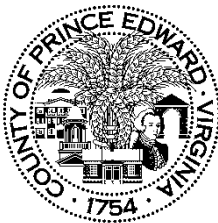




MISSION STATEMENT

"The mission of the Board of Supervisors of the County of Prince Edward is to represent all citizens, provide leadership, create vision and set policy to accomplish positive change and planned growth and to provide essential services, enhancing the quality of life and maintaining fiscal responsibility."



**PRINCE EDWARD COUNTY
BOARD OF SUPERVISORS
October 13, 2020**

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its “EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE.” While physical (in-person) access to these public meetings is not permitted, the public may participate in these meetings by calling: **1-844-890-7777, Access Code: 390313** (If busy, please call again.)

~~~~~

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

1. **Written Comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors, P.O. Box 382, Farmville, VA 23901.
  - a. **E-Mailed:** Board of Supervisors: [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)
  - b. **County Dropbox:** Written comments may also be placed in the County “payment dropbox”, located in courthouse parking lot by 2:00 p.m. the day of the meeting.
2. **Verbal Comments:** Citizens may also participate remotely during the meeting. Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda**; however, **citizens must pre-register** with the County Administrator’s Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

**A G E N D A**

|           |    |                                                                                                                                                                                                                                                            |    |
|-----------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 7:00 p.m. | 1. | The Chair will call to order the <b>October</b> meeting of the Board.                                                                                                                                                                                      | 5  |
|           | 2. | Invocation                                                                                                                                                                                                                                                 | 5  |
|           | 3. | Pledge of Allegiance                                                                                                                                                                                                                                       | 5  |
|           | 4. | Conflict of Interest Disclosures                                                                                                                                                                                                                           | 7  |
|           | 5. | <b><u>PUBLIC PARTICIPATION:</u></b> <i>Citizens wishing to address the Board are asked to please submit written input or pre-register with the County Administrator’s Office as outlined above, not later than 2:00 p.m. on Tuesday, October 13, 2020.</i> | 9  |
|           | 6. | Board of Supervisors Comments                                                                                                                                                                                                                              | 11 |
|           | 7. | <b><u>Consent Agenda:</u></b>                                                                                                                                                                                                                              |    |
|           | a. | Treasurer’s Report: September 2020                                                                                                                                                                                                                         | 13 |
|           | b. | Approval of Minutes                                                                                                                                                                                                                                        | 17 |
|           | c. | Review of Accounts & Claims                                                                                                                                                                                                                                | 51 |
|           | d. | Checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which has been heretofore approved.                                                                                                          | 93 |

|               |                                                                                                                                                                                                                                                                                                                |            |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 8.            | FY 19 Audit: Joshua A. Roller, CPA, Robinson, Farmer, Cox Associates                                                                                                                                                                                                                                           | 95         |
| 9.            | Budget Amendments/Appropriations:                                                                                                                                                                                                                                                                              |            |
|               | a. Prince Edward County Sheriff's Office DMV Grant                                                                                                                                                                                                                                                             | 97         |
|               | b. Replacement of AS 400 Server                                                                                                                                                                                                                                                                                | 99         |
|               | c. Treasurer's Office Part-Time                                                                                                                                                                                                                                                                                | 109        |
|               | d. Pre-Audit Services                                                                                                                                                                                                                                                                                          | 111        |
|               | e. Timmons Group - Sandy River Reservoir Permit                                                                                                                                                                                                                                                                | 117        |
|               | f. Prince Edward County Public Schools – Grant                                                                                                                                                                                                                                                                 | 127        |
| 10.           | Highway Matters: Scott Frederick, PE, Resident Engineer, VDOT                                                                                                                                                                                                                                                  | 129        |
| 7:30 p.m. 11. | <b><u>PUBLIC HEARINGS:</u></b> The Board will receive citizen input prior to considering the following:                                                                                                                                                                                                        |            |
|               | a. Proposed amendments to the County Enterprise Zone Boundary. Specifically, the addition of two parcels totaling approximately 290 acres – 230 Kelly Lane, owned by the Prince Edward County Industrial Development Authority (potential data center site); and 299 Rice's Depot Road, owned by Caryn Kayton. | 131        |
|               | b. A request by Good's Construction Co., DBA Cenvar Roofing for a Special Use Permit to allow the location of a business office and enclosed storage building on Tax Map Parcel 041-A-57B, with an address of 24457 Prince Edward Highway, Rice, VA.                                                           | 135        |
|               | c. A request by David Furlong, DBA Locket Creek Real Estate Group for a Rezoning of Tax Map Parcel 022-4-C, on Booker Court, located on Mt. Moriah Road, Farmville, VA from A-1, Agricultural Conservation to MHP, Manufactured Home Park to allow for the expansion and re-opening of the mobile home park.   | 145        |
|               | d. A request by Prince Edward County for a Special Use Permit to allow for a Daycare Center on Tax Map Parcel 051-A-39, with an address of 1328 Zion Hill Road, Farmville, VA.                                                                                                                                 | 159        |
| 12.           | Re-Adoption of Emergency Ordinance Instituting Temporary Measures for Certain Gatherings to Prevent the Spread of COVID-19                                                                                                                                                                                     | 167        |
| 13.           | Board of Equalization                                                                                                                                                                                                                                                                                          | 175        |
| 14.           | Public Works Update                                                                                                                                                                                                                                                                                            | 177        |
| 15.           | Tourism Update                                                                                                                                                                                                                                                                                                 | 179        |
| 16.           | Emergency Management Update                                                                                                                                                                                                                                                                                    | 181        |
| 17.           | County Attorney Report                                                                                                                                                                                                                                                                                         | 183        |
| 18.           | <u>Acting County Administrator's Report:</u>                                                                                                                                                                                                                                                                   | <u>185</u> |
|               | a. USDA Lease Agreement                                                                                                                                                                                                                                                                                        | 186        |
|               | b. Upcoming Citizen Volunteer Positions                                                                                                                                                                                                                                                                        |            |
|               | c. Posting County Land For No Hunting                                                                                                                                                                                                                                                                          |            |
| 19.           | <u>Committee Reports:</u>                                                                                                                                                                                                                                                                                      |            |
|               | a. CARES Act Committee                                                                                                                                                                                                                                                                                         | 189        |
| 20.           | <u>Closed Session:</u> Personnel – Section 2.2-3711(A)(1)<br>Investment of Public Funds – Section 2.2-3711(A)(6)                                                                                                                                                                                               | 193        |

|            |                                                        |            |
|------------|--------------------------------------------------------|------------|
| <b>21.</b> | <b><u>Correspondence/Informational:</u></b>            | <b>195</b> |
|            | a. Auditor of Public Accounts Letter                   | 196        |
|            | b. Thank You, Southside Center for Violence Prevention | 197        |
|            | c. Thank You, County Resident                          | 198        |
| <b>22.</b> | <b><u>Monthly Reports:</u></b>                         | <b>199</b> |
|            | a. Animal Control                                      | 200        |
|            | b. Building Official                                   | 201        |
|            | c. Cannery – Home Canning Operations                   | 202        |
|            | d. Cannery – Commercial Canning Operations             | 203        |
|            | e. Commonwealth Regional Council                       | 204        |
|            | f. Prince Edward County Public Schools                 | 205        |
|            | g. Tourism                                             | 210        |

Note: Additional agenda items may be added to the Table Pack, available for review after 4:30 pm, Tuesday, October 13, 2020.





County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: October 13, 2020  
Item No.: 1, 2, 3  
Department: Board of Supervisors  
Staff Contact: Sarah Elam Puckett  
Issue: Call to Order, Invocation, Pledge of Allegiance, Remote Participation

---

**Summary:**

1. **Call To Order:** Board Chair Townsend will call to order the October meeting of the Prince Edward Board of Supervisors.

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." While physical (in-person) access to these public meeting is not permitted, the public may participate in the meeting by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*)

2. **Invocation**
3. **Pledge of Allegiance.**

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 4  
**Department:** Board of Supervisors  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Conflict of Interest Act Disclosures

---

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

**Attachments:** Conflict of Interest Disclosure

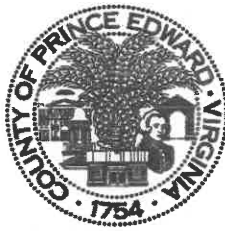
**Recommendation:**

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

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

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

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



## STATEMENT OF DISCLOSURE

### **DECLARATION OF INTEREST**

1. Transaction Under Discussion/Consideration: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Nature of Public Official's Personal Interest Affected by the Transaction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Identify Membership in Business, Profession, Occupation or Group of Members that are Affected by the Transaction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I do hereby certify and declare that I am able to participate in the above identified transaction fairly, objectively and in the public interest: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DECLARATION OF ACCURACY**

I, the undersigned, certify that all statements in this statement of disclosure are true and correct to the best of my knowledge, are accurate and complete, and include all information required by the *Virginia Conflict of Interest Act*, Title 2.2, Chapter 31, of the *Code of Virginia*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: October 13, 2020  
Item No.: 5  
Department: Board of Supervisors  
Staff Contact: Sarah Elam Puckett  
Issue: Public Participation

**Summary:**

*Public Participation is a time set aside for citizens to share their thoughts, ideas and concerns. An official record is made of each person's contribution tonight and will be directed to the County Administrator for follow-up; any necessary follow-up will be noted and tracked. Follow-up may consist of an immediate response, or planned action by the County Administrator or Board, or by placement on a future Board agenda. Tonight's agenda cannot be changed, because the public needs advance knowledge of and the opportunity to review related materials regarding items addressed by the Board. To further assist public information, the Board requests our Administrator, Attorney or county staff to immediately correct any factual error that might occur.*

**OPPORTUNITIES FOR PUBLIC PARTICIPATING & PUBLIC INPUT**

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

1. **Written Comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  1. **Mailed:** Board of Supervisors, P.O. Box 382, Farmville, VA 23901.
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**Attachments:** Public Participation Tracking Form  
**Recommendation:** None.

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

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

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

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



## PUBLIC INPUT TRACKING LOG

| ITEM<br>NUMBER | CITIZEN<br>REMARK | REMARK<br>DATE | REPEAT<br>REMARK | STATUS |
|----------------|-------------------|----------------|------------------|--------|
| 1              |                   |                | Y N              |        |
| 2              |                   |                |                  |        |
| 3              |                   |                |                  |        |
| 4              |                   |                |                  |        |
| 5              |                   |                |                  |        |
| 6              |                   |                |                  |        |
| 7              |                   |                |                  |        |
| 8              |                   |                |                  |        |
| 9              |                   |                |                  |        |
| 10             |                   |                |                  |        |
| 11             |                   |                |                  |        |
| 12             |                   |                |                  |        |
| 13             |                   |                |                  |        |
| 14             |                   |                |                  |        |



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

**Meeting Date:** October 13, 2020  
**Item No.:** 6  
**Department:** Board of Supervisors  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Board of Supervisors Comments

---

**Summary:** The Board has set aside ten minutes for Board members to respond to citizen input from Public Participation.

**Attachments:**

**Recommendation:** None.

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 7-a  
**Department:** Treasurer  
**Staff Contact:** Donna Nunnally  
**Issue:** Treasurer's Report

---

**Summary:** The Treasurer's Report is attached.

**Attachments:** September 2020 Treasurer's Report

**Recommendation:** Approval

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

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

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

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

**Prince Edward Board of Supervisors Treasurer's Report**  
as of  
**September 30, 2020**

| <b>Name of Bank</b>               | <b>Bank Balance</b> |  |  | <b>Available<br/>Balance</b> |
|-----------------------------------|---------------------|--|--|------------------------------|
| Benchmark Pooled Fund Account     | \$ 5,909,598.40     |  |  | \$ 5,909,598.40              |
| Benchmark Social Services         | \$ 156,383.77       |  |  | \$ 156,383.77                |
| Benchmark School Fund             | \$ 843,797.14       |  |  | \$ 843,797.14                |
| Benchmark Food Service            | \$ 392,403.66       |  |  | \$ 392,403.66                |
| <b>TOTAL</b>                      |                     |  |  | <b>\$ 7,302,182.97</b>       |
|                                   |                     |  |  |                              |
|                                   |                     |  |  |                              |
| <b>Certificate of Deposits</b>    |                     |  |  |                              |
| Benchmark                         |                     |  |  |                              |
| 0994                              |                     |  |  | \$ 119,055.72                |
| 0995                              |                     |  |  | \$ 119,055.72                |
| 0998                              |                     |  |  | \$ 17,246.78                 |
| 0268                              |                     |  |  | \$ 108,544.62                |
| 1169                              |                     |  |  | \$ 108,544.62                |
| 1170                              |                     |  |  | \$ 22,080.02                 |
|                                   |                     |  |  |                              |
| Raymond James - Through Benchmark |                     |  |  |                              |
| 7288                              |                     |  |  | \$ 362,340.54                |
|                                   |                     |  |  |                              |
| <b>TOTAL</b>                      |                     |  |  | <b>\$ 856,868.02</b>         |
|                                   |                     |  |  |                              |
|                                   |                     |  |  |                              |
| <b>GRAND TOTAL</b>                |                     |  |  | <b>\$ 8,159,050.99</b>       |



**Prince Edward Board of Supervisors Treasurer's Report - September 2019**

| <b>Name of Bank</b>            | <b>Bank Balance</b> |  |  | <b>Available<br/>Balance</b> |
|--------------------------------|---------------------|--|--|------------------------------|
| Benchmark Pooled Fund Account  | \$ 5,010,111.15     |  |  | \$ 5,010,111.15              |
| Benchmark Social Services      | \$ 280,861.80       |  |  | \$ 280,861.80                |
| Benchmark School Fund          | \$ 480,119.23       |  |  | \$ 480,119.23                |
| Benchmark Food Service         | \$ 205,646.20       |  |  | \$ 205,646.20                |
| <b>TOTAL</b>                   |                     |  |  | <b>\$ 5,976,738.38</b>       |
|                                |                     |  |  |                              |
|                                |                     |  |  |                              |
| <b>Certificate of Deposits</b> |                     |  |  |                              |
| Benchmark                      |                     |  |  | \$ 609,724.91                |
| Farmers Bank                   |                     |  |  | \$ 211,676.94                |
| <b>TOTAL</b>                   |                     |  |  | <b>\$ 821,401.85</b>         |
|                                |                     |  |  |                              |
|                                |                     |  |  |                              |
| <b>GRAND TOTAL</b>             |                     |  |  | <b>\$ 6,798,140.23</b>       |

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

**Meeting Date:** October 13, 2020  
**Item No.:** 7-b  
**Department:** County Administration  
**Staff Contact:** Karin Everhart  
**Issue:** Approval of Minutes

---

**Summary:** Attached are draft minutes for the Board's review and approval.

**Attachments:** September 8, 2020 Draft Meeting Minutes (6:00 p.m.)  
September 8, 2020 Draft Meeting Minutes (7:00 p.m.)  
