | | PLANNING | | | |
| 5210 | 11894 | Postal Services BUSINESS CARD | 1412PUCKTT1009A | FEDEX | 11.24 |
| | | | | ACCOUNT TOTAL | 11.24 * |
| 5230 | 13108 | Telecommunications DAVES-JOHNSON ALECIA | EXPENSES 1009 | FAX | 7.00 |
| | | | | ACCOUNT TOTAL | 7.00 * |
| 5510 | 13108 | Travel-Mileage DAVES-JOHNSON ALECIA | EXPENSES 1009 | MILEAGE | 40.70 |
| | | | | ACCOUNT TOTAL | 40.70 * |
| 5530 | 13108 | Travel-Subsistence & Lodg DAVES-JOHNSON ALECIA | EXPENSES 1009 | LODGING | 331.88 |
| | | | | ACCOUNT TOTAL | 331.88 * |
| 5540 | 13108 | Travel-Convention & Educa DAVES-JOHNSON ALECIA | EXPENSES 1009 | CONF REGISTRATION | 30.00 |
| | | | | ACCOUNT TOTAL | 30.00 * |
| 6001 | 13108 | Office Supplies DAVES-JOHNSON ALECIA | EXPENSES 1009 | PHONE CHARGER | 15.29 |
| | | | | ACCOUNT TOTAL | 15.29 * |
| 6008 | 13108 | Vehicle & Powered Equip F DAVES-JOHNSON ALECIA | EXPENSES 1009 | GAS | 63.02 |
| | | | | ACCOUNT TOTAL | 63.02 * |
| | | | | MAJOR TOTAL | 499.13 ** |
| 094000 | | CAPITAL PROJECTS | | | |
| 0013 | 21811 | Animal Shelter LOWE'S | 901122 | 2X6/EXPANSION JOINT | 9.92 |
| | 21811 | LOWE'S | 901527 | EXPANSION JOINTS | 5.54 |
| | 21811 | LOWE'S | 901642 | LUMBER/ROOFING/SIDING | 448.96 |
| | 21811 | LOWE'S | 901898 | 2X6'S/BOLTS | 54.12 |
| | 21811 | LOWE'S | 901978 | STEEL FORM STAKES | 56.40 |
| | 21811 | LOWE'S | 909437 | PVC COUPLING/PLUG | 5.61 |
| | | | | ACCOUNT TOTAL | 580.55 * |

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

AP375H
11/17/2009
FUND # - 100 GENERAL FUND

| MAJOR# | VENDOR NUMBER | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|--------|---------------|--|--------|---------------|-------------|
| 0025 | 29280 | Geographical Information TIMMONS GROUP | 128226 | GIS PROJECT | 7,852.40 * |
| 0026 | 29280 | Global Positioning System TIMMONS GROUP | 128225 | GPS PROJECT | 1,500.00 * |
| | | | | ACCOUNT TOTAL | 7,852.40 * |
| | | | | ACCOUNT TOTAL | 1,500.00 * |
| | | | | MAJOR TOTAL | 9,932.95 ** |
| | | | | FUND TOTAL | 124,797.10 |

AP375H
11/17/2009
FUND # - 501 WATER FUND

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

BEFORE CHECKS
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| MAJOR# ACCT# 030000 | VENDOR NUMBER CONTRACTUAL SERVICES | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|---------------------------|--|--|----------|---------------------|--|
| 3810 | 29332 | Repairs & Maintenance TOWN OF FARMVILLE | 97 1009A | INSPECT WATER LINES | 4,263.50 4,263.50 * 4,263.50 ** |
| 095000 | DEBT SERVICE | | | | ACCOUNT TOTAL MAJOR TOTAL |
| 0018 | 11212 | Line of Credit Series 08- BB&T | 117391 | LINE OF CREDIT-INT | 14,708.63 14,708.63 * 14,708.63 ** |
| | | | | FUND TOTAL | 18,972.13 |

PRINCE EDWARD
LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009

AP375H
11/17/2009
FUND # - 502 SEWER FUND

| MAJOR# | VENDOR NUMBER | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|--------|---------------|-----------------------------------|-----------------|--------------------|--------------|
| 043200 | 5110 | Electrical Services | | | |
| | 31846 | DOMINION VA POWER | 41487002811009A | SEWER PUMP | 30.99 * |
| | | | | | 30.99 ** |
| | | | | ACCOUNT TOTAL | 30.99 * |
| | | | | MAJOR TOTAL | 30.99 ** |
| 095000 | | DEBT SERVICE | | | |
| 0018 | 11212 | Line of Credit Series 08- BB&T | 117391 | LINE OF CREDIT-INT | |
| | | | | ACCOUNT TOTAL | 14,708.63 * |
| | | | | MAJOR TOTAL | 14,708.63 ** |
| | | | | FUND TOTAL | 14,739.62 |

AP375H PRINCE EDWARD
11/17/2009 LISTING OF INVOICES FOR 11/04/2009 -- 11/04/2009
FUND # - 741 PIEDMONT COURT SERVICES FUND

| MAJOR# | VENDOR NUMBER | VENDOR NAME | INV# | DESCRIPTION | AMOUNT |
|---------------|---------------|------------------|--------------|-------------|------------|
| 021400 | 5510 | Travel - Mileage | | | |
| | 11244 | BLOOM MATTHEW | MILEAGE 1009 | MILEAGE | 157.30 |
| ACCOUNT TOTAL | | | | | 157.30 * |
| MAJOR TOTAL | | | | | 157.30 ** |
| FUND TOTAL | | | | | 157.30 |
| TOTAL DUE | | | | | 158,666.15 |

Approved at meeting of _____ on _____

Signed _____ Title _____ Date _____
 _____ Title _____ Date _____
 _____ Title _____ Date _____



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

Meeting Date: November 17, 2009
Item No.: 19-c
Department: Board of Supervisors
Staff Contact: Sarah Elam Puckett
Issue: Posting County Land for No Hunting

Summary:

With the onset of hunting season, the Board annually takes action on posting County-owned property for "NO HUNTING", as follows:

1. County-owned property at the Prince Edward County Landfill;
2. County-owned property at the Prince Edward County Industrial Park; and
3. County-owned property adjoining the Piedmont Regional Jail.

Attachments:

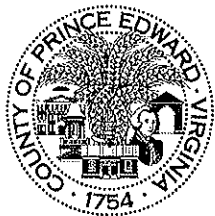
Recommendation: Authorize County Animal Control Officers to post county-owned land for no hunting.

Motion _____
Second _____

Fore _____
McKay _____
Ward _____

Gilfillan _____
Moore _____
Wiley _____

Jones _____
Simpson _____



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

Meeting Date: November 17, 2009
Item No.: 20
Department: County Administrator
Staff Contact: Wade Bartlett
Issue: Appropriations FY10

Summary:

The Clerk of Circuit Court has received \$8,915 from the Technology Trust Fund. These funds are to be used to upgrade the software the Clerk uses to digitize all the office’s data to make it available to the public.

The Sheriff has been informed he will receive \$1,948 from the Byrne grant program. These funds will be used to purchase one radar unit and one radio.

Per the Auditors amend the General, Water and Sewer Funds to reflect the Line of Credit used to purchase infrastructure from Farmville as an obligation of the Water and Sewer Funds vice the General Fund.

Attachments:

Spreadsheet labeled – “Budget Amendments November 17, 2009”

Recommendation: Approve budget adjustments and appropriations as shown on the attachment.

Motion _____
Second _____

Fore _____
McKay _____
Ward _____

Gilfillan _____
Moore _____
Wiley _____

Jones _____
Simpson _____

Budget Amendments November 17, 2009 FISCAL YEAR 2010

| REV/EXP | FUND | DEPARTMENT | OBJECT | DESCRIPTION | DEBIT | CREDIT |
|----------------------|------|------------|--------|---|-----------|---------|
| GENERAL FUND: | | | | | | |
| 3 (Rev) | 100 | 23000 | 0080 | Technology Trust Fund | | 8,915 |
| 4 (Exp) | 100 | 21600 | 5880 | Circuit Court Clerk/Technology Trust Fund | 8,915 | |
| 3 (Rev) | 100 | 33010 | 0013 | Categorical Aid/Byrne Grant | | 1,948 |
| 4 (Exp) | 100 | 31200 | 6017 | Sheriff/Byrne Grant | 1,948 | |
| 3 (Rev) | 100 | 41050 | 0100 | From General Fund Balance | 31,482 | |
| 3 (Rev) | 100 | 40000 | 0001 | Series 08 Utility Note | 1,218,518 | |
| 4 (Exp) | 100 | 93000 | 0501 | Transfer To Water Fund | | 625,000 |
| 4 (Exp) | 100 | 93000 | 0502 | Transfer to Sewer Fund | | 625,000 |
| 4 (Exp) | 100 | 95000 | 0019 | Interest Line of Credit Series 2008 | | 52,734 |
| 4 (Exp) | 100 | 93000 | 0501 | Transfer To Water Fund | 26,367 | |
| 4 (Exp) | 100 | 93000 | 0502 | Transfer to Sewer Fund | 26,367 | |
| WATER FUND | | | | | | |
| 3 (Rev) | 501 | 40000 | 0001 | Series 08 Revenue Note | | 625,000 |
| 3 (Rev) | 501 | 41050 | 0100 | Transfer From General Fund | 625,000 | |
| 3 (Rev) | 501 | 41050 | 0100 | Transfer From General Fund | | 26,367 |
| 4 (Exp) | 501 | 95000 | 0018 | Interest Line of Credit Series 2008 | 26,367 | |
| SEWER FUND | | | | | | |
| 3 (Rev) | 502 | 40000 | 0001 | Series 08 Revenue Note | | 625,000 |
| 3 (Rev) | 502 | 41050 | 0100 | Transfer From General Fund | 625,000 | |
| 3 (Rev) | 502 | 41050 | 0100 | Transfer From General Fund | | 26,367 |
| 4 (Exp) | 502 | 95000 | 0018 | Interest Line of Credit Series 2008 | 26,367 | |



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: November 17, 2009
Item No.: 21
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Request to Commonwealth Regional Council

Summary: Supervisor James Moore has asked that the Board of Supervisors consider a request to the Commonwealth Regional Council to amend its by-laws and charter to allow citizen representatives to serve as members of the Council. Currently, the by-laws and charter require that both the Council member and alternate Council member from the member localities be elected officials of the governing body of the locality.

If the Commonwealth Regional Council approves the request, a resolution to amend the Charter must then be approved by two-thirds of the governing bodies of the member localities and institutions (Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Prince Edward and Longwood University). An amendment to the By-Laws requires a two-thirds vote of the members at any regular or special meeting.

For your information, the CRC By-Laws and Charter are attached.

Attachments: CRC Charter
CRC By-Laws

Recommendation: Approve a request to the Commonwealth Regional Council to amend its by-laws and charter to allow citizen representatives to serve as members of the Council.

| | | | |
|--------------|-------------|-----------------|---------------|
| Motion _____ | Fore _____ | Gilfillan _____ | Jones _____ |
| Second _____ | McKay _____ | Moore _____ | Simpson _____ |
| | Ward _____ | Wiley _____ | |

CHARTER AGREEMENT

of the

COMMONWEALTH REGIONAL COUNCIL

Acting by their governing bodies pursuant to the provisions of the Regional Cooperation Act, Title 15.2, Chapter 42, of the Code of Virginia, as amended, the localities embracing at least 45 percent of the population within planning district 14, along with certain institutions of higher education within planning district 14, hereby organize a planning district commission for the purposes and under the name hereinafter designated.

Article I – Name

1.1. The name of the planning district shall be the Commonwealth Planning District, and the name of the planning district commission shall be the Commonwealth Regional Council (hereinafter referred to as “the Council”).

Article II - Purposes and Powers

2.1. It is the purpose of the Council to perform the planning and other functions provided by the Regional Cooperation Act, Title 15.2, Chapter 42, of the Code of Virginia, as amended, including, but not limited to, encouraging and facilitating local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance, and promoting the orderly and efficient development of the physical, social and economic elements of the district by planning, and encouraging and assisting localities to plan, for the future. The Council shall not have a legal obligation to perform the functions necessary to implement the plans and policies established by it or to furnish governmental services to the district.

2.2. The Council shall have the powers provided by the Regional Cooperation Act, Title 15.2, Chapter 42, of the Code of Virginia, as amended, to perform the planning and other functions provided in paragraph 2.1, and all other powers incidental thereto.

Article III – Principal Office

3.1. The principal office of the Council shall be located in the Town of Farmville, Virginia.

Article IV – Members

4.1. The affairs of the Council shall be managed by the Council members. The initial number of members of the Council shall be ten (10).

4.2. The composition of the membership of the Council shall be as follows:

(a) Each locality that is a party to the charter agreement shall appoint, in writing, one member and one alternate member. Both the member and alternate member appointed by each locality shall be elected officials of the governing body of the locality, and their terms of office shall be coincident with their elected term of office or such shorter term as their appointing governing body shall determine.

(b) Longwood University, Hampden-Sydney College, and Southside Virginia Community College, each of which is a higher education institution, shall each appoint, in writing, one member and one alternate member. The member and alternate member appointed by each institution of higher education shall be the President of the institution or a cabinet level representative, and his or her term of office shall be determined by the appointing institution and coincident with his or her appointment with the institution.

Article V – Dues

5.1. The Council shall determine at or before the first meeting of each calendar year the annual dues to be paid by the member localities and institutions. In no event, except as otherwise provided herein, shall any locality or institution be required to pay annual dues in an amount greater than any other member locality or institution. Annual dues shall be paid on or before August 31 of each year.

5.2. Any member locality that transferred, or caused to be transferred, its pro rata shares of the assets of the former Piedmont Planning District Commission to the Council shall commence paying annual dues in July of 2006. The member institutions of higher education shall commence paying annual dues in July of 2005.

5.3. If any member locality or institution fails to timely pay its annual dues in full, after written notice from the Secretary of the Council, then that locality's appointed member to the Council shall not be permitted to vote on any matters before the Council unless and until the dues payment is made in full. However, its nonpayment of dues notwithstanding, a locality's member to the Council shall not be excluded from Council meetings and discussions.

5.4. Any locality or institution of higher education that is admitted to the Council pursuant to paragraph 9.1 shall pay a one-time assessment immediately upon its admission to the Council in an amount equal to its pro rata share of the fair market value of the Council's assets as of the date of admission. If the Council and the locality or institution are not able to promptly agree on the fair market value of the assets, the same shall be determined by an appraisal prepared by a qualified appraiser selected and compensated by the Council.

5.5. An additional assessment may be made upon a member locality or institution for additional services that are provided in response to a request by such member locality or institution and that are not included in the Work Program adopted by the Council. Such assessment shall be agreed upon by and between the Council and the requesting member locality or institution.

Article VI – Officers

6.1. The officers of the Council shall be a Chairman, Vice Chairman, Secretary, and Treasurer. All officers of the Council shall be members of the Council, and they shall be elected by a majority vote of the members.

6.2. The term of office for each officer shall be one year, or until his or her successor is elected, whichever shall first occur.

6.3. The officers of the Council, with the exception of the Treasurer, shall serve no more than two (2) one year consecutive terms. The Treasurer may serve more than two (2) one year consecutive terms.

6.4. The Council shall appoint an Executive Director. The Executive Director shall be an employee of the Council and shall serve at the pleasure of the Council under a written employment agreement.

6.5. The Executive Director, as authorized by the Council, shall hire staff necessary and appropriate to fulfill the purpose and exercise the powers of the Council.

Article VII – Voting Rights

7.1. Each member of the Council shall have one equal, non-weighted vote on all matters before the Council.

7.2. To exercise a vote on a matter before the Council, a member must be in attendance at the meeting during which the vote is called, and shall otherwise vote in the fashion prescribed in the Council's Bylaws.

Article VIII – Amendments

8.1. This Charter Agreement may be amended, supplemented, or superseded only after concurring resolutions have been adopted by the governing bodies of two-thirds of the member localities and institutions.

8.2. All proposed amendments to this Charter Agreement shall be submitted to the Council, in writing, for review and comment to the member localities and institutions.

Article IX – Addition or Withdrawal of Localities or Institutions of Higher Education

9.1. Any locality or institution of higher education located within planning district 14 that is not a party to this Charter Agreement may petition the Council for membership, and shall be admitted as a member locality or institution upon (1) a majority vote of acceptance by the Council members, (2) execution of the Charter Agreement by the locality or institution of higher education, and (3) payment of the initial assessment as provided in paragraph 5.4.

9.2. Any member locality or institution of higher education may withdraw from the Council by submitting to the Council, in writing, at least 90 days before the end of the Council's current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the end of the current fiscal year.

Article X – Dissolution

10.1. The Council may be dissolved at any time, but only after concurring resolutions for dissolution have been adopted by the governing bodies of a majority of the member localities. Upon the dissolution or termination of the Council, it shall, after paying or making provisions for the payment of its liabilities, distribute its assets to its member localities, pro rata, based upon the formula used to determine annual dues to the Council.

Article XI – Effective Date of Organization

11.1. The effective date of the organization of the Council shall be July 1, 2005.

WITNESS the following signatures, which have been duly authorized by the governing bodies of the respective member localities and institutions of higher education.

BYLAWS
of the
COMMONWEALTH REGIONAL COUNCIL

Article I – Definitions

1.1. “Agreement” and “Charter Agreement” means the written agreement, dated July 1, 2005, entered into by certain localities embracing at least 45 percent of the population of planning district 14 and certain institutions of higher education within planning district 14, and as subsequently amended.

1.2. “Council” means the Commonwealth Regional Council.

1.3. “Council members” and “members” means those individuals appointed by the member localities and higher education institutions to serve as members of the Commonwealth Regional Council.

1.4. “Elected representative” means an individual elected by the citizens of a member locality to serve on that locality’s governing body.

1.5. “Freedom of Information Act” means Title 2.2, Chapter 37, of the Code of Virginia, as amended.

1.6. “Higher Education Institution” and “Institution of Higher Education” means a nonprofit educational institution whose primary purpose is to provide collegiate or graduate education

1.7. “Member locality” means any locality, which is a member in good standing of the Commonwealth Regional Council, whether by being a party to the original Charter Agreement or by becoming a member subsequent to the date of the original Charter Agreement.

1.8. “Regional Cooperation Act” means Title 15.2, Chapter 42, of the Code of Virginia, as amended.

Article II - Purpose and Powers

2.1. Purpose. It is the purpose of the Council to perform the planning and other functions provided by the Regional Cooperation Act, including, but not limited to, encouraging and facilitating local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance, and promoting the orderly and efficient development of the physical, social and economic elements of the district by planning, and encouraging and assisting localities to plan, for the future. The Council shall not have a legal obligation to perform the functions necessary to implement the plans and policies established by it or to furnish governmental services to the district.

2.2. Powers. The Council shall have the powers provided by the Regional Cooperation Act to perform the planning and other functions provided in paragraph 2.1, and all other powers incidental thereto.

2.3. Disposition of Earnings and Assets. No part of the net earnings or any of the assets of the Council shall inure to the benefit of, or be distributable to, any of its members, officers or other private persons, other than to its member localities as is consistent with the Regional Cooperation Act, the Charter Agreement, and these Bylaws. However, the Council may pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes of a planning district commission as set forth within the Regional Cooperation Act, the Charter Agreement, and these Bylaws.

Article III - Members

3.1. Members. The affairs of the Council shall be managed by the Council members. The initial number of members of the Council shall be ten (10).