September 24, 2020 Draft Meeting Minutes

**Recommendation:** Approval.

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

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

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

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

September 8, 2020

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 8<sup>th</sup> day of August, 2020; at 6:00 p.m., there were present:

Beverly M. Booth

Pattie Cooper-Jones

J. David Emert

Llew W. Gilliam, Jr.

Robert M. Jones

Odessa H. Pride

Jerry R. Townsend

James R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Trey Pyle, Deputy Emergency Coordinator; and Terri Atkins Wilson, County Attorney.

Chairman Townsend called the special meeting to order.

In Re: Closed Session

Chairman Townsend made a motion, seconded by Supervisor Cooper-Jones, that the Board convene in Closed Session for consideration of candidates for the position of County Administrator, pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the *Code of Virginia*; the motion carried:

|      |                      |           |
|------|----------------------|-----------|
| Aye: | Beverly M. Booth     | Nay: None |
|      | Pattie Cooper-Jones  |           |
|      | J. David Emert       |           |
|      | Llew W. Gilliam, Jr. |           |
|      | Robert M. Jones      |           |
|      | Odessa H. Pride      |           |
|      | Jerry R. Townsend    |           |
|      | James R. Wilck       |           |

The Board returned to regular session by motion of Chairman Townsend, seconded by Supervisor Wilck and adopted as follows:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

On motion of Supervisor Emert, and seconded by Supervisor Wilck, and carried by the following roll call vote:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

On motion of Supervisor Wilck seconded by Supervisor Cooper-Jones, and adopted by the following vote:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

the meeting was adjourned at 6:57 p.m.



September 8, 2020

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 8<sup>th</sup> day of August, 2020; at 7:00 p.m., there were present:

Beverly M. Booth

Pattie Cooper-Jones

J. David Emert

Llew W. Gilliam, Jr.

Robert M. Jones

Odessa H. Pride

Jerry R. Townsend

James R. Wilk

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Trey Pyle, Deputy Emergency Coordinator; and Terri Atkins Wilson, County Attorney.

Chairman Townsend called the September meeting to order.

Chairman Townsend stated:

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

Chairman Townsend then read the following:

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

1. **Written Comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors, P.O. Box 382, Farmville, VA 23901.
  - a. **E-Mailed:** Board of Supervisors: [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)
  - b. **County Dropbox:** Written comments may also be placed in the County "payment dropbox", located in courthouse parking lot by 2:00 p.m. the day of the meeting.
2. **Verbal Comments:** Citizens may also participate remotely during the meeting. Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda**; however, **citizens must pre-**

**register** with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

Supervisor Pride offered the invocation and led the Pledge of Allegiance.

In Re: Conflict of Interest Act Disclosures

Supervisor Booth stated:

*As a member of the Prince Edward County Board of Supervisors, I, Beverly M. Booth, am disclosing that I have a personal interest in the appropriation of the FY 21 Prince Edward County Budget, as my husband is an employee of the Prince Edward County Sheriff's Office. As the Prince Edward County Board of Supervisors has no authority over the expenditures and individual salaries of the Sheriff's Office, I am able to participate in the appropriation of the county budget fairly, objectively and in the public interest. I have filed a statement of disclosure with the Office of the Prince Edward County Administrator, a copy of which is available for public review.*

In Re: Public Participation

Chairman Townsend stated Public Participation is a time set aside for citizens to share their thoughts, ideas and concerns. An official record is made of each person's contribution tonight and will be directed to the County Administrator for follow-up; any necessary follow-up will be noted and tracked. Follow-up may consist of an immediate response, or planned action by the County Administrator or Board, or by placement on a future Board agenda. Tonight's agenda cannot be changed, because the public needs advance knowledge of and the opportunity to review related materials regarding items addressed by the Board. To further assist public information, the Board requests the Administrator, Attorney or county staff to immediately correct any factual error that might occur.

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, stated that the Board has asked staff to look for a toll-free number to allow citizens to call in at no charge to them; she said that number has been set up but because the scheduled meetings were already advertised with the older number, we are unable to use it until October.

Mrs. Van Eps then said that in 1993, Prince Edward County, along with five other counties and the City of Petersburg, created Virginia's Retreat. This organization has been marketing the history and outdoor

amenities on a regional basis ever since. In 2004, this same group which had grown to 11 counties and the City of Petersburg, developed and created a brand new self-guided history trail called The Civil Rights in Education Heritage Trail; this is trademarked. She said there were 41 sites telling the story of how African-Americans, Native Americans and women all had to fight for the right to an equal education in this part of the country. That Trail was the first of its kind in the country. A few years ago, the group now known as Virginia's Crossroads began the process to expand this trail with the help of a grant from the Tobacco Commission, adding 12 new sites and updating the existing 41 so the maps would reflect the same Trail across the now 14 counties, including the City of Petersburg and the City of Emporia, Virginia State Parks, and one National Park. Mrs. Van Eps presented each Board member an invitation to attend one or both of the two new sites being installed in Prince Edward County next week. She said the members can contact her for further information. She said the date is September 17 [2020] and begins at 9:00 a.m. at the Hampden-Sydney site, across from Mercy Seat Baptist Church. There will be a 2:00 p.m. site installation at Twin Lakes.

In Re: Board Comments

Chairman Townsend thanked everyone for their support during the pandemic; he said he appreciates their participation and being engaged in local government.

Chairman Townsend then presented a plaque to Mr. W. Wade Bartlett, County Administrator, for his service from July 1, 2007 through September 30, 2020. He thanked Mr. Bartlett for his service and for everything he has done for this County.

In Re: Consent Agenda

On motion of Supervisor Pride, seconded by Supervisor Cooper-Jones, and carried:

|      |                      |      |      |
|------|----------------------|------|------|
| Aye: | Beverly M. Booth     | Nay: | None |
|      | Pattie Cooper-Jones  |      |      |
|      | J. David Emert       |      |      |
|      | Llew W. Gilliam, Jr. |      |      |
|      | Robert M. Jones      |      |      |
|      | Odessa H. Pride      |      |      |
|      | Jerry R. Townsend    |      |      |
|      | James R. Wilck       |      |      |

the Board accepted the Treasurer's Report for August 2020; the minutes of the meeting held August 11, 2020, and August 21, 2020 at 7:00 p.m.; Accounts and Claims, Board Mileage Sheets; and Salaries.

**Prince Edward Treasurer's Report - August 2020**

| <b>Name of Bank</b>                | <b>Bank Balance</b> | <b>Available<br/>Balance</b> |
|------------------------------------|---------------------|------------------------------|
| Benchmark Pooled Fund Account      | 8,032,948.09        | 8,032,948.09                 |
| Wells Fargo Social Services        | 198,481.46          | 198,481.46                   |
| Benchmark School Fund              | 1,751,332.87        | 1,751,332.87                 |
| Benchmark Food Service             | 483,831.72          | 483,831.72                   |
| <b>TOTAL</b>                       |                     | <b>10,466,630.14</b>         |
| <br><b>Certificates of Deposit</b> |                     |                              |
| Benchmark                          |                     | 826,460.03                   |
| <b>TOTAL</b>                       |                     | <b>826,460.03</b>            |
| <br><b>GRAND TOTAL</b>             |                     | <br><b>11,293,090.17</b>     |

In Re: Budget Amendment – Fire Department Carry-Over Funding

Mr. Bartlett stated that on June 30, 2020, the following fire departments had unexpended funds to be carried forward into the FY21 budget. He said Darlington Heights and Meherrin have overspent and begin the year with a negative balance.

Supervisor Wilck made a motion, seconded by Supervisor Cooper-Jones, to approve the budget amendment and appropriate the same, as follows:

| <b>Rev/Exp</b> | <b>Fund</b> | <b>Dept</b> | <b>Object</b> | <b>Description</b>        | <b>Debit</b>      | <b>Credit</b> |
|----------------|-------------|-------------|---------------|---------------------------|-------------------|---------------|
| 3 (Rev)        | 100         | 41050       | 0100          | From General Fund Balance |                   | 231,660.21    |
| 4 (Exp)        | 100         | 32200       | 7001          | Farmville VFD             | 3,578.51          |               |
| 4 (Exp)        | 100         | 32200       | 7002          | Rice VFD                  | 21,373.90         |               |
| 4 (Exp)        | 100         | 32200       | 7003          | Prospect VFD              | 59,219.67         |               |
| 4 (Exp)        | 100         | 32200       | 7004          | Darlington Heights VFD    | <b>-13,987.66</b> |               |
| 4 (Exp)        | 100         | 32200       | 7005          | Hampden-Sydney VFD        | 47,109.19         |               |
| 4 (Exp)        | 100         | 32200       | 7006          | Pamplin VFD               | 115,175.17        |               |
| 4 (Exp)        | 100         | 32200       | 7007          | Meherrin VFD              | <b>-808.57</b>    |               |

The motion carried:

|      |                      |           |
|------|----------------------|-----------|
| Aye: | Beverly M. Booth     | Nay: None |
|      | Pattie Cooper-Jones  |           |
|      | J. David Emert       |           |
|      | Llew W. Gilliam, Jr. |           |
|      | Robert M. Jones      |           |
|      | Odessa H. Pride      |           |
|      | Jerry R. Townsend    |           |
|      | James R. Wilck       |           |

In Re: Highway Matters

Mr. Scott D. Frederick, P.E., VDOT Resident Engineer, stated he enjoyed working with Mr. Bartlett over the years and said Mr. Bartlett helped him when he started out. Mr. Frederick wished him well in his future endeavors.

Mr. Frederick then presented an update on VDOT activities. He said stone is set for the Dempsey Road project; the drainage is done. He said the prime shot, or asphalt with gravel, will be put down tomorrow. He then said primary routes are being mowed again; he said this will be done four times this year. In about two weeks, they expect to cut secondary roads.

Mr. Frederick reported a complaint regarding Route 360 at Cloverdale and limbs creeping out; he said the traffic control will be used in order to cut that, as well as other locations. He said the boom axe only cuts on one side so will have to turn it around to get the other side. He said they have been cutting limbs throughout the county and clearing along the guard rails.

Mr. Frederick said that a complaint was made regarding limbs on Heights School Road; that has been addressed. He said it may take until the end of September to cut out to Singleton Road, Route 664; it may need a full flagging operation and will take a few days. He said the drainage problem will be addressed on Isham Road tomorrow. He said the stop sign that was knocked down at Five Forks and Singleton Roads has been put up; after some discussion, the sign will be moved back on Singleton Road by a few feet to enable the trucks to make the turn without hitting the sign.

Supervisor Pride asked when work will begin on Abilene Road. Mr. Frederick said VDOT is a few weeks behind due to weather and the need to socially-distance due to COVID. He said that should now begin the end of September to the beginning of October.



Chairman Townsend asked for clarification on the Smart Scale Projects, at Abilene Road at Route 15, and near Fishin' Pig, and which will be done first. Mr. Frederick said the turn-lanes will be done first at Abilene and Route 15, then the roundabout near Fishin' Pig. Some discussion followed.

Supervisor Emert reported there is an ash tree dropping limbs daily, on the east side of Pin Oak Road, near the first house going south, past Twenty-Two Road.

Supervisor Jones stated his appreciation for the work done on Green Bay Road and Routes 636 and 640; he reported an issue at 1551 Briery Road where water is puddling and washing out the ditch line. Discussion followed.

Supervisor Pride asked who is responsible for keeping the grass cut on Route 628. Mr. Frederick said VDOT will be cutting the secondary route; he said VDOT mows for function; that will begin in about two weeks.

#### In Re: Elections Update

Mrs. Lynette Wright, Certified General Registrar and Director of Elections for Prince Edward County, provided an update on voting and the November 2020 election. Mrs. Wright stated early voting begins September 18; there is a room on the second floor of the Courthouse that any resident of Prince Edward County that is registered may vote early, Monday through Friday, 8:30 a.m. – 4:30 p.m. She said early voting runs from September 18 through October 31, 2020 and the last two Saturdays – October 24 and October 31 - will be open as well. She said voting by mail is also available; the last day for receiving applications to request a ballot is Friday, October 23 by 5:00 p.m.; the deadline to register or update voter information must be postmarked by October 13.