3.2. Composition of Membership. The composition of the membership of the Council shall be as follows:

(a) Each member locality shall appoint, in writing, one member and one alternate member. Both the member and the alternate member appointed by each locality shall be elected officials of the appointing governing body, and their terms of office shall be coincident with their elected terms of office or such shorter term as their appointing governing body shall determine.

(b) Longwood University, Hampden-Sydney College, and Southside Virginia Community College, each of which is a higher education institution, shall each appoint, in writing, one member and one alternate member. The member and alternate member appointed by each institution of higher education shall be the Chairman of the institution and/or cabinet level representatives, and their terms of office shall be determined by the appointing institution and coincident with their appointment with the institution.

Article IV - Officers

4.1. Officers. The officers of the Council shall be a Chairman, Vice Chairman, Secretary, and Treasurer. All officers of the Council shall be members of the Council, and they shall be elected by a majority vote of the members before or at the first regular meeting of the Council each fiscal year. Candidates for office may be nominated by the Nominating Committee and/or by individual members of the Council.

4.2. Terms of Office. The term of office for each officer shall be one year, or until his or her successor is elected, whichever shall first occur. The officers of the Council, with the exception of the Treasurer, shall serve no more than two (2) one year consecutive terms. The Treasurer may serve more than two (2) one year consecutive terms.

4.3. Powers of Chairman. The Chairman shall preside at all meetings of the Council and at all meetings of the Executive Committee, and he or she shall have the same vote as any other member. The Chairman shall be responsible for the implementation of the policies established and actions taken by the Council. The Chairman shall seek nominations from the Council members for all committee assignments, but, except as otherwise provided herein, may appoint members to committees as needed. The Chairman shall act as the spokesman of the Council, and he or she shall perform all the duties commonly incident to his or her office and shall perform such other duties as the Council shall designate from time to time.

4.4. Powers of Vice Chairman. The Vice Chairman shall, except as especially limited by vote of the Council, perform the duties and have the powers of the Chairman during the absence or disability of the Chairman, and he or she shall perform such other duties and have such other powers as the Council shall designate from time to time.

4.5. Powers of Secretary. The Secretary shall issue notices of all meetings and keep and issue accurate minutes of all meetings of the Council and Committees. He or she shall have custody of the seal of the Council and have custody of the records and reports of the Council and

Committees. He or she shall attest the corporate seal affixed to documents. He or she shall have care and custody of the valuable papers and documents of the Council. He or she shall keep accurate books of account of the Council and together with all its property in his or her possession shall be subject at all times to the inspection and control of the Council. He or she shall perform all the duties commonly incident to his or her office and shall perform such other duties and have such other powers as the Council shall determine from time to time. The Secretary may, with the permission of the Council, delegate certain of his or her duties and responsibilities to the Council's staff.

4.6. Powers of Treasurer. The Treasurer shall have the care and custody of all monies, funds and securities of the Council. The Treasurer shall have the authority to sign all receipts and vouchers for payments made to the Council and shall keep full and accurate accounts of all monies received by and paid by him or her on account of the Council which shall directly reflect all the financial transactions and conditions of the Council, and he or she shall generally perform all acts incident to his or her position of Treasurer and shall have such further powers and duties as shall be from time to time conferred upon him or her by the Council. The Treasurer may, with the permission of the Council, delegate certain of his or her duties and responsibilities to the Council's staff.

4.7. Vacancies. If the office of any officer becomes vacant by reason of death, resignation, removal, disqualification, or otherwise, the members, by a majority vote, shall choose a successor or successors who shall hold office for the unexpired term.

Article V - Employees

5.1. Executive Director. The Council shall appoint an Executive Director. The Executive Director shall be an employee of the Council and shall serve at the pleasure of the Council under the terms and conditions of a written employment agreement.

5.2. Staff. The Executive Director, as authorized by the Council, shall hire staff necessary and appropriate to fulfill the purpose and exercise the powers of the Council.

Article VI - Meetings

6.1. Regular Meetings. The regular meetings of the Council shall be held at the principle office of the Council on the first Thursday of each month, if not a legal holiday, but if a legal holiday, then on the following Thursday

6.2. Special Meeting. Special meetings of the Council may be held at any time at the principal office of the Council, or other appropriate location, whenever called by the Chairman, Vice Chairman, the Secretary, or a majority of the Council members, notice thereof being given to each member by the Secretary, or at any time without formal notice provided all the members are present.

6.3. Telephonic and Videoconference. Members of the Council, or of any committee designated by the Council, may, to the extent that it is compliant with, and not in violation of, Virginia's Freedom of Information Act, participate in meetings thereof by means of conference telephone, videoconference, or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this bylaw shall constitute presence in person at such meeting.

6.4. Notice to Members. Notice to members of special meetings stating the time, place and purposes thereof shall be given by mailing the same to each member at his or her residence or business address, or e-mailing the notice to the member to his or her e-mail of record, at least five (5) days before the meeting or by delivering the same to him or her personally at his or her residence or business address at least five (5) days before the meeting. Such special meetings shall be held at such time and place as the notice thereof or the waiver thereof shall specify. Regular meetings may be held without notice to the members of the date, time, place, or purpose of the meeting.

6.5. Freedom of Information Act. The Council shall comply with the notice requirements, as well as all other requirements, of the Freedom of Information Act in the conduct of its meetings and in all of its other activities and business.

6.6. Quorum. A majority of the Council members as constituted for the time being shall constitute a quorum for the transaction of business, but a less number may adjourn any meeting from time to time and the meeting may be held as adjourned without further notice. When a quorum is present at any meeting, a majority of the members thereat shall decide any questions brought before such meeting except as otherwise provided by law, the Charter Agreement or by these Bylaws.

6.6. Order of Business. The order of business at any regular meeting or special meeting of the Council shall be as follows:

- (1) Reading and disposal of any unapproved minutes.

- (2) Reports of officers and committees.
- (3) Unfinished business.
- (4) New business.
- (5) Adjournment.

Article VII - Committees

7.1. Executive Committee. The Council, by resolution adopted by a majority of the Council members, may designate two or more officers to constitute an Executive Committee. The Chairman of the Council shall serve as a member and as the chairman of any and all executive committees. The Executive Committee so constituted shall have and may exercise the powers and authority of the Council, except the right to approve an amendment of the Bylaws. Such Committees shall always be subject to the final authority of the Council.

7.2. Nominating Committee. The Council shall appoint a Nominating Committee each year in sufficient time for the committee to submit nominations and for the Council to hold a timely election of officers. The Nominating Committee shall consist of at least three Council members.

7.3. Budget Committee. The Council shall appoint a Budget Committee each year in sufficient time for the committee to submit a proposed budget to the Council and for the Council to consider and adopt a budget. The Budget Committee shall consist of at least three Council members.

7.4. Advisory Committees. The Council and/or its member localities institutions shall, each year, appoint an Advisory Committee of Chief Administrative Officers, an Advisory Committee on Civil Rights, an Advisory Committee on Marketing, and such other advisory committees it shall deem appropriate. Each advisory committee shall develop its own mission statement and shall adopt its own rules and procedures, provided that such mission statement and rules and procedures are consistent with the Charter Agreement, these Bylaws, and all applicable federal, state, and local laws and regulations. The composition of such advisory committees is as follows:

(a) Advisory Committee of Chief Administrative Officers. The Advisory Committee of Chief Administrative Officers shall be composed of the current county administrators and/or

town managers of the member localities, and the current chief administrative officers of the higher education institutions.

(b) Advisory Committee on Civil Rights. Each member locality and institution shall, on an annual basis, appoint one (1) representative to serve on the Advisory Committee on Civil Rights.

(c) Advisory Committee on Marketing. Each member locality and institution shall, on an annual basis, appoint one (1) person from its office of economic development (or its equivalent) to serve on the Advisory Committee on Marketing. In addition, the Council shall, on an annual basis, appoint such community business leaders to the Advisory Committee on Marketing as it shall deem appropriate.

7.5. Freedom of Information Act. All Committees of the Council shall comply with the notice requirements, as well as all other requirements, of the Freedom of Information Act in the conduct of its meetings and in all of its other activities and business.

Article VIII - Resignation and Removal

8.1. Resignation. Any officer or agent of the Council may resign at any time by giving written notice to the Council or to the Chairman or to the Secretary of the Council. Any such resignation shall take effect at the time specified therein, or if the time be not specified, then upon receipt thereof; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

8.2. Vacation. In the event a member locality or institution is unrepresented at three (3) consecutive meetings of the Council or four (4) total meetings of the Council in any given fiscal year, then that locality or institution shall be deemed to have vacated its position on the Council. Upon such a vacation, the locality or institution shall be required to reappoint, in writing, a member and alternate member.

8.3. Removal. The Council, by vote of not less than a majority of the Council members, may remove from office any officer or agent elected or appointed by them.

Article IX - Transactions with Council Members

9.1. Transactions with Council Members. No purchase, sale, contract or other transaction between the Council and any individual, partnership, firm corporation, or other business entity shall be void or voidable, or otherwise affected by the fact that one or more of the members of this Council are pecuniarily or otherwise interested in the transaction or are partners, members, managers, officers, shareholders, or otherwise interested in any such partnership, firm, corporation, or other business entity, if the interest of such members is disclosed to or known by a majority of the disinterested members and the transaction is (a) approved by a majority of the disinterested members then in office, with any interested member being eligible to be counted as a part of the quorum, or (b) fair and reasonable to this Council at the time it is entered into. Nothing herein contained shall be construed to create any liability which would not otherwise exist under applicable law, or prevent the ratification or approval of transactions with the Council in any manner permitted by law. Any person who becomes a member of the Council is relieved from any liability that might otherwise exist from any contract or transaction with the Council in which he or she may be in any wise interested if such contract is approved as hereinbefore provided.

Article X - Indemnification

10.1. Indemnification. The Council shall indemnify any member, officer or employee of the Council, or former member, officer or employee of the Council, against damages and expenses actually and reasonably incurred by him or her in connection with or arising out of any action, suit or proceeding in which he or she may be involved by reason of his or her being or having been such member, officer or employee, except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty to the Council. The Council may also reimburse any member, officer or employee for the reasonable costs of settlement of any such action, suit or proceeding (other than amounts paid to the Council itself), if it shall be found by a majority of disinterested Council members (or by independent counsel if a majority of the members were involved in the matter) that it was to the interest of the Council that such settlement be made and that such member, officer or employee was not guilty of gross negligence or willful misconduct in the performance of his or her duty. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such member, officer or employee may be entitled under any bylaw, agreement or otherwise. Every reference herein to a member, officer or employee shall include his or her personal representative.

Article XI - Seal

11.1. Council Seal. The Council is not required to obtain a seal. However, should the Secretary of the Council determine that a seal is desirable, the seal of the Council shall consist of two concentric circles between which shall be the words "Commonwealth Regional Council" and in the center of which shall be inscribed the words and figures "Council Seal, 2005, Commonwealth of Virginia".

Article XII - Fiscal Year

12.1. Fiscal Year. The fiscal year of the Council shall be the twelve months period beginning the 1st day of July each year until the 30th day of June the following year.

Article XIII - Waiver of Notice

13.1. Formal Waiver. Whenever any notice whatever is required to be given to members by these Bylaws, or the Charter Agreement of the Council, or any of the laws of the Commonwealth of Virginia, a waiver of notice thereof, in writing, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

13.2. Waiver by Attendance. A member who attends a meeting shall be deemed to have had timely and proper notice of the meeting, unless the member attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Article XIV - Amendments

14.1. Amendment to Bylaws. These Bylaws may be amended, altered or repealed by a vote of two-thirds of the members at any regular meeting and at any special meeting provided as to the latter that in the notice of said meeting or in the waiver of notice the nature of the proposed amendment shall be stated. At any meeting, either regular or special, at which all of the members are personally present, these Bylaws may be amended, altered or repealed without any notice whatsoever.

Article XV - Contracts, Checks, Deposits and Funds

15.1. Contracts. The Council may authorize any officer or officers, agent or agents of the Council, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Council, and such authority may be general or confined to specific instances.

15.2. Checks, Drafts, Etc.. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Council shall be signed by such officer or officers, agent or agents, of the Council, and in such manner as shall from time to time be determined by resolution of the Council. In the absence of such determination by the Council, such instrument shall be signed by the Executive Director and countersigned by the Treasurer, or if the Treasurer is not available, then by the Chairman.

15.3. Deposits. All funds of the Council shall be deposited from time to time to the credit of the Council in such banks, trust companies, or other depositories as the Council may select.

15.4. Gifts. The Council may accept on behalf of the Council any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Council.

Article XVI – Cooperation and Consultation With Other Agencies

16.1. Cooperation and Consultation. The Council may cooperate with other planning district commissions, councils of governments, or the legislative and administrative bodies and officials of other districts or localities within or outside a district, so as to coordinate the planning, development and services of the Commonwealth Regional District with the plans and services of other districts and localities and the Commonwealth. The Council may appoint committees and adopt rules to effect such cooperation. The Council shall also cooperate with the Department of Housing and Community Development and use advice and information furnished by such Department and by other state and federal officials, departments and agencies.

Article XVII – Annual Budget and Report

17.1. Annual Budget. On or before June 30 of each year, the Council shall adopt a budget for the upcoming fiscal year. The budget shall, at a minimum, identify the source and amounts of funds, and the estimated expenses and liabilities. If, for any reason, a budget is not

adopted before June 30, the Executive Committee shall be authorized to continue funding the Council until a budget is adopted.

17.2. Annual Report. The Council shall submit an annual report by September 1 of each year to its member local governments and the Department of Housing and Community Development in accordance with a format prescribed by the Department. The annual report shall contain, at a minimum, a description of the activities conducted by the Council during the preceding fiscal year, including how the Council met the provisions of the Regional Cooperation Act, and information showing the sources and amounts of funding provided to the Council.

Article XVIII – Annual Dues and Assessments

18.1. Annual Dues. The Council shall determine at or before the first meeting of each ~~fiscal~~ calendar year the annual dues to be paid by the member localities and institutions. In no event, except as otherwise provided in the Charter Agreement or these Bylaws, shall any locality or institution be required to pay annual dues in an amount greater than any other member locality or institution.

18.2. Commencement of Annual Dues. Any member locality that transferred, or caused to be transferred, its pro rata shares of the assets of the former Piedmont Planning District Commission to the Council shall commence paying annual dues in July of 2006. The member institutions of higher education shall commence paying annual dues in July of 2005.

18.3. Nonpayment. If any member locality or institution fails to timely pay its dues in full, after written notice from the Secretary, then that localities appointed member to the Council shall not be permitted to vote on any matters before the Council until the locality pays its dues in full. However, the that appointed member to the Council shall not be excluded from Council meetings and discussions.

18.4. Assessment for New Member Localities or Institutions. Any locality or institution of higher education that is admitted to the Council pursuant to paragraph 9.1 of the Charter Agreement shall pay a one-time assessment immediately upon its admission to the Council in an amount equal to its pro rata share of the fair market value of the Council's assets as of the date of admission. If the Council and the locality or institution are not able to promptly agree on the fair market value of the assets, the same shall be determined by an appraisal prepared by a qualified appraiser selected and compensated by the Council.

18.5. Assessments. An additional assessment may be made upon a member locality or institution for additional services that are provided in response to a request by such member locality or institution and that are not included in the Work Program adopted by the Council. Such assessment shall be agreed upon by and between the Council and the requesting member locality or institution.

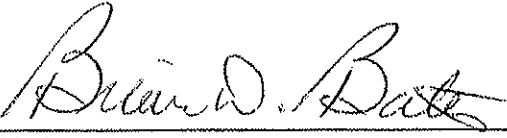
Article XIX - Dissolution

19.1. Dissolution. The Council may be dissolved at any time, but only after concurring resolutions for dissolution have been adopted by the governing bodies of a majority of the member localities. Upon the dissolution or termination of the Council, it shall, after paying or making provisions for the payment of its liabilities, distribute its assets to its member localities, pro rata, based upon the formula used to determine dues to the Council.

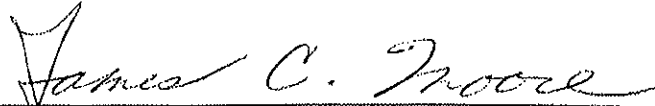
Article XX - Parliamentary Procedure

20.1. Parliamentary Procedure. In all matters of parliamentary procedure not specifically covered by these Bylaws, the Charter Agreement, and/or the Regional Cooperation Act, Robert's Rules of Order, Newly Revised, Procedures in Small Boards, shall govern.

Adopted at the meeting of the Commonwealth Regional Council on the First day of July, 2005.



Chairman



Secretary



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: November 17, 2009
Item No.: 22
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Resolution – STEPS Energy Efficiency Grant

Summary: Attached for your consideration is a resolution in support of an Energy-Efficiency and Conservation Block Grant that will enable STEPS to retrofit the HVAC equipment at its facility to enhance the sustainability of its operations for existing and new jobs. The grant application is for \$770,272. The County is waiving its \$408 building permit to provide a small in-kind match. The County’s FY 10 annual donation is also included as match. No new county dollars are needed or requested.

Attachments: Grant Resolution

Recommendation: The Board will wish to approve the grant resolution to enable STEPS to apply for EECBG grant funding.

Motion _____
 Second _____

Fore _____
 McKay _____
 Ward _____

Gifflin _____
 Moore _____
 Wiley _____

Jones _____
 Simpson _____

BOARD OF SUPERVISORS

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HOWARD F. SIMPSON
VICE-CHAIRMAN

SALLY W. GILFILLAN
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CHARLES W. MCKAY
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COUNTY ADMINISTRATOR
W.W. BARTLETT

POST OFFICE BOX 302
FARMVILLE, VA 23901

(434) 392-8837 VOICE
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD.VA.U

COUNTY OF PRINCE EDWARD, VIRGINIA

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF PRINCE EDWARD**

**2009 VIRGINIA ENERGY-EFFICIENCY AND CONSERVATION
BLOCK GRANT (EECBG) PROJECT
PRINCE EDWARD COUNTY - IMPROVING ENERGY EFFICIENCY
TO FACILITATE JOB RETENTION & JOB CREATION PROJECT**

WHEREAS, Prince Edward County is eligible to apply for Virginia Energy-Efficiency and Conservation Block Grant Program (EECBG) funds, and

WHEREAS, STEPS, Inc. provides job training and employment opportunities for individuals with all types of disabilities and these individuals are impacted by the recession, and

WHEREAS, STEPS, Inc. has developed plans for its Job Training & Manufacturing Facility, located in Prince Edward County, that entail the investment in energy efficiency retrofit facility improvements/equipment that will both retain existing jobs, create new jobs and enhance the efficiency of the heating/cooling system, thus have a long term benefit;

NOW THEREFORE, BE IT RESOLVED, Prince Edward County hereby declares that it wishes to apply for \$770,272.00 in Virginia Energy-Efficiency and Conservation Block Grant Program (EECBG) funding to complete the implementation of the proposed STEPS, Inc. facility energy efficiency retrofit plans; and

BE IT FURTHER RESOLVED, that the title of the project is "Prince Edward County - Improving Energy Efficiency to Facilitate Job Retention & Job Creation Project"; and

BE IT FURTHER RESOLVED, the total funds required for the development of this project shall be \$2,300,762.00 to be comprised of the following sources and amounts:

| | |
|--|---------------|
| EECBG Funds | \$ 770,272.00 |
| 2010 Special Appropriations Request – Congressman Perriello | \$ 300,000.00 |
| Virginia Tobacco Commission – Southside Economic Development Grant | \$ 145,848.00 |
| Regional Allocations to STEPS, Inc. (FY 10 & FY 11) | \$ 127,682.00 |
| Prince Edward County Waiver of Permits (In-Kind) | \$ 408.00 |
| STEPS – USDA Guaranteed Loan (Pending) | \$ 717,152.00 |

| | |
|--|-----------------------|
| STEPS In-Kind Match (Demolition) | \$ 20,400.00 |
| STEPS In-Kind Match (Transfer of equipment to ACU Jacket Line) | \$ 50,000.00 |
| STEPS In-Kind Match (Raw Materials to begin ACU Jacket Line) | <u>\$ 169,000.00</u> |
| TOTAL | <u>\$2,300,762.00</u> |

THEREFORE, BE IT FURTHER RESOLVED, the Prince Edward County Board of Supervisors hereby authorizes the Chairman and/or Vice-Chairman of the Board and the County Administrator to sign and submit all appropriate documentation required to complete a EECBG application requesting assistance.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Prince Edward County Board of Supervisors at which a quorum was present and that same day was passed by a vote of _____ in favor and _____ opposed, this 17th day of November, 2009.