Mrs. Wright said that 1,090 applications requesting vote by mail, which is more than double than ever before for a presidential [election] have been received. She said they will be mailed to voters September 18; she said the workers are trained for early voting.

Mrs. Wright thanked the Board and requested voter parking spots out near the Visitor's Center; she said she expects a huge turnout. She said anyone that has questions about the election may contact her at the Registrar's Office.

Mrs. Wright thanked Mr. Bartlett for working with her in getting everything set up and wished him well in his future endeavors.

Supervisor Pride asked if a form of ID is needed; Mrs. Wright said ID is needed, just not photo ID. She said a driver's license, passport, a utility bill or bank statement that shows name and address; she will have that information on the County website in the near future.

Supervisor Pride then asked about handicapped individuals. Mrs. Wright said three or four poll workers will be in the polls which will allow someone to go to their vehicles and vote from their car. She said in order to do that, they have to be at least 65 or older, or handicapped, or someone that is high-risk.

Supervisor Cooper-Jones asked when Sample Ballots will be available. Mrs. Wright said she proofed the ballots for the final time last Saturday morning and they are now at the printer; she said she expects them sometime this week.

Supervisor Jones said a constituent was having trouble navigating the web site, getting information. Mrs. Wright said if he would like to call, she can help him navigate through the state web site, or an application could be mailed to him if that would be easier for him.

#### In Re: Public Hearing – FY21 Budget Amendment

Chairman Townsend announced that this was the date and time scheduled for a public hearing prior to considering an amendment to the FY21 County Budget, pursuant to Section 15.2-2507 of the Code of Virginia, and to accept the distribution of \$1,989,387 of Federal Coronavirus Relief Funds to be appropriated and distributed by the Board of Supervisors. Notice of this hearing was advertised according to law in the Friday, August 28, 2020 and Friday, September 4, 2020 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

The receipt of a second payment of \$1,989,387 from the Federal Government as the County's share of the Coronavirus Relief Funds (CRF) requires a public hearing before the Board can amend the FY21 Budget.

Per Section 15.2-2507 of the *Code of Virginia*, any locality may amend its budget during the fiscal year. However, if such an amendment exceeds the currently adopted expenditures by one percent or more, then the locality must advertise the amendment at least seven days prior to the public hearing. The County's

currently approved FY21 budget for all funds total approximately \$61.4 million. The second round of funding from the CARES Act equates to an increase of slightly more than 3.2% which requires a public hearing. All funds not approved for use have been allocated to the contingency line.

Chairman Townsend opened the public hearing.

There being no one wishing to speak, Chairman Townsend closed the public hearing.

Supervisor Wilck made a motion, seconded by Supervisor Pride, to approve the FY21 Budget Amendment for \$1,989,387 and appropriate the same funds, as follows:

| Rev/Exp | Fund | Dept       | Object | Description                                      | Debit              | Credit      |
|---------|------|------------|--------|--------------------------------------------------|--------------------|-------------|
| 3 (Rev) | 700  |            |        | CRF Funding                                      |                    | \$1,989,387 |
|         |      |            |        |                                                  |                    |             |
|         |      | <b>EMS</b> |        |                                                  |                    |             |
| 4 (Exp) | 700  | 6          | 1      | Family First Coronavirus Response Act Sick Leave | 1,422              |             |
| 4 (Exp) | 700  | 6          | 3      | COVID Safety Equipment                           | 480,000            |             |
| 4 (Exp) | 700  | 6          | 6      | Personal Protection Equipment                    | 12,000             |             |
| 4 (Exp) | 700  | 6          | 10     | Medical Supplies                                 | 8,600              |             |
| 4 (Exp) | 700  | 6          | 15     | Payroll Health & Safety Employee                 | 19,326             |             |
|         |      |            |        |                                                  |                    |             |
|         |      | <b>PEC</b> |        |                                                  |                    |             |
| 4       | 700  | 100        | 2      | COVID Management Time                            | 127,000            |             |
| 4       | 700  | 100        | 3      | COVID Safety Equipment                           | 30,000             |             |
| 4       | 700  | 100        | 5      | Disinfection of Facilities                       | 3,100              |             |
| 4       | 700  | 100        | 6      | Personal Protection Equipment                    | 25,000             |             |
| 4       | 700  | 100        | 16     | Daycare                                          | 300,000            |             |
| 4       | 700  | 100        | 17     | Mobile Data Terminals                            | 333,000            |             |
| 4       | 700  | 100        | 5807   | Reserve                                          | 654,939            |             |
|         |      |            |        |                                                  |                    |             |
|         |      |            |        | <b>CARES FUNDING</b>                             | <b>\$1,989,387</b> |             |

Notes:

1. (4-700-6-3) are ambulances
2. (4-700-6-6) are PAPRS
3. (4-700-10) are suction units
4. (4-700-6-15) is for PEVRS
5. (4-700-3-2) is cost for SP and Trey
6. (4-700-100-3) are Resp. Filt Kit (\$10k) + Message Boards (\$78k) + Tahoe (\$39k)
7. (4-700-100-5) Disinfection, foggers
8. (4-700-100-6) are Full face respirators
9. (4-700-100-16) is YMCA and PEFYA
10. (4-700-100-17) are MDTs

The motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay:

In Re: Public Hearing – County COVID-19 Ordinance

Chairman Townsend announced that this was the date and time scheduled for a public hearing prior to considering the re-adoption of the *Emergency Ordinance Instituting Temporary Measures for Certain Gatherings to Prevent the Spread of COVID-19*. Notice of this hearing was advertised according to law in the Friday, August 28, 2020 and Friday, September 4, 2020 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

The Board previously enacted the County's *Ordinance Instituting Temporary Measures for Certain Gatherings to Prevent the Spread of COVID-19* as an Emergency Ordinance at its August 21, 2020 meeting. As the Board is aware, "*emergency ordinances may be adopted without prior notice; however, no such ordinance shall be enforced for more than sixty days, unless readopted in conformity with the provision of this Code*" (Section 15.2-1427). The Board authorized a public hearing to meet the requirements of *the Code of Virginia* and to enable the County to extend the enforcement of the Ordinance beyond the 60 days.

Chairman Townsend opened the public hearing.

There being no one wishing to speak, Chairman Townsend closed the public hearing.

Mr. Bartlett said this is the Ordinance that was passed under an Emergency procedure about two weeks ago; since that time, the County has received four separate calls for outside activities to be held. He said the Board may want to consider allowing such activities such as a fishing tournament, which, if they don't have a mass weigh-in, could socially distance. He said a golf tournament where they do a "shot gun start" could be held providing they don't hold a reception at the end. He said the current Ordinance would not allow that, with no exceptions if there are over fifty (50) people, except for expressive activities, churches, weddings, funerals, that are specifically mentioned in the ordinance. Mr. Bartlett said the Emergency Ordinance is in effect until beyond the October meeting; action is not required at this meeting. Mr. Bartlett reported that the requests had to be denied due to the Ordinance although most would have been difficult to hold and maintain the regulations.

Supervisor Cooper-Jones said a fishing tournament or golf tournament would have opportunities to be distant from each other and would not have a problem approving such an event. Discussion followed.

Mrs. Puckett said an amendment to the Ordinance would be required to allow certain activities to be held. Discussion followed.

Chairman Townsend recommended the current ordinance remain in effect and table this issue until the October meeting. The Board concurred.

In Re: Request from Hampden-Sydney Volunteer Fire Department

Mr. Trey Pyle, Deputy Emergency Management Coordinator, presented information regarding the request from the Hampden-Sydney Volunteer Fire Department. Hampden-Sydney Volunteer Fire Department operates first responder services for the Hampden Sydney & Darlington Heights Fire Districts. On average, they respond to 370 dispatched incidents annually. First responders are normally the “first on scene” and provide care to the sick and injured for sometimes up to 15-20 minutes prior to a transport ambulance arrival due to the geographic location it serves.

The Zoll X Series is a widely-known and widely-used monitor in the emergency medical field. Both of Hampden-Sydney’s EMS partners in the county, Prince Edward Rescue and Meherrin Rescue, already use them. The monitor is capable of normal patient diagnosis such as blood pressure, pulse rate, oxygen blood saturations, and capnography (carbon dioxide in blood). It also has the ability to run a 12-lead EKG if a patient is having chest pains and transmit the information to the local emergency room, allowing the hospital staff to prepare for the patient and provide the highest level of care on arrival. The last feature is the AED mode that will allow cardiac shocks to be administered to patients in cardiac arrest. All of the features described are vital lifesaving procedures and paired with the fast arrival of the first responders, can save lives.

Hampden Sydney’s current Zoll E Series monitor has been taken out of service due to mechanical and technical failures that are not cost-effective to repair. Along with the mechanical and technical failures, the FDA has mandated Zoll not service or make parts for that monitor series after February 2021.

Hampden-Sydney had originally made a request to the CARES Act Committee for funding; however, it does not meet requirements as a “COVID-necessary expenditure.” However, the state Rescue Squad Assistance Fund Grant program is currently open and the CARES Act Committee asked County Emergency Management Staff to assist Hampden-Sydney with coordinating grant application assistance through the Commonwealth Regional Council. Additionally, it was recommended that Hampden-Sydney

make a request to the Board for the matching funds, as this would be an allowable expenditure with EMS Levy Funds.

The estimated cost of the Zoll is \$37,000.00. If Hampden-Sydney receives a 50/50 grant, the local match would be \$18,500. If they receive an 80/20 grant, the local match would be \$7,400. The grant deadline is September 15, 2020. The grant awards will be announced in January 2021. If the Board should decide it wishes to support this request, the EMS Levy for 2020 will be collected in December and should raise approximately \$300,000. To date, the Board has no requests for that funding.

Supervisor Wilck asked if this is partially COVID-related; he said if it is, and it is run through the CARES Act Program, and is kicked back for any reason, the County is not any worse off.

Mr. Pyle said the grant will not come back until January 1 [2021], which would make it ineligible for the CARES Act.

Supervisor Jones made a motion, seconded by Supervisor Wilck, to provide matching funds for Hampden-Sydney Rescue Squad Assistance Fund grant application in an amount up to \$18,500; the motion carried:

|      |                                                                                                                                                                |      |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Aye: | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck | Nay: |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|

In Re: Board of Equalization

Mr. Bartlett said that pursuant to Section 58.1-3370 of the *Code of Virginia*, the Board of Supervisors will wish to recommend appointees to the Circuit Court for the Board of Equalization (BOE). The BOE is appointed by the Circuit Court after the completion of a general reassessment. Members, made up of Prince Edward County residents, are to be broadly representative of the community with a majority being freeholders and at least 30 percent being current or former professionals in real estate, construction, financial, or legal fields. The BOE shall be composed of not less than three, nor more than five members or the number of election districts in the locality, whichever is greater. Prince Edward County has historically had a five-member BOE.

The BOE is tasked with the following:

- To hear or receive complaints (appeals) concerning the fair market value or uniformity of real estate assessments from any taxpayer or his agent;
- To correct any errors or omissions;
- To correct any known duplication or omissions in the assessment roll;
- To make public advertisement of its meetings and keep minutes of such meetings.

In all cases brought before the BOE, the valuation determined by the assessor is presumed to be correct. The taxpayer bears the burden of proving that the property is valued at more than its fair market value, that the assessment is not uniform in its application, or that the assessment is otherwise not equalized.

In 2015, the County's Board of Equalization had the following members: Wilkie Chaffin, Joy Speakes, Jimmy Garnett, Marshall Thackston and Cheryl Whirley. This Board did an outstanding job for the County and staff highly recommends the Board consider these individuals. Between now and the end of the year, the Board of Supervisors will wish to make recommendations to the Circuit Court Judge for the membership of the BOE. If the Board wishes, staff can contact these individuals and see if they are willing to continue to serve. If not, vacancies would be filled according to the requirements of the Code of Virginia, and staff could bring additional recommendations to the Board at its October meeting.

Additionally, the *Code of Virginia* provides for the optional appointment of alternates, if requested by the Board. Staff's recommendation would be for Board members to speak with former members of the BOE to see if they feel alternates should also be appointed.

#### In Re: Economic Development Update

Ms. Kate Pickett, County Economic Development Director, reported on the progress being made on the internal access road off Commerce Road. She said Timmons is the engineering firm that was chosen for the project; she and Mr. Bartlett met with them to determine the scope of work and discuss the 1,005' road and the culvert that is needed to traverse the stream in the Business Park. She said she spoke with the Tobacco Commission and will be attending meetings virtually regarding the application to use the Southside Economic Development funds which would be the fourth Tobacco Commission grant used for this project. She said once the road is complete, that will provide access and availability for more land to market to prospective businesses.

Ms. Pickett then stated that the new County website went live; she said it is ADA compliant, user-friendly and an effective communication tool. She said it is always evolving and she welcomes recommendations or questions from the Board.

Ms. Pickett reported work continues on the Small Scale manufacturing pilot program to provide a grant from the Department of Housing and Community Development; she said the County and Town received the grant. She said this is to bring together producers and stakeholders in the County and Town, and to figure out the community's strengths and weaknesses. She said the goal is to increase small-scale manufacturing and entrepreneurship in the community. She said because of the pandemic, for example, YakAttack changed their production and made PPE that was so desperately needed at the beginning of the pandemic. She said DHCD will put together a report to help figure out strategies for moving forward and mobile, state and federal resources and how to cultivate those to create entrepreneurship in the area.