Howard F. Simpson
Vice-Chairman

ATTEST:

W.W. Bartlett
Prince Edward County Administrator



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

Meeting Date: November 17, 2009
Item No.: 23
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Letter to Governor – Completion of High Bridge Trail State Park

Summary: In the County’s continuing effort to assist the Department of Conservation & Recreation with the completion of the final eleven miles of High Bridge Trail State Park from High Bridge to Burkeville, the Board will wish to consider approving the attached draft letter to Governor Kaine.

As you will recall, in September, the Board sent a letter asking for the Governor’s assistance with having VDOT complete construction of the trail. Since that time, no progress has been made.

We have spoken with the Counties of Appomattox, Cumberland and Nottoway and the Town of Farmville, Burkeville and Pamplin and we all remain united to again ask the Governor to intervene with the problem.

Attachments: Draft Letter to Governor Kaine

Recommendation: Approval of draft letter.

Motion _____ Fore _____ Gilfillan _____ Jones _____
Second _____ McKay _____ Moore _____ Simpson _____
Ward _____ Wiley _____

BOARD OF SUPERVISORS

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COUNTY ADMINISTRATOR
W.W. BARTLETT

POST OFFICE BOX 382
FARMVILLE, VA 23901

(434) 392-8837 VOICE
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD.VA.GOV

COUNTY OF PRINCE EDWARD, VIRGINIA

November 17, 2009

VIA FACSIMILE AND FIRST CLASS MAIL

The Honorable Timothy M. Kaine
Governor of Virginia
Office of the Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

Dear Governor Kaine:

On September 1, 2009, the Board of Supervisors of the County of Prince Edward wrote to you requesting your assistance with insuring the timely completion of High Bridge Trail State Park. Our letter shared with you the success of the exemplary partnership between the Virginia Department of Conservation and Recreation and the Virginia Department of Transportation. We shared with you that it has taken only two VDOT employees to construct the first twenty-two miles from High Bridge to Pamplin, which has saved DCR (and the taxpayers of Virginia) a significant amount of money.

We had asked of you to please direct VDOT to execute a final agreement with VDCR which would enable VDOT's employees to construct the remaining eleven miles of the trail. Clearly, VDOT has proven that its employees involvement in this project is efficient and cost-effective, and therefore in the best interest of the citizens of Virginia.

You have also received similar letters from the Counties of Appomattox, Cumberland and Nottoway and the Town of Farmville. A copy of each is attached.

On October 13, 2009, you responded to the Appomattox County Board of Supervisors. Your letter stated, "*By copy of this letter, I am requesting that the two agencies move forward with this agreement as quickly as possible so that the grading of the rail bed and its conversion to a trail is completed as soon as possible.*"

On October 27, 2009 VDOT Commissioner David Ekern, P.E., wrote to DCR Director Joe Maroon and stated, "*If DCR would like VDOT to procure this work and act as DCR's agent in procuring and administering a contract to complete the work I would be happy to consider such an agreement.*"

The final attachment is a copy of an e-mail dated November 13, 2009 from a DCR employee stating that it is VDOT's intention "*to contract out all the work. In other words there wouldn't be any VDOT forces involved in it other than procuring and administering contracts.*"

We can find no reasonable explanation as to why VDOT is seemingly unwilling to complete this important outdoor recreational and economic development project for the Commonwealth.

PRINCE EDWARD COUNTY BOARD OF SUPERVISORS

MISSION STATEMENT

TO REPRESENT ALL CITIZENS, PROVIDE LEADERSHIP, CREATE VISION AND SET POLICY TO ACCOMPLISH EFFECTIVE CHANGE, PLANNED GROWTH AND PROVIDE ESSENTIAL SERVICES WHILE MAINTAINING AND ENHANCING THE QUALITY OF LIFE IN PRINCE EDWARD COUNTY.

The two VDOT employees who constructed the first twenty-two miles of trail are assigned to work in the Dillwyn Residency, which serves Prince Edward County. When they were needed for road maintenance projects, they were pulled from the trail. Given our limited transportation budget, this arrangement has maximized our limited resources and accomplished a great deal for our citizens.

Let us be clear, the Prince Edward County Board of Supervisors unanimously supports having VDOT employees who maintain the roads in Prince Edward County be temporarily assigned to complete the construction of High Bridge Trail.

The County of Prince Edward stands united with the Counties of Appomattox, Cumberland and Nottoway and the Towns of Burkeville, Farmville and Pamplin in our request that you direct VDOT to immediately mobilize its employees and equipment to complete High Bridge Trail State Park.

William G. Fore, Jr., Chairman

Howard F. Simpson, Vice-Chair

Sally W. Gilfillan

Robert M. Jones

Charles W. McKay

James C. Moore

Lacy B. Ward

Mattie P. Wiley

Attachments

cc: The Honorable Tom Perriello, United States House of Representatives
The Honorable Frank M. Ruff, Senate of Virginia
The Honorable Watkins M. Abbitt, Jr., Virginia House of Delegates
The Honorable Clarke N. Hogan, Virginia House of Delegates
The Honorable L. Preston Bryant, Jr., Secretary of Natural Resources
The Honorable Pierce R. Homer, Secretary of Transportation
The Honorable Kenneth S. White, Commonwealth Transportation Board
The Honorable Sherry Swinson, Board of Conservation & Recreation
W. Bruce Wingo, Norfolk Southern Corporation
Joseph H. Maroon, Director, Virginia Department of Conservation & Recreation
David S. Ekern, P.E., Commissioner, Virginia Department of Transportation
Joe Elton, Director, Virginia State Parks
Rob Cary, P.E., District Administrator, Lynchburg, VDOT
J. Eric Hougland, Park Manager, High Bridge Trail State Park
W.A. Leatherwood, P.E., Residency Administrator, Dillwyn, VDOT
County of Appomattox
County of Cumberland
County of Nottoway
Town of Burkeville
Town of Farmville
Town of Pamplin

From: Cliff Harris [Cliff.Harris@dcr.virginia.gov]
Sent: Friday, November 13, 2009 11:09 AM
To: Eric Hougland
Cc: Kelly McClary; Leatherwood, William Alan, P.E.
Subject: High Bridge Phase IV MOA

Eric,
Kelly spoke to Mr. Cary about the MOA, and he informed her it was VDOT's intention, if DCR wants VDOT to help us with the trail work, to contract out all the work. In other words there wouldn't be any VDOT forces involved in it other than procuring and administering contracts. Also, Kelly understands Mr. Cary will now be our point of contact at VDOT.

Alan, I want to take this opportunity to express my appreciation to you Bill and the other crew members that got the High Bridge Trail to where we are today. It certainly put a huge dent in getting the bulk of this trail open to the public.

Many thanks...
Sincerely,

Cliff Harris
Capital Outlay Project Engineer
Dept. of Conservation & Recreation
Division of Planning & Recreation
Design & Construction Section
101 N. 14th Street
11th Floor
Richmond, Va. 23219
Phone: (804) 371-2799
Cell: (804) 221-3930
Fax: (804) 371-8500
email: cliff.harris@dcr.virginia.gov

11/13/2009



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

David S. Ekern, P.E.
COMMISSIONER

October 27, 2009

The Honorable Joseph H. Maroon
Director
Department of Conservation and Recreation
203 Governor Street
Suite 206
Richmond, VA 23219

Dear Director Maroon,

Attached is a copy of the Governor's recent letter to Mr. Conrad, the Chairman of the Appomattox County Board of Supervisor's, regarding completion of the High Bridge Trail State Park.

The letter indicates that you have requested that we work with you on a new Memorandum of Agreement to complete the final portion of the trail. I have designated Rob Cary, our District Administrator in Lynchburg, as VDOT's point of contact in working with your staff; he can be contacted at (434) 856-8173 or Rob.Cary@VDOT.Virginia.Gov. I suggest that your staff prepare a draft for consideration.

This letter is to let you know that my staff and I stand ready to work on this MOA at your convenience. If DCR would like VDOT to procure this work and act as DCR's agent in procuring and administering a contract to complete the work I would be happy to consider such an agreement. I also understand there are some unresolved issues regarding the work that VDOT has already performed on this trail, which should also be addressed in the Memorandum of Agreement.

Please let me know how you would like to proceed.

Sincerely,

A handwritten signature in cursive script that reads "David S. Ekern".

David S. Ekern, P.E.
Commissioner

C: The Honorable Pieroe R. Homer
Mr. Rob Cary

VirginiaDOT.org
WE KEEP VIRGINIA MOVING

**COUNTY of
CUMBERLAND
VIRGINIA**

FOUNDED • 1749

October 26, 2009

The Honorable Timothy M. Kaine
Governor of Virginia
Office of the Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, VA 23219

Dear Governor Kaine:

The Cumberland County Board of Supervisors respectfully requests your assistance with insuring the timely completion of High Bridge Trail State Park. We ask that you request the Virginia Department of Transportation to execute a final agreement with the Virginia Department of Conservation and Recreation for the completion of the trail construction within the Park.

The collaboration between VDOT and VDCR on the construction of the trail and the ancillary parking facilities has benefited Virginia's communities and citizens. This initiative has saved significant state tax dollars; enabled the park to open sooner; enhanced the economic future of Cumberland County, Prince Edward County, Nottoway County, Appomattox County, and the Towns within those counties; and significantly improved highway safety through the improvement of the at-grade rail crossings all along the corridor.

We understood that DCR's preliminary cost estimate for trail construction was \$8.8 million, however, through this state agency collaboration, trail construction for 22 of the 33 miles of trail has cost less than \$1.8 million of state park development funds. If VDOT completes the entire trail, the total cost of trail construction should result in a savings of \$5.8 million for the citizens of the Commonwealth.

The opening of High Bridge Trail means more visitors to our region and more revenue generated for the local economies.

We appreciate Norfolk Southern's gift to the Commonwealth of Virginia and your personal support of High Bridge Trail State Park. Your assistance in helping to insure the timely completion of the remaining eleven miles of the trail is greatly appreciated.

Sincerely,


W. F. Osl, Jr.
Chairman, Board of Supervisors

P.O. Box 110
Cumberland, Virginia 23040
(804) 492-3625 Phone
(804) 492-9224 Fax
www.cumberlandcounty.virginia.gov

County Administrator
Judy Ownby

ownby@cumberlandcounty.virginia.gov

Assistant Administrator
Jill Mathews

mathews@cumberlandcounty.virginia.gov

Assistant Administrator
Michael Cooper

cooper@cumberlandcounty.virginia.gov

Board of Supervisors

William F. "Bill" Osl, Jr.
District 1

Timothy "Tim" Kennell
District 2

Van H. Petty
District 3

Elbert R. Womack
District 4

Robert J. Oertel
District 5

"Cumberland County is an equal opportunity employer and service provider."



COMMONWEALTH of VIRGINIA

Office of the Governor

Timothy M. Keine
Governor

October 13, 2009

The Honorable Thomas H. Conrad
Chairman, Appomattox County Board of Supervisors
Post Office Box 863
Appomattox, Virginia 24522-0863

Dear Mr. Conrad:

Thank you for your letter regarding the timely completion of High Bridge Trail State Park.

As you know, I had the opportunity this past June to open approximately 20 miles of the trail, and it has received widespread approval from both users and local governments. Thus, I can certainly appreciate the desires of the local governments, businesses, and residents of the area to see the trail completed. The cooperative working arrangement between the Virginia Department of Conservation and Recreation (DCR) and the Virginia Department of Transportation (VDOT) in constructing the trail to date has certainly been beneficial to all concerned.

DCR has requested that VDOT work with them on a new Memorandum of Agreement to complete the final portion of the trail. By copy of this letter, I am requesting that the two agencies move forward with this agreement as quickly as possible so that the grading of the rail bed and its conversion to a trail is completed as soon as possible.

Thank you again for your letter. I certainly appreciate the support and interest of Appomattox County and the other jurisdictions along the trail in wanting to see this project completed and the entire trail opened for public use.

Sincerely,



Timothy M. Keine

TMK:obd

Patrick Henry Building • 1111 East Broad Street • Richmond, Virginia 23219
(804) 786-2211 • TTY (800) 828-1120
www.governor.virginia.gov

APPOMATTOX COUNTY



COUNTY ADMINISTRATION O

(434) 351

FAX: (434) 351

www.AppomattoxCountyVA.gov

SUPERVISORS

APPOMATTOX RIVER DISTRICT
WILLIAM H. CRAFT

COURTHOUSE DISTRICT
SAMUEL E. CARTER

FALLING RIVER DISTRICT
THOMAS H. CONRAD

PINEY MOUNTAIN DISTRICT
RUSSELL H. MOORE

WRECK ISLAND DISTRICT
GARY W. TANNER

BOARD OF SUPERVISORS

P. O. Box 863
Appomattox, Virginia 24522

September 21, 2009

The Honorable Timothy M. Kaine
Governor of Virginia
Office of the Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

Dear Governor Kaine:

The members of the Appomattox County Board of Supervisors respectfully request your assistance with insuring the timely completion of High Bridge Trail State Park. We ask that you request the Virginia Department of Transportation to execute a final agreement with the Virginia Department of Conservation and Recreation for the completion of the trail construction within the Park.

Since February of 2008, the Virginia Department of Conservation and Recreation and the Dillwyn Residency of the Virginia Department of Transportation have worked cooperatively on the construction of the trail and ancillary parking facilities within High Bridge Trail State Park. We believe this partnership represents an extraordinary example of two state agencies working to the benefit of Virginia's communities and her citizens.


The initiative taken by the employees of these state agencies has (1) saved significant state tax dollars; (2) enabled Virginia's newest state park to open sooner; (3) enhanced the economic future of Appomattox County, Cumberland County, Nottoway County and Prince Edward County, and the Towns of Pamplin, Farmville, and Burkeville; and (4) significantly improved highway safety through the improvement of the at-grade rail crossings all along the corridor.

It is the County's understanding that Department of Conservation and Recreation's preliminary cost estimate for trail construction was \$8.8 million. Through this state agency collaboration, trail construction has been accomplished ahead of the park's master plan schedule and significantly under the cost projections. Thus far, Virginia Department of Transportation has completed about twenty-two (22) of the thirty-three (33) miles of trail and spent less than \$1.8 million of state park development funds. If Virginia Department of Transportation completes the entire trail, the total cost of trail construction will be approximately \$3.0 million, a savings of \$5.8 million for the citizens of the Commonwealth.

We, the Board of Supervisors of Appomattox County, commend these employees of Virginia Department of Transportation and Department of Conservation and Recreation and applaud their initiative and teamwork.

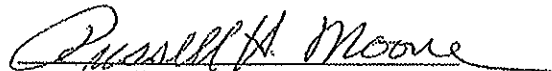
The County of Appomattox appreciates Norfolk Southern's gift to the Commonwealth of Virginia. Your personal support of High Bridge Trail State Park is well noted and greatly appreciated by the citizens of this region. Please help us insure the timely completion of the remaining miles of trail.


Thomas H. Conrad, Chairman


Gary W. Tanner, Vice-Chairman


Samuel E. Carter


William H. Craft


Russell H. Moore

- Cc:
- The Honorable Tom Perriello, United States House of Representatives
 - The Honorable Frank M. Ruff, Senate of Virginia
 - The Honorable Watkins M. Abbitt, Jr., Virginia House of Delegates
 - The Honorable Clarke N. Hogan, Virginia House of Delegates
 - The Honorable L. Preston Bryant, Jr., Secretary of Natural Resources
 - The Honorable Pierce R. Homer, Secretary of Transportation
 - The Honorable Kenneth S. White, Commonwealth Transportation Board
 - The Honorable Sherry Swinson, Board of Conservation and Recreation
 - W. Bruce Wingo, Norfolk Southern Corporation
 - Joseph H. Maroon, Director, Virginia Department of Conservation and Recreation
 - David S. Ekern, P.E., Commissioner, Virginia Department of Transportation
 - Joe Elton, Director, Virginia State Parks
 - Rob Cary, P.E., District Administrator, Lynchburg VDOT
 - J. Eric Hougland, Park Manager, High Bridge Trail State Park
 - W.A. Leatherwood, P.E., Residency Administrator, Dillwyn, VDOT
 - County of Cumberland
 - County of Nottoway
 - County of Burkeville
 - County of Prince Edward
 - Town of Farmville
 - Town of Pamplin

OFFICE OF
THE BOARD OF SUPERVISORS
NOTTOWAY COUNTY

SUPERVISORS

CLARENCE A. SIMPSON, CHAIRMAN
DISTRICT 5
STEVE W. BOWEN, VICE CHAIRMAN
DISTRICT 1
GARY L. SIMMONS
DISTRICT 2
JACK J. GREEN
DISTRICT 3
SHERMAN C. VAUGHN
DISTRICT 4



P. O. BOX 92
344 W. COURTHOUSE RD.
NOTTOWAY, VIRGINIA 23955
TELEPHONE (434) 645-8696
FAX No. (434) 645-8667
E-MAIL: nottoway@nottoway.org

ADMINISTRATOR
RONALD E. ROARK

ASSISTANT ADMINISTRATOR
JOHN N. PROSISE

BUILDING INSPECTOR
A. Q. ELLINGTON, III

COUNTY PLANNER
STEVE D. FERGUSON

September 18, 2009

The Honorable Timothy M. Kaine
Governor of Virginia
Office of the Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

Dear Governor Kaine,

The Nottoway County Board of Supervisors recently received correspondence from the Prince Edward County Board of Supervisors concerning the completion of High Bridge Trail State Park.

The Nottoway County Board of Supervisors has supported the establishment of the High Bridge Trail since its inception and continues to believe that the state park will be a huge benefit to the residents of our communities.

At its September 17th meeting, the Nottoway County Board of Supervisors voted unanimously to support the initiative of the Prince Edward County Board and to respectively request your assistance with ensuring the timely completion of the High Bridge Trail State Park.

Sincerely,

A handwritten signature in cursive script that reads "Ronald E. Roark".