Ms. Pickett stated the CARES Act, for the business allocation, approximately 40 applications were received; they ranged vastly in terms of how much money they received in funding in the past. She said many sent in all requirements and tax documents and were approved; another group did not turn in all of their tax documents, and we worked with those getting up to 100% so they could also be approved. She said those that met all requirements received up to \$5,000 maximum. She said six that were unable to complete their applications may go into the next round of funding.

In Re: Virginia Growth Alliance (VGA) – Membership

Mr. Bartlett provided a brief history regarding the County's participation in the VGA; he stated that as agreed by the members of the VGA and contained in the Alliance Regional Development Agreement, for a member to withdraw as of July 1 of any year, that member County must adopt a Resolution stating its intention to withdraw and provide a six-months' written notice to the other member jurisdictions. Based on this requirement contained in the VGA Regional Development Agreement, if the Board wishes to withdraw the County's membership from the Virginia Growth Alliance effective July 1, 2021, the County must provide a resolution written notice to the other member jurisdictions. This notice must be received prior to January 1, 2021.



In addition, any member jurisdiction that withdraws from the Alliance shall pay for the costs associated with removing said member jurisdiction from print and electronic media including but not limited to letterhead, websites and any other materials used by the Alliance that includes the name of the withdrawing member jurisdiction. This cost is estimated to be around \$3,000 - \$4,000.

Mr. Bartlett said it is his understanding that Amelia, Buckingham, and Nottoway Counties have already withdrawn from VGA.

Following some discussion, Supervisor Wilck made a motion, seconded by Supervisor Pride, to approve the Resolution to Withdraw from Virginia Growth Alliance Membership; the motion carried unanimously:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay:

**A RESOLUTION OF THE  
BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA  
~VIRGINIA GROWTH ALLIANCE MEMBERSHIP~**

**WHEREAS**, at its September 8, 2020 meeting, the Board of Supervisors of the County of Prince Edward, Virginia, voted to withdraw as a member of the Virginia Growth Alliance; and

**WHEREAS**, as required in Section #9 of the TRANSTECH ALLIANCE (d.b.a. Virginia's Growth Alliance) REGIONAL DEVELOPMENT AGREEMENT, the County of Prince Edward must give six month's written notice to the other members of the organization;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors of the County of Prince Edward does hereby adopt this resolution of withdrawal to formally terminate the County's membership with the Virginia Growth Alliance effective June 30, 2021 and directs the County Administrator to provide the required notice to the other member jurisdictions.

In Re: Emergency Management Update

Mrs. Sarah Puckett, Assistant County Administrator, provided the monthly COVID-19 update. She stated the COVID cases in the County are listed at 509; however, Dr. Nash states the COVID case count is currently at 560. She said 302 are attributed to the ICA, 258 are other outbreaks and community spread. She

stated that current “active” cases total 25; nine of those cases are community spread and 16 at educational facilities. The ICA outbreak investigation is closing; the last reported case was August 11.

Mrs. Puckett said Dr. Nash urges citizens to get the flu vaccine earlier this year; she said Dr. Nash anticipates the CDC/FDA will rush a COVID vaccine through by the end of October. First priority will be first responders and critical infrastructure (teachers). Piedmont Health District will receive Vaccine B. She then said County Emergency Managements will be supporting the Piedmont Health District on identifying locations and executing their point of distribution plan for both flu and COVID to facilitate vaccinations for our citizens.

Mrs. Puckett said the three campuses – Longwood, Hampden-Sydney, Fuqua - have returning students; a spike or surge could stress the healthcare system and EMS.

Mrs. Puckett reported a meeting was held regarding an Incident Action Plan (IAP)/Contingency Plan with Registrars to prepare for the November election.

Mrs. Puckett reviewed the calls for EMS service; in August 2019, there were 312, and in August 2020 there were 298 calls for service.

Mrs. Puckett then discussed the Virginia Health Equity Program. She said they define “Equity is giving people the amount and type of resources they actually need. Equality is giving everyone the same amount and type of resources.” She said they have started distributing the 10,000 masks, 10,000 hand sanitizer bottles, COVID health information in 5,000 bags to Prince Edward County vulnerable populations. She said the bags were donated by Lowe’s and the Visitor Center staff is putting the bags together for distribution. She reviewed the networks and requested the Board contact her if they know of other areas with at-risk or vulnerable areas. Discussion followed.

#### In Re: County Administrator’s Report – Clerk of Circuit Court

Mr. Bartlett stated the Clerk of Circuit Court had an employee retire who was in a Compensation Board Position. Because of this retirement, Mrs. Coe has shuffled her remaining employees into new Comp Board Positions which has increased their levels of responsibility. This opening allowed her to move the fully-funded County position into a vacant Comp Board position but now leaves the County-funded position open.

The funding for the County position is contained in the FY21 budget and it has been the practice of the Board that once a position is funded in the budget, the Departments can fill that position. Mrs. Coe has advertised and will be filling that position soon and at the same salary as was being paid to the previous employee (\$30,660).

Mr. Bartlett said the Comp Board has already approved her plans as it pertains to the Comp Board amounts. For most of the existing employees, the County supplement is either not changing or is only changing slightly. There is one exception where the local supplement is increasing from \$2,983 to \$7,447. That is because of an increase in duties and most of the County supplement paid to the retiree being transferred to that employee.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Booth, to approve the request from the Clerk of Circuit Court, as follows:

| Name               | Comp Board<br>Salary Eff.<br>7/1/20 | Locality<br>Supplement<br>7/1/20 | Total Salary<br>Eff. 7/1/20 | Comp Board<br>Salary Eff.<br>10/1/20 | Locality<br>Supplement<br>10/1/20 | Total Salary<br>Eff. 10/1/20 | Amount<br>Of<br>Increase |
|--------------------|-------------------------------------|----------------------------------|-----------------------------|--------------------------------------|-----------------------------------|------------------------------|--------------------------|
| Donna Lynette Coe  | \$114,150                           | \$0                              | \$114,150                   | \$114,150                            | \$0                               | \$114,150                    | \$0                      |
| Jennifer Trombley  | \$48,630                            | \$4,856                          | \$53,486                    | \$48,630                             | \$4,856                           | \$53,486                     |                          |
| Jacquelyn Glascock | \$38,557                            | \$4,598                          | \$43,155                    |                                      |                                   |                              | (43,155)                 |
| Teresa Estes       | \$33,997                            | \$5,690                          | \$39,687                    | \$35,497                             | \$4,690                           | \$41,187                     | \$1,500                  |
| Melinda P. Toney   | \$33,713                            | \$8,165                          | \$41,878                    | \$35,285                             | \$8,299                           | \$43,584                     | \$1,706                  |
| Chelsey George     | \$28,245                            | \$2,983                          | \$31,228                    | \$28,245                             | \$7,447                           | \$35,692                     | \$4,464                  |
| Heather Cottrell   | \$0                                 | \$30,660                         | \$30,660                    | \$35,485                             | \$0                               | \$35,485                     | \$4,825                  |
| *NEW HIRE*         |                                     |                                  |                             | \$0                                  | \$30,660                          | \$30,660                     | \$30,660                 |

The motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay:

In Re: County Administrator's Report – Signature Authorization

Mr. Bartlett recommended that Mrs. Puckett, Assistant County Administrator, be authorized as an additional signee on County Checks and added to the banking account signature cards to provide backup to the Treasurer and the County Administrator

Supervisor Cooper-Jones made a motion, seconded by Supervisor Emert, to approve Mrs. Sarah Elam Puckett, Assistant County Administrator, be authorized as an additional signee on County Checks and added to the banking account signature cards; the motion carried:

|      |                      |      |
|------|----------------------|------|
| Aye: | Beverly M. Booth     | Nay: |
|      | Pattie Cooper-Jones  |      |
|      | J. David Emert       |      |
|      | Llew W. Gilliam, Jr. |      |
|      | Robert M. Jones      |      |
|      | Odessa H. Pride      |      |
|      | Jerry R. Townsend    |      |
|      | James R. Wilck       |      |

In Re: County Administrator's Report – HB 5005 (State Trash Tax)

Mr. Bartlett stated House Bill 5005 would amend Section 2.2-201 of the *Code of Virginia* by adding a Section E which would require the Secretaries of Natural Resources and Agriculture and Forestry to study and develop a plan mandating all landfill operators to pay a fee for each ton of waste received at the landfill. The plan shall include a recommended fee amount and recommendations for the use of the revenue. Mr. Bartlett said he sent an email to Delegate Edmunds and to Senator Peake urging them to vote “no” on this bill. Mr. Bartlett said if it passes, the County may have to increase tipping fees. He added approximately 100 tons a day are dumped at the Prince Edward County landfill.

In Re: Budget Amendment, Tourism Grant

Mr. Bartlett said the County applied for a grant through the Virginia Tourism Corporation whose purpose is to help localities recover from the economic downturn caused by the pandemic by positioning them as Road Trip destinations. This grant program is called the WanderLove campaign. The County has been notified we were selected to receive \$10,000 from this grant program.

The County and Town of Farmville joined forces on the grant application and both have committed to provide \$2,000 as a match for the grant. The County's match will be paid from the Advertising Line in the Tourism Department which contains \$2,000 and was initially intended to be expended on “The Heart of Your Adventure (THOYA)” marketing campaign. County staff recommends the Board approve the change in the use of these funds as it will allow the County/Town to leverage \$4,000 into \$14,000.

The WanderLove campaign will allow the marketing of our community as a Road Trip destination by highlighting outdoor recreation and other hidden gems which Prince Edward County and Farmville have in abundance, such as State Parks, wildlife management areas, ropes courses, campgrounds, etc.

Supervisor Wilck made a motion, seconded by Supervisor Cooper-Jones, to approve the acceptance of the grant and the completion of all necessary documents to receive the funds and to approve the budget amendment and appropriate the same funds, as follows:

| REV/EXP | FUND | DEPT  | OBJECT | DESCRIPTION                | DEBIT  | CREDIT |
|---------|------|-------|--------|----------------------------|--------|--------|
| 3 (Rev) | 100  | 24040 | 0102   | VTC WanderLove Grant       |        | 10,000 |
| 3 (Rev) | 100  | 18990 | 0099   | Miscellaneous Revenue      |        | 2,000  |
| 4 (Exp) | 100  | 81600 | 5895   | Tourism Dept. – WanderLove | 12,000 |        |

The motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay:

In Re: Personal Property Tax Relief Act (PPTRA)

The County Administrator and IT Consultant have computed the Personal Property Tax Relief Act (PPTRA) percentage of tax relief from the Commonwealth for 2020 to be 33.75% of assessed value based upon guidelines provided by the Commonwealth. The percentage was 34.25% for 2019.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to adopt the PPTRA Resolution for 2020; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay:

**PPTRA RESOLUTION FOR 2020**  
**County of Prince Edward, Virginia**

In accordance with the requirements set forth in *VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E.*, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in *Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly*, any qualifying vehicle situated within the County of Prince Edward, Virginia commencing January 1, 2020, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$1,000 or less will be eligible for 33.75% tax relief; and
- Personal use vehicles with assessed value of \$1,001 or more shall receive 33.75% tax relief on the first \$20,000 in assessed value; and
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program; and
- In accordance with *Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly*, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

In Re: County Administrator’s Report - County Infection Disease Prevention Plan

Mr. Bartlett said the Department of Labor and Industry has mandated that all employers have an Infectious Disease Prevention Plan in place. He said this will be sent to all directors and is an addendum to the Personnel Policy.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the Infectious Disease Control Plan as presented; the motion carried unanimously:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay:

In Re: County Administrator’s Report – Virginia DEQ Letter

Mr. Bartlett said the County received a letter from the Virginia DEQ indicating the Virginia Water Protection Individual Permit Number 05-1464 issued for the Sandy River Reservoir Intake will expire September 7, 2021. He said the County must reapply and submit a complete application to the DEQ at least 270 days prior to the expiration date of the existing permit, which would be December 11, 2020. Mr. Bartlett

said the County needs to hire an engineering firm and recommended Timmons; he said the permit should be in force for 15 years.

After some discussion, the Board concurred on hiring Timmons as the engineering firm.

In Re: Committee Reports – Properties Committee

Supervisor Emert reported several items being worked on per the Judge's request: finish painting in his office, chairs in his office need to be replaced. He said the bushes by the south door were trimmed as well as could be done until it is determined if they will be replaced or removed; he wants a canopy over the south door. Supervisor Emert said the Judge has requested tiles and flooring be replaced; he said the Sheriff's door out of the sally-port opens the wrong way and needs to be fixed. Discussion followed.

Chairman Townsend made a motion, seconded by Supervisor Cooper-Jones, to move forward with having the punch list items corrected at an approximate cost of \$15,000; the motion carried:

|      |                      |      |
|------|----------------------|------|
| Aye: | Beverly M. Booth     | Nay: |
|      | Pattie Cooper-Jones  |      |
|      | J. David Emert       |      |
|      | Llew W. Gilliam, Jr. |      |
|      | Robert M. Jones      |      |
|      | Odessa H. Pride      |      |
|      | Jerry R. Townsend    |      |
|      | James R. Wilck       |      |

Supervisor Emert said work is being done at the Convenience sites; the one in Hampden-Sydney still has leakage across the road and they are receiving a lot of complaints about the containers leaking. He said they need to be welded or replaced. Mr. Bartlett said that process has been started; two compactors and several bins are in the budget.

Mr. Van Eps said three containers have been welded previously but the metal on the bottom is so thin, it rusts through again. He said part of the issue is where the compactor and bin mate-up; Tuggle, Worsham and Hampden-Sydney sites all have this issue. He said there is no gasket, so it's a metal to metal contact, which is rusted and no longer sealing. He said the liquid is much worse this year, possibly due to the amount of rain.