Ronald E. Roark
County Administrator

CC: W.W. Bartlett
Prince Edward County Administrator

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
Sydnor C. Newman, Jr., Mayor
A. D. "Chuckie" Reid, Vice Mayor
David E. Whitus
Sally Thompson
Tommy Pairet
Donald L. Hunter
Otto S. Overton
Edward I. Gordon, MD
Lisa Hricko, Clerk of Council

September 14, 2009

The Honorable Timothy M. Kaine
Governor of Virginia
Office of the Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, VA 23219

Dear Governor Kaine:

The Farmville Town Council would like to commend the Virginia Department of Conservation and Recreation and the Dillwyn Residency of the Virginia Department of Transportation for their partnership on the construction of the High Bridge Trail and ancillary parking facilities within the High Bridge State Park. We ask that you request the Virginia Department of Transportation to execute a final agreement with the Virginia Department of Conservation and Recreation for the completion of the trail construction within the Park.

The cooperation between the two state agencies, the Virginia Department of Conservation and Recreation (DCR) and the Dillwyn Residency of the Virginia Department of Transportation, exemplifies the extraordinary efforts of state agencies in working together to benefit the communities of the Commonwealth of Virginia.

Farmville understands that DCR's preliminary cost estimate for trail construction was \$8.8 million. Through state agency collaboration, trail construction has been accomplished ahead of the park's master plan schedule and significantly under the cost projections. Approximately twenty-two (22) of the thirty-three (33) miles of trail has been completed, at a spending of less than \$1.8 million of the state park development funds. If VDOT completes the entire trail, the total costs of savings for the citizens of the Commonwealth would be approximately \$5.8 million.

With DCR paying 100% of labor, equipment and material costs of the trail construction, this partnership has helped to increase the funds available for Prince Edward County road maintenance, a much-needed asset in this time of budget shortfalls.

The Honorable Timothy M. Kaine
September 14, 2009
Page Two

The Farmville Town Council would like to commend VDOT and DCR for their joint efforts and ask that you help us ensure the timely completion of the remaining eleven miles of trail from historic High Bridge to the Town of Burkeville.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald L. Spates". The signature is written over a faint, circular stamp or watermark.

Gerald L. Spates
Town Manager

GJS/lmh

WILLIAM G. FORE, JR.
CHAIRMAN

HOWARD F. SIMPSON
VICE-CHAIRMAN

SALLY W. GILFILLAN
MATTIE P. WILEY
ROBERT M. JONES
CHARLES W. MCKAY
JAMES C. MOORE
LACY B. WARD



COUNTY ADMINISTRATOR
W.W. BARTLETT

POST OFFICE BOX 382
FARMVILLE, VA 23901

(434) 392-6837 VOICE
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD

COUNTY OF PRINCE EDWARD, VIRGINIA

September 1, 2009

The Honorable Timothy M. Kaine
Governor of Virginia
Office of the Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

Dear Governor Kaine:

We, the undersigned members of the Prince Edward County Board of Supervisors, respectfully request your assistance with insuring the timely completion of High Bridge Trail State Park. We ask that you request the Virginia Department of Transportation to execute a final agreement with the Virginia Department of Conservation and Recreation for the completion of the trail construction within the Park.

Since February of 2008, the Virginia Department of Conservation and Recreation (DCR) and the Dillwyn Residency of the Virginia Department of Transportation (VDOT) have worked cooperatively on the construction of the trail and ancillary parking facilities within High Bridge Trail State Park. We believe this partnership represents an extraordinary example of two state agencies working for the benefit of Virginia's communities and her citizens.

The initiative taken by the employees of these state agencies has: (1) saved significant state tax dollars; (2) enabled Virginia's newest state park to open sooner; (3) enhanced the economic future of Prince Edward County, Cumberland County, Nottoway County and Appomattox County, and the Towns of Farmville, Burkeville and Pamplin; and (4) significantly improved highway safety through the improvement of the at-grade rail crossings all along the corridor.

It is the County's understanding that DCR's preliminary cost estimate for trail construction was \$8.8 million. Through this state agency collaboration, trail construction has been accomplished ahead of the park's master plan schedule and significantly under the cost projections. Thus far, VDOT has completed about twenty-two (22) of the thirty-three (33) miles of trail and spent less than \$1.8 million of state park development funds. If VDOT completes the entire trail, the total cost of trail construction will be approximately \$3.0 million, a savings of \$5.8 million for the citizens of the Commonwealth.

Additionally, only two employees from the VDOT Dillwyn Residency have completed all of the trail construction, when not immediately needed for other VDOT projects within Prince Edward County. Due to the severe budget constraints and the lack of highway maintenance funds, VDOT-Dillwyn was able to deploy these two individuals to the state park project. Because DCR is paying 100% of the labor, equipment and material costs of the trail construction, this has, in effect, helped to increase the funds available for Prince Edward County road maintenance.

We, the Board of Supervisors of Prince Edward County, commend these employees of VDOT and DCR and applaud their initiative and teamwork.

PRINCE EDWARD COUNTY BOARD OF SUPERVISORS

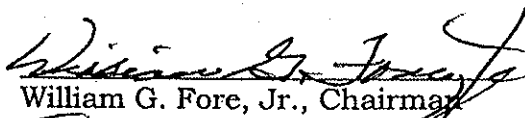
MISSION STATEMENT

TO REPRESENT ALL CITIZENS, PROVIDE LEADERSHIP, CREATE VISION AND SET POLICY TO ACCOMPLISH EFFECTIVE CHANGE, PLANNED GROWTH AND PROVIDE ESSENTIAL SERVICES WHILE MAINTAINING AND ENHANCING THE QUALITY OF LIFE IN PRINCE EDWARD COUNTY.

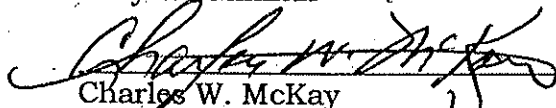
The fact that High Bridge Trail State Park has opened sooner means our region has more visitors. The estimated 1,100 weekly trail users are generating revenue for our local economies and we know this visitation will continue to grow as park amenities are developed.

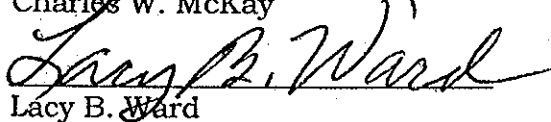
An added benefit to having VDOT build the park trail is the coordinated safety improvements being made to the former rail crossings along this thirty-three mile corridor. There are twelve at-grade crossings. Eight have been improved through a context-sensitive design by VDOT that is beneficial to users of both the state park trail and the secondary roads.

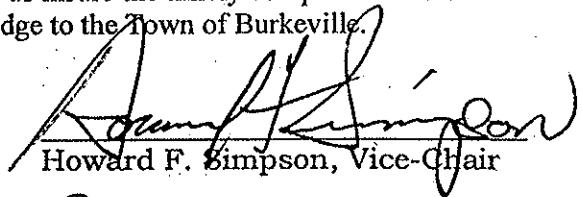
The County of Prince Edward cherishes Norfolk Southern's gift to the Commonwealth of Virginia. Your personal support of High Bridge Trail State Park is well noted and greatly appreciated by the citizens of this region. Please help us insure the timely completion of the remaining eleven miles of trail from historic High Bridge to the Town of Burkeville.

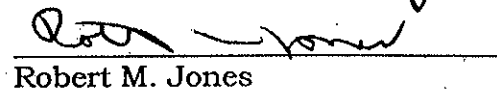

William G. Fore, Jr., Chairman


Sally W. Gilfillan

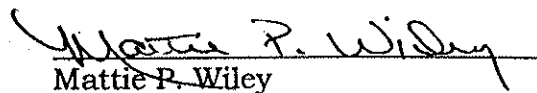

Charles W. McKay


Lacy B. Ward


Howard F. Simpson, Vice-Chair


Robert M. Jones


James C. Moore


Mattie P. Wiley

cc: The Honorable Tom Perriello, United States House of Representatives
The Honorable Frank M. Ruff, Senate of Virginia
The Honorable Watkins M. Abbitt, Jr., Virginia House of Delegates
The Honorable Clarke N. Hogan, Virginia House of Delegates
The Honorable L. Preston Bryant, Jr., Secretary of Natural Resources
The Honorable Pierce R. Homer, Secretary of Transportation
The Honorable Kenneth S. White, Commonwealth Transportation Board
The Honorable Sherry Swinson, Board of Conservation & Recreation
W. Bruce Wingo, Norfolk Southern Corporation
Joseph H. Maroon, Director, Virginia Department of Conservation & Recreation
David S. Ekern, P.E., Commissioner, Virginia Department of Transportation
Joe Elton, Director, Virginia State Parks
Rob Cary, P.E., District Administrator, Lynchburg, VDOT
J. Eric Hougland, Park Manager, High Bridge Trail State Park
W.A. Leatherwood, P.E., Residency Administrator, Dillwyn, VDOT
County of Appomattox
County of Cumberland
County of Nottoway
Town of Burkeville
Town of Farmville
Town of Pamplin



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

Meeting Date: November 17, 2009
Item No: 24
Department: County Administrator
Staff Contact: Wade Bartlett
Issue: County Administrator's Report-Addendum

Summary: In September the Governor issued his FY10 Budget reduction Plan to address a \$1.35 billion shortfall in revenues for the current fiscal year. I have been in contact with the Schools and they have indicated they can take actions necessary to adjust their budget to absorb the \$243,000 in revenue reductions they have to take.

The majority of the revenue reductions in the General Fund involve the Constitutional Offices and the Registrar/Electoral Board. Some state departments are still determining how they will absorb their reductions. Thus, there could be additional revenue reductions but these will be minor. The total reduction in those areas mentioned is \$126,093 and is allocated as such – Treasurer = \$6,141; Commissioner of Revenue = \$5,232; Clerk of Circuit Court = 23,356; Commonwealth's Attorney = \$25,638; Sheriff = \$60,671; and Registrar/Electoral Board = \$5,055.

Our major revenue sources are the real estate and personal property tax. After discussion with Mrs. Booth concerning the assessed values on the tax bills, I am confident our budgeted amounts in those categories are conservative and our collections will exceed our budgeted amounts. Our next largest revenue source is the Local Sales Tax. This tax has decreased due to the economy but it appears collections should equal our budget.