Supervisor Emert said people seem to be throwing liquid into the overtop-bins. Discussion followed.

Supervisor Cooper-Jones reported the Prospect site has a ditch to the left of the bins where trash is collecting, with items like chairs, leaves and other items; she said the staff needs to work on cleaning that out. Supervisor Emert said convenience site staff need to clean up around their sites. Discussion followed.

Mr. Bartlett reported an accident with the 2005 Mack roll-off truck with 259,000 miles; he said it is expected to be deemed “totaled.” He reported the other truck, a 2016 International, is not working because the main cylinder rods are bent. He said he spoke with J&J who will do the trash runs; the newer truck will be down three to four days for the cylinders to be repaired.

Ron Van Eps, Public Works Director, said the truck also has emission control issues, and five of six of the injectors in the fuel system are plugged. Mr. Bartlett said there appears to be some contamination of the fuel, but the mechanic believes the driver may have poured diesel exhaust fluid (DEF) into the diesel tank instead of the DEF tank, which, when mixed, creates a jelly. Discussion followed.

Mr. Van Eps said there are two trucks in Virginia that are ready to roll; one is \$183,900 (Kenworth) and the other is \$202,350 (Mack).

Mr. Bartlett said he looked for used trucks and the least expensive is over \$70,000 and over 400,000 miles. He said while it would cost more for a new truck, for the value, a newer truck would last longer.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Jones, to fix the cylinders on the International and purchase another new truck for the County; the motion carried:

|      |                                                                                                                                                                |      |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Aye: | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck | Nay: |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|

In Re: Committee Reports – CARES Act Committee

Mrs. Puckett stated the County has received \$3,978,774 of CARES Act funding which may be used for qualifying expenses but may only be used to cover costs that:

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- Were incurred during the period that begins on March 1, 2020, and ends December 30, 2020.



Mrs. Puckett said the CARES Act Committee, which is comprised of Supervisor Pattie Cooper-Jones (Committee Chair), Supervisor David Emert, Supervisor Jim Wilck, Town Councilman Donald Hunter, IDA Member Brad Watson and IDA Member Joyce Yeatts, met August 18, 2020 and September 1, 2020 to prepare Recommendation #3. Mrs. Puckett reviewed the recommended items: Teacher laptops and Chrome Book cases for the Schools; various expenses at Piedmont Regional Jail; foggers for the Town of Farmville; a water bottle filler for the Visitor Center; a LUCAS for the Farmville VFD-First Responder; Expansion of programs for the IDA Economic Recovery and expansion of the Non-Profit Food Programs; and the establishment of a Non-Profit Sustainability Program for Social Safety Net Programs.

Mrs. Magi Van Eps reported on an estimate for Audio/Visual equipment for the Courtrooms and the Board Room to provide live-streaming; she said the Court has a Polycom system and wish to add one in the Board room to tie the four rooms together. She said the County could then tie into the system, with the Board's own camera plus the Tri-Caster bundle that would allow the County to do live-streaming, and a tele-conference calling system which would allow the use of the whole sound system already in the Board room. She said in total it would cost just over \$35,000 for the Board Room and \$25,000 for the Courts A/V. She said the costs can be cut back by using just one camera. A staffer would need to be on hand to manage the monitor and meetings and the live-streaming. She said this could be completed as early as November. She said overflow in the other rooms would be able to see and hear but could not communicate back to the other room or rooms. She said when it comes to the other rooms being tied together, a switch would be thrown to allow the connection. She said Lee Hartman did all the work in the Board room and the Courts system. She said there is a two-year warranty on the Tri-Caster. She said a maintenance agreement is available.

Mrs. Puckett recommended that several people should be trained to manage the system on the Board's equipment, if approved. She said if the Board chooses to approve and authorize the appropriation of all of the recommendations of the CARES Act Committee, it would be \$527,810.16 plus \$2,889.02 for Round Three.

Supervisor Jones made a motion, seconded by Chairman Townsend, to authorize the disbursement of funds presented in Recommendation #3 from the CARES Act Committee for a total of \$530,699.18; the motion carried unanimously:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay:

In Re: Closed Session

Chairman Townsend made a motion, seconded by Supervisor Cooper-Jones, that the Board convene in Closed Session for discussion of the award of a public contract for engineering services involving the expenditure of public funds, where discussion in open session would adversely affect the negotiating strategy of the County, pursuant to the exemption provided for in Section 2.2-3711(A)(29) of the *Code of Virginia*; and for a briefing by the County Attorney pertaining to pending litigation where such briefing in open meeting could adversely affect the litigating posture of the public body, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*; and for consultation with legal counsel regarding the investment of public funds in the real property of another entity and requiring the provision of legal advice by such counsel, pursuant to the exemptions provided for in Section 2.2-3711(A)(8) of the *Code of Virginia*; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

The Board returned to regular session by motion of Supervisor Cooper-Jones, seconded by Supervisor Booth and adopted as follows:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

On motion of Supervisor Emert, and seconded by Supervisor Cooper-Jones, and carried by the following roll call vote:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None Abstain: J. David Emert

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Pride, to enter into an MOU agreement with PEFYA for the use of their building as an emergency shelter and using CARES Funding to make the building useable as a shelter, with the County Attorney writing the MOU and approved by the County Administrator and the Chairman, and to make an offer to the Town of Farmville for the use of CARES Funding to provide needed improvements to the Firemen's Sports Arena so it can be used as a day care facility; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

In Re: Animal Warden's Report

Mr. Adam Mumma, Animal Control Officer, submitted a report for the month of August 2020, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of August 2020, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Home

Ms. Patty Gulick, Cannery Manager, submitted a report for August 2020, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Commercial

Ms. Katharine Wilson, Food Works Director, submitted a report for August 2020, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Dr. Barbara Johnson, Superintendent, submitted a financial summary report for the month of August 2020, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of August 2020, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Cooper-Jones, seconded by Supervisor Wilck, and adopted by the following vote:

|      |                      |           |
|------|----------------------|-----------|
| Aye: | Beverly M. Booth     | Nay: None |
|      | Pattie Cooper-Jones  |           |
|      | J. David Emert       |           |
|      | Llew W. Gilliam, Jr. |           |
|      | Robert M. Jones      |           |
|      | Odessa H. Pride      |           |
|      | Jerry R. Townsend    |           |
|      | James R. Wilck       |           |

the meeting was recessed at 10:10 p.m. until Thursday, September 24, 2020 at 12:00 noon to hold interviews for the County Administrator position.

September 24, 2020

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 24<sup>th</sup> day of August, 2020; at 12:00 p.m., there were present:

Beverly M. Booth

Pattie Cooper-Jones

J. David Emert

Llew W. Gilliam, Jr.

Odessa H. Pride

Jerry R. Townsend

James R. Wilck

Absent: Robert M. Jones

Also present: Sarah Elam Puckett, Assistant County Administrator; Cheryl Stimpson, Human Resources.

Chairman Townsend called the reconvened meeting to order.

In Re: Closed Session

Chairman Townsend made a motion, seconded by Supervisor Emert, that the Board convene in Closed Session for consideration and interviews of candidates for employment for the position of County Administrator and for discussion of the appointment of an Acting County Administrator, pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the *Code of Virginia*; and for discussion of the award of a public contract for services related to County DEQ permits, involving the expenditure of public funds, including interview of offerors, where discussion in an open session would adversely affect the negotiating strategy of the public body, pursuant to the exemption provided for in Section 2.2-3711(A)(29) of the *Code of Virginia*; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

Absent: Robert M. Jones

The Board returned to regular session by motion of Chairman Townsend, seconded by Supervisor Cooper-Jones and adopted as follows:

|      |                                                                                                                                             |           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck | Nay: None |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|

Absent: Robert M. Jones

On motion of Supervisor Emert, and seconded by Supervisor Cooper-Jones, and carried by the following roll call vote:

|      |                                                                                                                                             |           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye: | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck | Nay: None |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|

Absent: Robert M. Jones

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

Chairman Townsend made a motion, seconded by Supervisor Wilck, to authorize the Chairman to execute the Scope of work for the DEQ permit at Sandy River Reservoir; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

Absent: Robert M. Jones

Chairman Townsend made a motion, seconded by Supervisor Emert, to appoint Mrs. Sarah Elam Puckett as Acting County Administrator effective October 1, 2020, to ensure the roles and responsibilities of the office of the County Administrator can be carried out effectively; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

Absent: Robert M. Jones

Chairman Townsend made a motion, seconded by Supervisor Cooper-Jones, that effective October 1, 2020, Sarah Elam Puckett's salary of \$87,942 be increase to \$115,855 as a supplement during her interim as Acting County Administrator; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

Absent: Robert M. Jones

Chairman Townsend made a motion, seconded by Supervisor Emert, to authorize the Board Chair to execute the Memorandum of Understanding that outlines the terms of the Acting County Administrator position, and to authorize the Board Chair to serve as Director of Emergency Management until the vacancy of County Administrator is filled; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

Absent: Robert M. Jones

Chairman Townsend made a motion, seconded by Supervisor Cooper-Jones, to authorize the Board Chair to endorse a letter for the position as Acting County Administrator, which guarantees her current position of Assistant County Administrator will be available to her upon the filling of the vacancy of County Administrator; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Odessa H. Pride  
Jerry R. Townsend  
James R. Wilck

Nay: None

Absent: Robert M. Jones

Supervisor Cooper-Jones stated that when Bug Busters when to Piedmont Regional Jail, they did not have a paid crew; the inmates were not allowed out to clean because of COVID-19. She requested the Board consider paying that bill. Discussion followed.

Chairman Townsend recused himself due to a possible conflict of interest.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Emert, to approve the expenditure and appropriation of Prince Edward County's share of the Bug Buster's bill for services at Piedmont Regional Jail; the motion carried:

Aye: Beverly M. Booth  
Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Odessa H. Pride  
James R. Wilck

Nay: None

Abstain: Jerry R. Townsend

Absent: Robert M. Jones



Mrs. Puckett reported she has been in discussion with Centra Hospital and the Piedmont Health District regarding a free flu shot clinic. As the flu shot is the most important public health message currently in terms of protecting the community from COVID-19; she said worst case is that someone would get both at the same time. She has learned through non-profit agencies that there are a lot of citizens that don't want to have to enter a facility, such as a doctor's office or pharmacy, to get the flu shot. She and Mr. Trey Pyle are working with the hospital and Health Department to partner on a free drive-through flu shot clinic. There will be no insurance processing, just a registration. She said this is tentatively scheduled for Saturday, October 10, 2020 for about four hours. She said Dr. Nash estimates 400 flu shots could be provided; the County would purchase the vaccinations at a cost of \$7,380. The County would support the cost of having local law enforcement for traffic control, and the CARES Act Committee has already approved two pop-up tents for Emergency Management which could be used. She said this is not only being done to protect our citizens from the flu but it will also serve as a functional exercise for future drive-through clinics for COVID-19 vaccines in the spring. She said the total cost of the entire event would be approximately \$8,700 which can be paid for with CARES Act funds.

Supervisor Emert made a motion, seconded by Supervisor Booth, to authorize the County to partner with Centra Hospital and Piedmont Health Department to hold a flu clinic and to be paid for with CARES Act funds; the motion carried:

|         |                                                                                                                                             |           |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aye:    | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck | Nay: None |
| Absent: | Robert M. Jones                                                                                                                             |           |

Supervisor Wilck stated that Mrs. Puckett made the Personnel Committee aware of the EMS situation in Pamplin. Chairman Townsend said there will be a Closed Session regarding this issue October 13 [2020]. Mrs. Puckett said the EMS agencies are already responding to this issue; she said for the past several years, a dual tone was used and PEVRS responded to every call. Effective January 1, 2021, this area will revert back to the Prince Edward Volunteer Rescue Squad as it was theirs prior to the existence of Pamplin EMS.

On motion of Supervisor Wilck seconded by Supervisor Cooper-Jones, and adopted by the following vote:

|      |                      |           |
|------|----------------------|-----------|
| Aye: | Beverly M. Booth     | Nay: None |
|      | Pattie Cooper-Jones  |           |
|      | J. David Emert       |           |
|      | Llew W. Gilliam, Jr. |           |
|      | Odessa H. Pride      |           |
|      | Jerry R. Townsend    |           |
|      | James R. Wilck       |           |

Absent: Robert M. Jones

the meeting was recessed at 5:57 p.m. until October 6, 2020 at 5:00 p.m.



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

**Meeting Date:** October 13, 2020  
**Item No.:** 7-c  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Issue:** Review of Accounts & Claims

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**Summary:** The September bill list is attached for the Board's review. Board Mileage Reports and County Attorney invoices are also attached.

**Attachments:** September 2020 Bill List  
Board Mileage Reports  
County Attorney Invoices.

**Recommendation:**

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

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

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

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

FROM DATE- 9/01/2020  
TO DATE- 9/30/2020

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

| FUND NO. | DESCRIPTION                  | \$ \$ | PAY            | \$ \$ |
|----------|------------------------------|-------|----------------|-------|
| -----    | -----                        | ----- | -----          | ----- |
| 100      | GENERAL FUND                 |       | \$1,647,020.15 |       |
| 501      | WATER FUND                   |       | \$188,609.90   |       |
| 502      | SEWER FUND                   |       | \$70,398.10    |       |
| 520      |                              |       | \$45,825.16    |       |
| 700      |                              |       | \$591,216.51   |       |
| 732      | RETIREMENT BENEFIT FUND      |       | \$1,208.49     |       |
| 737      | ECONOMIC DEVELOPMENT FUND    |       | \$23,368.00    |       |
| 741      | PIEDMONT COURT SERVICES FUND |       | \$4,893.21     |       |
|          | TOTAL                        |       | 2,572,539.52   |       |

| AP375H<br>10/01/2020<br>FUND # - 100 GENERAL FUND |                                          |                                                      |                 | PRINCE EDWARD<br>LISTING OF INVOICES FOR 9/01/2020 -- 9/30/2020 |          | AFTER CHECKS<br>PAGE 1 |             |
|---------------------------------------------------|------------------------------------------|------------------------------------------------------|-----------------|-----------------------------------------------------------------|----------|------------------------|-------------|
| MAJOR#<br>ACCT#<br>011010                         | VENDOR<br>NUMBER<br>BOARD OF SUPERVISORS | VENDOR<br>NAME                                       | INV#            | DESCRIPTION                                                     | AMOUNT   |                        |             |
| 3600                                              | 11894                                    | Advertising<br>BUSINESS CARD                         | 0639PUCKETT0820 | ADVERTISING                                                     | 75.00    | ACCOUNT TOTAL          | 75.00 *     |
| 5307                                              | 31421                                    | Public Official Liability<br>VACORP                  | 66014           | PUBLIC OFFICIALS INS                                            | 2,853.00 | ACCOUNT TOTAL          | 2,853.00 *  |
| 5530                                              | 11894                                    | Travel-Subsistence & Lodg<br>BUSINESS CARD           | 0639PUCKETT0820 | REFUND CREDIT                                                   | 774.32-  | ACCOUNT TOTAL          | 774.32-     |
| 6040                                              | 11894                                    | BUSINESS CARD                                        | 0639PUCKETT0820 | BOARD MTG MEALS                                                 | 118.08   | ACCOUNT TOTAL          | 118.08      |
|                                                   |                                          | ADP Equipment                                        |                 |                                                                 | 656.24-  | ACCOUNT TOTAL          | 656.24- *   |
|                                                   | 30440                                    | US CELLULAR                                          | 816442183 0920  | CELLULAR SERVICE                                                | 265.00   | ACCOUNT TOTAL          | 265.00 *    |
| 012110                                            | COUNTY ADMINISTRATOR                     |                                                      |                 |                                                                 | 2,536.76 | MAJOR TOTAL            | 2,536.76 ** |
| 2700                                              | 31421                                    | Worker's Compensation<br>VACORP                      | WRKCOMP1/4 0920 | WORKERS COMP INS                                                | 62.30    | ACCOUNT TOTAL          | 62.30       |
|                                                   | 31421                                    | VACORP                                               | WRKCOMP2/4 0920 | WORKERS COMP INS                                                | 62.30    | ACCOUNT TOTAL          | 62.30       |
| 3320                                              | 28587                                    | Maintenance Service Contr<br>SOUTHERN COPIER SALES & | 200811 0045     | SERVICE CONTRACT                                                | 124.60   | ACCOUNT TOTAL          | 124.60 *    |
| 5230                                              | 30440                                    | Telecommunications<br>US CELLULAR                    | 816442183 0920  | CELLULAR SERVICE                                                | 450.00   | ACCOUNT TOTAL          | 450.00 *    |
| 5305                                              | 31421                                    | Motor Vehicle Insurance<br>VACORP                    | 66014           | AUTO INSURANCE                                                  | 126.11   | ACCOUNT TOTAL          | 126.11 *    |
| 5307                                              | 31421                                    | Public Official Liability<br>VACORP                  | 66014           | PUBLIC OFFICIALS INS                                            | 1,118.22 | ACCOUNT TOTAL          | 1,118.22 *  |
| 6001                                              | 11894                                    | Office Supplies<br>BUSINESS CARD                     | 0639PUCKETT0820 | FILE FOLDERS HR                                                 | 535.00   | ACCOUNT TOTAL          | 535.00 *    |
|                                                   | 13369                                    | DIAMOND SPRINGS WATER INC                            | 003062/324762   | EQUIPMENT RENTAL                                                | 360.33   | ACCOUNT TOTAL          | 360.33      |
|                                                   | 13369                                    | DIAMOND SPRINGS WATER INC                            | 003062/393974   | WATER                                                           | 8.95     | ACCOUNT TOTAL          | 8.95        |
|                                                   | 20600                                    | KEY OFFICE SUPPLY                                    | 546681          | TABS/FINGER TIPS                                                | 7.35     | ACCOUNT TOTAL          | 7.35        |
|                                                   | 20600                                    | KEY OFFICE SUPPLY                                    | 546682          | BINDERS                                                         | 11.17    | ACCOUNT TOTAL          | 11.17       |
| 6012                                              | 11894                                    | Books and Subscriptions<br>BUSINESS CARD             | 0639PUCKETT0820 | NEWSPAPER SUBSCRIPTN                                            | 42.76    | ACCOUNT TOTAL          | 42.76 *     |
| 012210                                            | LEGAL SERVICES                           |                                                      |                 |                                                                 | 430.56   | ACCOUNT TOTAL          | 430.56 *    |
| 3160                                              | 29126                                    | Professional Services<br>TERRI ATKINS WILSON PC      | JUNE 2020       | LEGAL SERVICES                                                  | 52.00    | ACCOUNT TOTAL          | 52.00 *     |
|                                                   |                                          |                                                      |                 |                                                                 | 2,836.49 | MAJOR TOTAL            | 2,836.49 ** |
|                                                   |                                          |                                                      |                 |                                                                 | 4,900.00 | ACCOUNT TOTAL          | 4,900.00 *  |
|                                                   |                                          |                                                      |                 |                                                                 | 4,900.00 | MAJOR TOTAL            | 4,900.00 ** |

| MAJOR#<br>ACCT#<br>012310 | VENDOR<br>NUMBER<br>COMMISSIONER OF REVENUE                                                                                         | VENDOR<br>NAME            | INV#                                           | DESCRIPTION                                                   | AMOUNT                                                               |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------|
| 2700                      | 31421 VACORP<br>31421 VACORP                                                                                                        | Worker's Compensation     | WRKCOMP1/4 0920<br>WRKCOMP2/4 0920             | WORKERS COMP INS<br>WORKERS COMP INS                          | 32.90<br>32.90<br>65.80 *                                            |
| 5230                      | 13325 TREASURER OF VIRGINIA                                                                                                         | Telecommunications        | T434281                                        | PHONE                                                         | 72.63<br>72.63 *                                                     |
| 5810                      | 31095 VALECO                                                                                                                        | Dues & Association Member | COMR REV FY21                                  | DUES                                                          | 95.00<br>95.00 *                                                     |
| 6001                      | 20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY | Office Supplies           | 546359<br>546360<br>546496<br>547298<br>547376 | PAPER<br>PAPER<br>CARTRIDGES<br>WITEOUT<br>LCD17 SCREEN       | 199.80<br>49.95<br>159.90<br>23.04<br>59.59<br>492.28 *<br>725.71 ** |
| 012320 ASSESSOR           | 32122 WAMPLER-EANES APPRAISAL                                                                                                       | Professional Services     | 010 21                                         | REASSESSMENT                                                  | 14,355.00<br>14,355.00 *<br>14,355.00 **                             |
| 012410 TREASURER          |                                                                                                                                     |                           |                                                |                                                               |                                                                      |
| 2700                      | 31421 VACORP<br>31421 VACORP                                                                                                        | Worker's Compensation     | WRKCOMP1/4 0920<br>WRKCOMP2/4 0920             | WORKERS COMP INS<br>WORKERS COMP INS                          | 37.00<br>37.00<br>74.00 *                                            |
| 3320                      | 12762 COMPUTERPLUS SALES/SERVIC<br>28587 SOUTHERN COPIER SALES &<br>31659 VA EMPLOYMENT COMMISSION                                  | Maintenance Service Contr | MC0201898<br>200902 0040<br>CR 20 PPD 0018     | PRINTER MAINTENANCE<br>COPIER SERVICE CNTRCT<br>ONLINE ACCESS | 386.55<br>300.00<br>1,300.00<br>1,986.55 *                           |
| 5210                      | 26124 QUADRIENT FINANCE USA, INC.                                                                                                   | Postal Services           | TREAS PSTGE 820                                | POSTAGE                                                       | 1,000.00<br>1,000.00 *                                               |
| 5230                      | 11250 BENCHMARK COMMUNITY BANK<br>13325 TREASURER OF VIRGINIA                                                                       | Telecommunications        | 7596 TREAS 0920<br>T434281                     | PAYFLOW/PAYPAL<br>PHONE                                       | 7.70<br>72.63<br>80.33 *                                             |
| 5410                      | 26125 QUADRIENT LEASING USA, INC.                                                                                                   | Lease/Rent Equipment      | N8458447                                       | LEASE PSTGE MACHINE                                           | 1,527.00<br>1,527.00 *                                               |

| MAJOR#<br>ACCT#<br>5540 | VENDOR<br>NUMBER | VENDOR<br>NAME           | DESCRIPTION           | INV#            | AMOUNT      |
|-------------------------|------------------|--------------------------|-----------------------|-----------------|-------------|
|                         | 32294            | WELDON COOPER CENTER     | REGISTRATION          | 44030 & 44032   | 50.00       |
|                         | 32294            | WELDON COOPER CENTER     | REGISTRATION          | 44031 & 44029   | 50.00       |
|                         | 32294            | WELDON COOPER CENTER     | REGISTRATION          | 44076 & 44075   | 50.00       |
|                         | 32294            | WELDON COOPER CENTER     | REGISTRATION          | 44195           | 25.00       |
|                         | 32294            | WELDON COOPER CENTER     | REGISTRATION          | 44196           | 25.00       |
| 6020                    |                  | DMV Stops                |                       |                 | 200.00 *    |
|                         | 13012            | DMV                      | DMV STOP FEES         | 202024400715    | 475.00      |
|                         |                  |                          |                       |                 | 475.00 *    |
|                         |                  |                          |                       |                 | 5,342.88 ** |
| 012510                  |                  | INFORMATION TECHNOLOGY   |                       |                 |             |
| 3161                    | 28330            | Webpage Services         | WEB HOSTING 4TH QTR   | 22606           | 179.85      |
|                         |                  |                          |                       |                 | 179.85 *    |
| 3320                    | 12762            | Maintenance Service      | PRINTER SERV CONTRACT | MC0201899       | 79.00       |
|                         |                  |                          |                       |                 | 79.00 *     |
|                         |                  |                          |                       |                 | 258.85 **   |
| 013200                  |                  | REGISTRAR                |                       |                 |             |
| 2700                    | 31421            | Worker's Compensation    | WORKERS COMP INS      | WRKCOMP1/4 0920 | 12.47       |
|                         | 31421            | VACORP                   | WORKERS COMP INS      | WRKCOMP2/4 0920 | 12.47       |
|                         |                  |                          |                       |                 | 24.94 *     |
| 3500                    | 32961            | Printing & Binding       | BINDING               | REIMB 0920/2    | 26.98       |
|                         |                  |                          |                       |                 | 26.98 *     |
| 5210                    | 30550            | Postal Services          | POSTAGE               | POSTAGE 0920    | 550.00      |
|                         | 32961            | WRIGHT LYNETTE           | PO BOX KEY            | REIMB 0920      | 12.00       |
|                         |                  |                          |                       |                 | 562.00 *    |
| 6001                    | 20600            | Office Supplies          | BSN17525              | 546431          | 18.88       |
|                         | 20600            | KEY OFFICE SUPPLY        | FLASH DRIVES/FOLDERS  | 546809          | 35.86       |
|                         | 20600            | KEY OFFICE SUPPLY        | PENS/PADS/BINS/INDXS  | 546823          | 175.34      |
|                         | 20600            | KEY OFFICE SUPPLY        | MEMO BOOKS            | 546824          | 11.92       |
|                         |                  |                          |                       |                 | 242.00 *    |
| 6900                    |                  | Cares - Election Expense |                       |                 |             |