Currently, I am holding one position vacant and plan to do so into the foreseeable future. This will save approximately \$33,000 if left open for the remainder of the Fiscal Year. The Commonwealth Attorney had a locally funded position vacant for approximately 3 months which produced a saving of approximately \$7,000.

After deducting the \$40,000 in savings from the state budget reductions leaves an unfunded reduction of \$86,093.

The auditors recently completed their field work and while there will be minor adjustments before the final audit is ready for release the estimate of the combined fund balance for all funds is approximately \$9.5 million at the end of June 2009.

Attachments: None

Recommendation: I recommend the Board take no action to adjust the budget at this time. But authorize the County Administrator to advise the Constitutional Officers and Department Heads of the reductions and request they make every effort to under expend their approved budget. This item will be revisited in January.

Motion _____
Second _____

Fore _____
McKay _____
Ward _____

Gilfillan _____
Moore _____
Wiley _____

Jones _____
Simpson _____



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: November 17, 2009
Item No.: 25
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Personnel Committee Report

Summary: The Personnel Committee met on November 12, 2009 to discuss the Calendar Year (CY) 2010 County Holiday Schedule. Member present were: Supervisor Simpson, Chair; Supervisor Moore and Supervisor Wiley. Supervisor Gilfillan was unable to attend due to illness.

The committee discussed a holiday schedule for county offices for 2010 and the need for approving it prior to January, so that the courts could appropriately schedule cases.

The proposed schedule contains the same number of holidays as was approved in 2009 and was unanimously approved by the committee and recommended to the full Board for approval. a

Attachments: Proposed CY 2010 County Holiday Schedule

Recommendation: Accept the recommendation of the Personnel Committee.

Motion _____
Second _____

Fore _____
McKay _____
Ward _____

Gilfillan _____
Moore _____
Wiley _____

Jones _____
Simpson _____

Commonwealth of Virginia 2010 Pay and Holiday Calendar

January

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| 26 | 27 | 28 | 29 | 30 | 31 | |

- January 1 - New Year's Day
- January 15 - Lee-Jackson Day
- January 18 - Martin Luther King, Jr. Day
- February 15 - George Washington Day
- May 31 - Memorial Day
- July 5 - Independence Day
- September 6 - Labor Day
- October 11 - Columbus Day
- November 11 - Veterans Day
- November 24 - Close At Noon
- November 25 - Thanksgiving
- November 26 - Day After Thanksgiving
- December 24 - Christmas (Observed)
- December 31 - New Year's Day (observed)

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

- Denotes Payday
- Denotes Holiday
- Denotes Additional Time Off

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Virginia Department of
**HUMAN RESOURCE
MANAGEMENT**



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: November 17, 2009
Item No.: 26
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Correspondence/Informational

Summary:

Attachments:

- a. Planning Commission Letter of Resignation, J.R. Wilck
- b. IDA Letter of Resignation, J.R. Wilck
- c. JetBroadband Cable Television Rate Adjustments

Recommendation: None.

Motion _____
Second _____

Fore _____
McKay _____
Ward _____

Gilfillan _____
Moore _____
Wiley _____

Jones _____
Simpson _____

J. R. Wilck
814 Creekwood Trail
Farmville, VA 23901
434-392-6598
jwilck@embarqmail.com

November 16, 2009

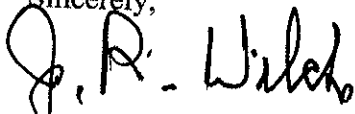
Mr. William Porterfield, Chairman Prince Edward County Planning Commission
P. O. Box 625
Farmville, VA 23901

Dear Mr. Porterfield,

Please consider this my letter of resignation from the Prince Edward County Planning Commission as of December 31, 2009. I found the board to be extremely interesting and I learned a lot. I will miss my fellow board members and I wish you well.

Again, thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "J. R. Wilck". The signature is written in a cursive style with a large initial "J" and "R".

J. R. Wilck

J. R. Wilck
814 Creekwood Trail
Farmville, VA 23901
434-392-6598
jwilck@embarqmail.com

November 16, 2009

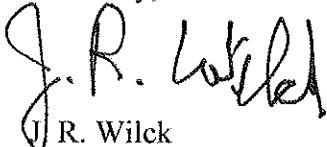
Mr. Robert Showalter, Chairman Prince Edward County I.D.A.
P. O. Box 625
Farmville, VA 23901

Dear Mr. Showalter,

Please consider this my letter of resignation from the Prince Edward County I.D.A. as of December 31, 2009. I have never served on a board where I enjoyed my fellow board members so much. They were very intelligent, efficient and fun to be around and I will miss those meetings

Again, thank you for your consideration.

Sincerely,


J R. Wilck



jetbroadband™
Cable • Internet • Phone

FAX
CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Wade Bartlett
County Administrator
PO Box 382
111 South Street 2nd Floor
Farmville, VA 23901

November 13, 2009

Re: JetBroadband VA, LLC (JetBroadband) Cable Television Rate Adjustments

Dear Wade Bartlett,

At JetBroadband, it is our goal to give our customers the best value for their entertainment money. We have experienced increases in programming as well as other operating cost and as such, we find it necessary to make adjustments to our rates. We will be adjusting our rates with customer's bills beginning in mid December. We strive to be innovative and provide customers with reliable services and product offerings they expect. We are committed to giving customers more options, better products and quality customer service.

We are pleased to announce that we are increasing our High Speed Internet speeds up to 12Mbps at no additional cost when combined with another service.

I have included a copy of our rate adjustment for your records.

Thank you for allowing us to serve you. We take pride in being a partner in your local community.

Sincerely,

Bill Barbour
VP Operations

94 Ewing Drive // PO Box 768 Rustburg, VA 24588 // (877) 7-GETJET // (434) 821-2540 Fax
www.jetbroadband.com

Important Message

Effective:
December 15th

Dear JetBroadband Customer,

At JetBroadband, it is our goal to give you the best value for your entertainment money. We appreciate that you have chosen us as your service provider. We have experienced increases in programming as well as other operating cost and as such, we find it necessary to make adjustments to our rates. These changes will take effect beginning in mid-December. We strive to be innovative and provide you with reliable services and product offerings you expect. We are committed to giving you more options, better products and quality customer service.

If you have any questions, please visit our website at www.jetbroadband.com or call our friendly representatives at (877) 7-GETJET or 1-877-743-8538.

Thank You,



Important Information

Regarding Your JetBroadband Service

Farmville



JBVA-F

Rates

Effective:
December 15th

Monthly Charges

| | Old Rates | New Rates |
|------------------------|-----------|-----------|
| Basic Service | \$22.95 | \$23.95 |
| Expanded Basic Service | \$49.95 | \$52.20 |
| Digital Gateway | \$6.95 | \$6.95 |
| Digital Basic Service | \$62.95 | \$66.20 |

SUPER SAVER PACKAGES

| | | |
|---------------|----------|----------|
| Super Saver 4 | \$107.95 | \$110.90 |
| Super Saver 3 | \$92.95 | \$95.90 |
| Super Saver 2 | \$83.95 | \$86.90 |
| Super Saver 1 | \$71.95 | \$73.90 |

PREMIUM CHANNELS

| | | |
|----------|---------|-----------|
| HBO | \$13.95 | No Change |
| Showtime | \$12.95 | No Change |
| Starz | \$11.95 | No Change |
| Cinemax | \$10.95 | No Change |

HIGH-SPEED INTERNET

| | | |
|--|---------|-----------|
| Mach III High-Speed Internet* | \$59.95 | No Change |
| Mach II High-Speed Internet* | \$39.95 | No Change |
| Mach I High-Speed Internet* | \$29.95 | No Change |
| Mach III High-Speed Internet ONLY | \$59.95 | \$61.95 |
| Mach II High-Speed Internet ONLY | \$39.95 | \$41.95 |
| Mach I High-Speed Internet ONLY | \$29.95 | \$30.95 |
| Security Suite: Anti-Virus and Firewall | \$2.95 | No Change |
| Security Suite: Anti-Virus, Firewall, Spam Control and Parental Control | \$4.95 | No Change |

*Discount with video or phone service.

Miscellaneous Monthly Fees

| | | |
|--|--------|-----------|
| Standard Digital Converter with Remote | \$6.95 | \$6.95 |
| Wireless Modem Rental Fee | \$8.00 | No Change |
| Wired Modem Rental Fee | \$5.00 | No Change |
| Phone Modem | \$5.00 | No Change |
| Additional Active Outlets | \$0.99 | No Change |
| Cable Assurance Plan (CAP) | | |
| - Wire Maintenance | \$2.95 | No Change |
| Cable Card | \$1.50 | No Change |

Installation and One-Time Charges

| | | |
|---|---------|-----------|
| Installation for up to 4 outlets | \$49.95 | No Change |
| Underground Installation for up to 4 outlets | \$69.95 | No Change |

| | | |
|---|----------|-----------|
| Installation for up to 8 outlets and House Amp | \$104.95 | No Change |
| Reconnect | \$25.00 | No Change |
| Trip Fee | \$25.00 | No Change |
| Hourly Service Charge | \$49.95 | No Change |
| Returned Check Fee | \$35.00 | No Change |
| Late Fee | \$5.00 | No Change |

Prices shown do not include local, state, or federal taxes and fees. These taxes and fees appear on separate lines on your monthly statement. ©2009 JetBroadband, VA LLC. All rights reserved.

www.jetbroadband.com

CONTACT US:

(877) 7-GETJET
(877) 743-8538
95 Buffalo Heights Rd.
Farmville, VA 23901
csva@jetbroadband.com

LOBBY HOURS:

Mon - Fri: 8:00am - 5:00pm

CALL CENTER HOURS:

Mon - Fri: 8:00am - 8:00pm
Sat: 9:00am - 5:00pm