|                         | 15380            | FARMVILLE PRINTING       | ENVELOPES VOTE BY ML  | 20202418        | 916.50      |
|                         | 20600            | KEY OFFICE SUPPLY        | BINDERS               | 547206          | 63.89       |
|                         | 20600            | KEY OFFICE SUPPLY        | INDEXES               | 547280          | 53.80       |
|                         | 24985            | OWEN G DUNN CO           | THUMB DRIVES          | 22955           | 112.75      |
|                         | 32961            | WRIGHT LYNETTE           | POSTAGE OVERNIGHT     | POSTAGE 0820    | 26.35       |
|                         | 32961            | WRIGHT LYNETTE           | BIN FOR PPE           | REIMB 0920      | 11.56       |
|                         |                  |                          |                       |                 | 1,184.85 *  |
|                         |                  |                          |                       |                 | 2,040.77 ** |

| MAJOR#<br>ACCT#<br>021100 | VENDOR<br>NUMBER<br>CIRCUIT COURT                                                                                                   | VENDOR<br>NAME        | INV#                                           | DESCRIPTION                                                        | AMOUNT                                                                      |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 2700                      | 31421 VACORP<br>31421 VACORP                                                                                                        | Worker's Compensation | WRKCOMP1/4 0920<br>WRKCOMP2/4 0920             | WORKERS COMP INS<br>WORKERS COMP INS                               | 5.74<br>5.74<br>11.48 *                                                     |
| 5210                      | 30545 U S POSTAL SERVICE                                                                                                            | Postal Services       | BOX RENT 0920                                  | PO BOX 351 RENT                                                    | 112.00<br>112.00 *                                                          |
| 6012                      | 31646 VIRGINIA CLE                                                                                                                  | Books & Subscriptions | BLESSING 0920                                  | VA CLE 4 BOOKS                                                     | 192.00<br>192.00 *<br>315.48 **                                             |
| 021200                    | GENERAL DISTRICT COURT                                                                                                              |                       |                                                |                                                                    |                                                                             |
| 3160                      | 13369 DIAMOND SPRINGS WATER INC<br>28866 STEPS, INC                                                                                 | Professional Services | 010479 0820<br>15596                           | WATER & EQUIP RENTAL<br>SHREDDING SERVICES                         | 19.30<br>35.00<br>54.30 *                                                   |
| 6001                      | 20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY | Office Supplies       | 546665<br>547003<br>547039<br>547040<br>547041 | SOUND MACHINE<br>COPIER<br>KEYBOARD TRAY<br>CHAIRMATS<br>CHAIRMATS | 51.98<br>4,998.00<br>219.95<br>157.98<br>99.98<br>5,527.89 *<br>5,582.19 ** |
| 021250                    | JUVENILE & DOMESTIC COURT                                                                                                           |                       |                                                |                                                                    |                                                                             |
| 5210                      | 30672 U S POSTAL SERVICE                                                                                                            | Postal Services       | BOX RENT 0920                                  | PO BOX 21 RENT                                                     | 76.00<br>76.00 *                                                            |
| 6001                      | 13369 DIAMOND SPRINGS WATER INC                                                                                                     | Office Supplies       | 012135 0820                                    | WATER & EQUIP RENTAL                                               | 75.35<br>75.35 *<br>151.35 **                                               |
| 021300                    | SPECIAL MAGISTRATES                                                                                                                 |                       |                                                |                                                                    |                                                                             |
| 6001                      | 20600 KEY OFFICE SUPPLY                                                                                                             | Office Supplies       | 546963                                         | FLASH DRIVE                                                        | 5.99<br>5.99 *<br>5.99 **                                                   |
| 021600                    | CLERK OF THE CIRCUIT COURT                                                                                                          |                       |                                                |                                                                    |                                                                             |
| 2700                      | 31421 VACORP                                                                                                                        | Worker's Compensation | WRKCOMP1/4 0920                                | WORKERS COMP INS                                                   | 57.04                                                                       |



| MAJOR#<br>ACCT#                | VENDOR<br>NUMBER<br>NAME        | VENDOR<br>NAME | INV#            | DESCRIPTION          | AMOUNT      |
|--------------------------------|---------------------------------|----------------|-----------------|----------------------|-------------|
|                                | 31421 VACORP                    |                | WRKCOMP2/4 0920 | WORKERS COMP INS     | 57.04       |
| 3160                           | Professional Services           |                |                 | ACCOUNT TOTAL        | 114.08 *    |
|                                | 29498 TREASURER OF VIRGINIA     |                | 20967           | AUDIT                | 1,977.03    |
|                                |                                 |                |                 | ACCOUNT TOTAL        | 1,977.03 *  |
| 5230                           | Telecommunications              |                | 309863799 0920  | PHONE                | 61.42       |
|                                | 21319 CENTURYLINK               |                |                 | ACCOUNT TOTAL        | 61.42 *     |
| 5540                           | Travel-Convention & Educa       |                | 31456           | CASEFLOW/WRKFLOW MGT | 295.00      |
|                                | 23467 NATIONAL CENTER FOR STATE |                |                 | ACCOUNT TOTAL        | 295.00 *    |
| 5851                           | Multijurisdictional Juror       |                | MJ JUROR 082020 | JUROR                | 35.23       |
|                                | 999999                          |                | MJ JUROR 082020 | JUROR                | 48.98       |
|                                | 999999                          |                | MJ JUROR 082020 | JUROR                | 30.00       |
|                                | 999999                          |                | MJ JUROR 082020 | JUROR                | 30.00       |
|                                | 999999                          |                | MJ JUROR 082020 | JUROR                | 39.09       |
|                                |                                 |                |                 | ACCOUNT TOTAL        | 183.30 *    |
| 6001                           | Office Supplies                 |                | 546430          | DUAL WAY INTERPHONE  | 99.00       |
|                                | 20600 KEY OFFICE SUPPLY         |                | 546467          | TONER                | 299.98      |
|                                | 20600 KEY OFFICE SUPPLY         |                | 546477          | BULLETIN BOARD       | 40.58       |
|                                | 20600 KEY OFFICE SUPPLY         |                | 547341          | HAND SANITIZER       | 33.56       |
|                                |                                 |                |                 | ACCOUNT TOTAL        | 473.12 *    |
| 6012                           | Books and Subscriptions         |                | 380549          | PLATS                | 27.10       |
|                                | 29038 T&N PRINTING              |                |                 | ACCOUNT TOTAL        | 27.10 *     |
|                                |                                 |                |                 | MAJOR TOTAL          | 3,131.05 ** |
| 021800 LAW LIBRARY             |                                 |                |                 |                      |             |
| 6012                           | Books and Subscriptions         |                | 3092811453      | MONTHLY LEASE PYMNT  | 366.00      |
|                                | 21761 RELX INC DBA LEXISNEXIS   |                |                 | ACCOUNT TOTAL        | 366.00 *    |
|                                |                                 |                |                 | MAJOR TOTAL          | 366.00 **   |
| 022100 COMMONWEALTH'S ATTORNEY |                                 |                |                 |                      |             |
| 2700                           | Worker's Compensation           |                | WRKCOMP1/4 0920 | WORKERS COMP INS     | 81.42       |
|                                | 31421 VACORP                    |                | WRKCOMP2/4 0920 | WORKERS COMP INS     | 81.42       |
|                                |                                 |                |                 | ACCOUNT TOTAL        | 162.84 *    |
| 3320                           | Maintenance Service Contr       |                | 11              | SOFTWARE MAINTENANCE | 3,832.56    |
|                                | 28526 SOFTWARE UNLIMITED CORP   |                |                 | ACCOUNT TOTAL        | 3,832.56 *  |
| 5899                           | Miscellaneous                   |                | 129541/0820     | ADVERTISING          | 73.74       |
|                                | 15240 FARMVILLE NEWSMEDIA       |                | 26234           | PLAQUE               | 117.10      |
|                                | 25120 PAIRET'S INC              |                | 15524           | SHREDDING SERVICES   | 60.00       |
|                                | 28866 STEPS, INC                |                |                 | ACCOUNT TOTAL        | 250.84 *    |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                    | INV#            | DESCRIPTION         | AMOUNT      |
|-----------------|------------------|-----------------------------------|-----------------|---------------------|-------------|
| 6001            | 20600            | KEY OFFICE SUPPLY                 | 32832           | CREDIT              | 450.00-     |
|                 | 20600            | KEY OFFICE SUPPLY                 | 545565          | PADS/REMOVER/PGOP2  | 67.14       |
|                 | 20600            | KEY OFFICE SUPPLY                 | 545992          | STAMPS              | 51.80       |
|                 | 20600            | KEY OFFICE SUPPLY                 | 546082          | STAMP/CHIME/BOOKS   | 94.94       |
|                 | 20600            | KEY OFFICE SUPPLY                 | 546354          | FLASH DRIVE         | 13.99       |
| 6012            | 20600            | KEY OFFICE SUPPLY                 | 547208          | SUPPLIES            | 364.91      |
|                 |                  |                                   |                 | ACCOUNT TOTAL       | 142.78 *    |
| 6001            | 11253            | Books and Subscriptions           | 200805          | LAW BOOKS           | 733.46      |
|                 |                  |                                   |                 | ACCOUNT TOTAL       | 733.46 *    |
|                 |                  |                                   |                 | MAJOR TOTAL         | 5,122.48 ** |
| 022200          |                  | VICTIM WITNESS ASSISTANCE PROGRAM |                 |                     |             |
| 2700            | 31421            | VACORP                            | WRKCOMP1/4 0920 | WORKERS COMP INS    | 8.56        |
|                 | 31421            | VACORP                            | WRKCOMP2/4 0920 | WORKERS COMP INS    | 8.56        |
|                 |                  |                                   |                 | ACCOUNT TOTAL       | 17.12 *     |
| 6001            | 20600            | Office Supplies                   | 546399          | CARTRIDGES          | 159.18      |
|                 |                  | KEY OFFICE SUPPLY                 |                 |                     | 159.18 *    |
|                 |                  |                                   |                 | MAJOR TOTAL         | 176.30 **   |
| 031200          |                  | SHERIFF                           |                 |                     |             |
| 2700            | 31421            | Worker's Compensation             | WRKCOMP1/4 0920 | WORKERS COMP INS    | 5,333.28    |
|                 | 31421            | VACORP                            | WRKCOMP2/4 0920 | WORKERS COMP INS    | 5,333.28    |
|                 |                  |                                   |                 | ACCOUNT TOTAL       | 10,666.56 * |
| 3110            | 11894            | Animal Care/Services              | 0555SHERIFF0920 | PET CARE            | 21.05       |
|                 | 34410            | BUSINESS CARD                     | REIMB 0720      | DOG FOOD            | 45.27       |
|                 |                  |                                   |                 | ACCOUNT TOTAL       | 66.32 *     |
| 3311            | 14300            | Repairs & Maint-Auto & Eq         | 194103          | TIRE PATCH          | 20.60       |
|                 | 14300            | EAST END MOTOR CO INC             | 194579          | VEHICLE INSPECTION  | 20.00       |
|                 | 14300            | EAST END MOTOR CO INC             | 194740          | ENGINE CHECK        | 82.40       |
|                 | 14300            | EAST END MOTOR CO INC             | 194774          | OIL CHANGE/ROTATION | 109.00      |
|                 | 14300            | EAST END MOTOR CO INC             | 194885          | MT & BALANCE TIRES  | 67.50       |
|                 | 14915            | EXPRESS CARE                      | 23221           | OIL CHANGE          | 80.97       |
|                 | 14915            | EXPRESS CARE                      | 23678           | OIL CHANGE          | 100.96      |
|                 | 14915            | EXPRESS CARE                      | 23826           | OIL CHANGE          | 68.17       |
|                 | 14915            | EXPRESS CARE                      | 23991           | OIL CHANGE          | 68.17       |
|                 | 14915            | EXPRESS CARE                      | 24103           | OIL CHANGE          | 68.17       |
|                 | 14915            | EXPRESS CARE                      | 24120           | OIL CHANGE          | 68.17       |
|                 | 14915            | EXPRESS CARE                      | 24200           | OIL CHANGE          | 80.97       |
|                 | 14915            | EXPRESS CARE                      | 24219           | OIL CHANGE          | 80.97       |
|                 | 27490            | RUNDSTROM AUTO LLC                | PECSO 081220    | LIGHT REPLACEMENT   | 48.66       |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME               | INV#            | DESCRIPTION          | AMOUNT      |
|--------|-------|---------------|---------------------------|-----------------|----------------------|-------------|
|        |       | 27490         | RUNDSTROM AUTO LLC        | PECOS 082620    | BRAKES               | 124.64      |
|        |       | 27490         | RUNDSTROM AUTO LLC        | PECOS 083120    | BRAKES & ROTORS      | 370.84      |
|        |       | 29199         | THIRD STREET WRECKER INC  | T4848           | WRECKER SERVICE      | 150.00      |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 1,610.19 *  |
| 3312   |       |               | Repairs & Maintenance-Off |                 |                      |             |
|        |       | 12742         | COMTECHNICS OF VIRGINIA   | 22600           | CONSOLE OUT          | 306.25      |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 306.25 *    |
| 3320   |       |               | Maintenance Service Contr |                 |                      |             |
|        |       | 23833         | VERIZON CONNECT NWF, INC  | OSV000002187335 | GPS SERVICE          | 388.56      |
|        |       | 23833         | VERIZON CONNECT NWF, INC  | OSV000002215136 | GPS SERVICE          | 388.56      |
|        |       | 28587         | SOUTHERN COPIER SALES &   | 200902 0038     | COPIER SVCE CONTRCT  | 455.00      |
|        |       | 31339         | VERIZON WIRELESS          | 9861673033      | VEHICLE MODEMS       | 600.51      |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 1,832.63 *  |
| 5210   |       |               | Postal Services           |                 |                      |             |
|        |       | 11894         | BUSINESS CARD             | 0555SHERIFF0920 | POSTAGE              | 220.00      |
|        |       | 30666         | U S POSTAL SERVICE        | BOX RENT 0920   | BOX 414 RENT         | 112.00      |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 332.00 *    |
| 5230   |       |               | Telecommunications        |                 |                      |             |
|        |       | 20904         | KINEX NETWORKING SOLUTION | 5626            | DATA BACKUP          | 19.95       |
|        |       | 21319         | CENTURYLINK               | 309468839 0920  | PHONE                | 10.36       |
|        |       | 21319         | CENTURYLINK               | 309558628 0920  | SHERIFF'S VCIIN      | 7.97        |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 38.28 *     |
| 5305   |       |               | Motor Vehicle Insurance   |                 |                      |             |
|        |       | 31421         | VACORP                    | 66014           | AUTO INSURANCE       | 15,655.04   |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 15,655.04 * |
| 5530   |       |               | Travel-Subsistence & Lodg |                 |                      |             |
|        |       | 11894         | BUSINESS CARD             | 0555SHERIFF0920 | MEALS                | 220.02      |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 220.02 *    |
| 6001   |       |               | Office Supplies           |                 |                      |             |
|        |       | 10260         | AMAZON PAYMENTS INC       | PO BL08252020   | COMPUTER MICROPHONE  | 27.89       |
|        |       | 13369         | DIAMOND SPRINGS WATER INC | 012832 0820     | WATER & EQUIP RENTAL | 47.70       |
|        |       | 20600         | KEY OFFICE SUPPLY         | 546440          | CHAIRMATS            | 105.99      |
|        |       | 20600         | KEY OFFICE SUPPLY         | 546491          | CHAIR                | 399.00      |
|        |       | 20600         | KEY OFFICE SUPPLY         | 546720          | TONER                | 279.95      |
|        |       | 20600         | KEY OFFICE SUPPLY         | 546721          | TAPE/DUSTER          | 39.59       |
|        |       | 20600         | KEY OFFICE SUPPLY         | 546722          | BUSINESS CARDS       | 50.78       |
|        |       | 20600         | KEY OFFICE SUPPLY         | 546978          | COMPUTER SPEAKERS    | 13.95       |
|        |       | 20600         | KEY OFFICE SUPPLY         | 547158          | CARD READER/BOXES    | 91.28       |
|        |       | 20600         | KEY OFFICE SUPPLY         | 547159          | USB HUB              | 12.29       |
|        |       | 20600         | KEY OFFICE SUPPLY         | 547340          | HAND SANITIZER       | 65.86       |
|        |       | 32138         | WALMART COMMUNITY/SYNCR   | SHERIFF 0820    | FLASH DRIVES/CARD    | 113.05      |
|        |       | 999999        | NAP SUPPLIES              | 51822           | OFFICE SIGNS         | 326.04      |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 1,573.37 *  |
| 6008   |       |               | Vehicle & Powered Equip F |                 |                      |             |
|        |       | 11894         | BUSINESS CARD             | 0555SHERIFF0920 | GAS                  | 151.43      |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 151.43 *    |
| 6009   |       |               | Vehicle & Powered Equip S |                 |                      |             |
|        |       | 11894         | BUSINESS CARD             | 0555SHERIFF0920 | STARTER              | 136.88      |
|        |       | 14300         | EAST END MOTOR CO INC     | 194547          | TIRES                | 600.86      |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME        | INV#            | DESCRIPTION      | AMOUNT       |
|-----------------|---------------------------------|-----------------|------------------|--------------|
| 6010            | 11894 BUSINESS CARD             | 24123           | WIPER BLADES     | 27.98        |
|                 | 14915 EXPRESS CARE              | 056 267270      | WIPER BLADES     | 37.46        |
|                 | 15721 FISHER AUTO PARTS, INC.   | 1115 0720       | DECALS           | 117.00       |
|                 | 999999 DYNAMIX SIGNS & APPAREL  |                 | ACCOUNT TOTAL    | 920.18 *     |
| 6011            | Police Supplies                 |                 |                  |              |
|                 | 12742 COMMTRONICS OF VIRGINIA   | 0555SHERIFF0920 | LOCKERS/AMMO     | 609.59       |
|                 | 29343 TOWN POLICE SUPPLY-RCHMND | 101778          | EMERGENCY BUTTON | 107.08       |
|                 | 32734 WITMER PUBLIC SAFETY GRP  | R83274          | AMMO             | 309.40       |
|                 | 32734 WITMER PUBLIC SAFETY GRP  | 2053523         | FLASHLIGHTS      | 310.00       |
|                 | 32734 WITMER PUBLIC SAFETY GRP  | 2054123         | AMMO             | 781.69       |
|                 |                                 |                 | ACCOUNT TOTAL    | 2,117.76 *   |
|                 | Uniforms & Wearing Appare       |                 |                  |              |
|                 | 10380 AMERICAN UNIFORM SALES    | 56840           | SHIRTS           | 208.82       |
|                 | 10380 AMERICAN UNIFORM SALES    | 56887           | SHIRTS           | 110.38       |
| 8205            | 10380 AMERICAN UNIFORM SALES    | 56888           | TAC VEST         | 112.00       |
|                 | 10380 AMERICAN UNIFORM SALES    | 56916           | SHIRTS           | 168.93       |
|                 | 11256 BKT UNIFORMS              | 79938           | COAT AND PANTS   | 128.99       |
|                 | 11256 BKT UNIFORMS              | 79938/2         | COAT & PANTS     | 330.98       |
|                 | 16102 GALLS LLC                 | 016182730       | CREDIT           | 95.00 -      |
|                 | 16102 GALLS LLC                 | 016195082       | RAINCOAT         | 173.20       |
|                 | 16102 GALLS LLC                 | 016239228       | PANTS            | 105.86       |
|                 | 16102 GALLS LLC                 | 016260034       | SHOES            | 125.00       |
|                 | 16102 GALLS LLC                 | 016288899       | RAINCOAT         | 153.20       |
|                 | 16102 GALLS LLC                 | 016293947       | BELT             | 51.77        |
|                 | 16102 GALLS LLC                 | 016306966       | BOOTS            | 81.00        |
|                 | 16102 GALLS LLC                 | 016307012       | BDUS             | 105.78       |
|                 | 16102 GALLS LLC                 | 016317815       | BOOTS            | 123.75       |
|                 | 16102 GALLS LLC                 | 016324654       | BDU'S            | 133.98       |
|                 | 16102 GALLS LLC                 | 016384369       | VEST & POUCHES   | 311.99       |
|                 | 19331 JEFFERSON JANNEAR         | 2020 10         | SEW ON PATCHES   | 77.00        |
|                 |                                 |                 | ACCOUNT TOTAL    | 2,407.63 *   |
| 8205            | Motor Vehicles                  |                 |                  |              |
|                 | 21038 KUSTOM SIGNALS INC        | 576753          | RADARS           | 5,244.00     |
|                 |                                 |                 | ACCOUNT TOTAL    | 5,244.00 *   |
| MAJOR TOTAL     |                                 |                 |                  | 43,141.66 ** |
| 031201          | SHERIFF - COURTS                |                 |                  |              |
|                 | Worker's Compensation           |                 |                  |              |
|                 | 31421 VACORP                    | WRKCOMP1/4 0920 | WORKERS COMP INS | 1,747.80     |
| 2700            | 31421 VACORP                    | WRKCOMP2/4 0920 | WORKERS COMP INS | 1,747.80     |
|                 |                                 |                 | ACCOUNT TOTAL    | 3,495.60 *   |
| MAJOR TOTAL     |                                 |                 |                  | 3,495.60 **  |
| 032200          | VOLUNTEER FIRE DEPARTMENT       |                 |                  |              |
|                 | Payment to Rice VFD             |                 |                  |              |
| 7002            | 11772 BUG BUSTERS PEST CONTROL  | 612748          | PEST CONTROL     | 45.00        |
|                 | 12845 COUNTY WASTE              | 0800125809 0920 | TRASH COLLECTION | 53.17        |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME             | INV#            | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|----------------------------|-----------------|----------------------|-------------|
| 7003            | 14695            | ELLINGTON'S LAWN SERVICE   | 86              | MOWING               | 340.00      |
|                 | 18671            | INDUSTRIAL REPAIR INC      | 27179           | SERVICE/INSPECTION   | 530.61      |
|                 | 18671            | INDUSTRIAL REPAIR INC      | 27208           | SERVICE/INSPECTION   | 680.44      |
|                 | 18671            | INDUSTRIAL REPAIR INC      | 27218           | SERVICE/INSPECTION   | 164.83      |
|                 | 18671            | INDUSTRIAL REPAIR INC      | 27233           | SERVICE/INSPECTION   | 548.68      |
|                 | 21319            | CENTURYLINK                | 310013979 0920  | RVFD PHONE           | 160.77      |
|                 | 29393            | TRAFFIC SAFETY SUPPLIES IN | 37390           | MESSAGE BOARD        | 12,700.00   |
|                 | 31846            | DOMINION ENERGY VIRGINIA   | 4500495009 0920 | RVFD ELECTRIC        | 358.41      |
|                 | 31846            | DOMINION ENERGY VIRGINIA   | 5487358649 0920 | RVFD ELECTRIC        | 40.40       |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 15,582.31 * |
|                 | 10622            | ANDERSON TIRE CO INC       | WO22158621      | TIRE                 | 299.73      |
|                 | 11209            | BATTERY BARN OF VA INC     | 365727          | BATTERIES            | 209.50      |
|                 | 12024            | C W WILLIAMS               | 628500          | INSPECTION & REPAIR  | 1,128.20    |
|                 | 12024            | C W WILLIAMS               | 629309          | HOSE                 | 8,972.27    |
| 7004            | 12742            | COMMTRONICS OF VIRGINIA    | 101587          | PAGER BELT CLIP      | 137.80      |
|                 | 13166            | DAVIS GMC TRUCK INC        | 71106           | INSPECTION & REPAIR  | 97.43       |
|                 | 13166            | DAVIS GMC TRUCK INC        | 71556           | INSPECTION & REPAIR  | 57.95       |
|                 | 15597            | FERGUSON ENTERPRISES LLC   | 6893016         | HOOK UPS PVFD        | 184.77      |
|                 | 15656            | FIRE & SAFETY EQUIP CO     | 101201          | TRAFFIC CONES        | 148.00      |
|                 | 15656            | FIRE & SAFETY EQUIP CO     | 101820          | BATTERY              | 39.99       |
|                 | 16651            | GOODMAN SPECIALIZED        | 16425G          | DIAGNOSIS/REPAIR     | 258.75      |
|                 | 16651            | GOODMAN SPECIALIZED        | 16467G          | DIAGNOSIS/REPAIR     | 272.98      |
|                 | 20600            | KEY OFFICE SUPPLY          | 544293          | CARTRIDGE            | 48.53       |
|                 | 23248            | NAPA OF FARMVILLE          | 209708          | FUEL TREATMENT       | 9.99        |
|                 | 25680            | PRICE SUPPLY CO INC        | PRO300 0820     | PVFD HOOK UPS        | 3.12        |
|                 | 25680            | PRICE SUPPLY CO INC        | PRO300 0820     | PVFD HOOK UPS        | 17.14       |
|                 | 25680            | PRICE SUPPLY CO INC        | PRO300 0820     | PVFD HOOK UPS        | 15.08       |
|                 | 31421            | VACORP                     | 65615           | WORKERS COMPENSATION | 5,357.00    |
| 7005            | 999999           | BACKDRAFT OPCO LLC         | INV202016814    | PVFD ROVER SUBSCRPTN | 300.00      |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 17,558.23 * |
|                 | 12742            | COMMTRONICS OF VIRGINIA    | 19101           | HARDWARE INSTALL     | 1,251.40    |
|                 | 13083            | DARLINGTON HGT FIRE DEPT   | REIMB 0820      | VIA SAT/GAS          | 174.42      |
|                 | 22397            | MUNICIPAL EMERGENCY SERV   | IN1478034       | ENGINE 62 EQUIPMENT  | 152.06      |
|                 | 22468            | MID-ATLANTIC IRRIGATION    | 206620          | CLAMPS/FASTNRS/HOSE  | 208.05      |
|                 | 28640            | SOUTHSIDE ELECTRIC COOP    | 38156001 0920   | ELECTRIC DHVFD       | 394.36      |
|                 | 31421            | VACORP                     | 67876           | WORKERS COMPENSATION | 893.00      |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 3,073.29 *  |
|                 | 14300            | EAST END MOTOR CO INC      | 194803          | STATE INSPECTION     | 20.00       |
|                 | 14527            | ELECOM INC                 | 37508           | ANTENNA              | 58.75       |
|                 | 14913            | FAIL SAFE TESTING          | INV 012056      | EQUIPMENT TESTING    | 3,620.80    |
|                 | 17208            | HAMPDEN-SYDNEY FIRE DEPT   | REIMB 0920      | HELMET/THROW BAGS    | 1,648.42    |
|                 | 31846            | DOMINION ENERGY VIRGINIA   | 8350720002 0920 | ELECTRIC HSVFD       | 426.90      |
|                 |                  |                            |                 | ACCOUNT TOTAL        | 5,774.87 *  |
| 7007            | 31338            | VERIZON                    | 4347360633 0720 | MVFD PHONE           | 398.62      |
|                 | 31339            | VERIZON WIRELESS           | 9860973432      | MVFD CELLULAR PHONE  | 102.26      |
|                 |                  |                            |                 |                      |             |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                | INV#            | DESCRIPTION          | AMOUNT        |
|-----------------|------------------|-------------------------------|-----------------|----------------------|---------------|
| 7010            | 31846            | DOMINION ENERGY VIRGINIA      | 0519881510      | ELECTRIC MVFD        | 1,087.94      |
|                 | 31846            | DOMINION ENERGY VIRGINIA      | 0519881510      | MVFD ELECTRIC        | 1,685.56      |
|                 | 31846            | DOMINION ENERGY VIRGINIA      | 1913347348      | ELECTRIC MVFD        | 65.72         |
|                 | 31846            | DOMINION ENERGY VIRGINIA      | 1913347348      | MVFD ELECTRIC        | 96.05         |
|                 | 36400            | ZOLL MEDICAL CORPORATION      | 3119016         | MEDICAL SUPPLIES     | 66,334.26     |
|                 | 36400            | ZOLL MEDICAL CORPORATION      | 3119016         | MEDICAL SUPPLIES     | 66,334.26     |
|                 | 36400            | ZOLL MEDICAL CORPORATION      | 3119016         | MEDICAL SUPPLIES     | 69,770.41 *   |
|                 |                  |                               |                 | ACCOUNT TOTAL        |               |
|                 |                  |                               |                 | ACCOUNT TOTAL        | 1,250.00      |
|                 |                  |                               |                 | MAJOR TOTAL          | 1,250.00 *    |
|                 |                  |                               |                 | MAJOR TOTAL          | 113,009.11 ** |
| 032300          |                  | AMBULANCE AND RESCUE SERVICES |                 |                      |               |
| 7005            | 25880            | Prince Edward Rescue Squa     | 20-21 SUPPRT2/4 | 20-21 SUPPORT        | 18,700.00     |
|                 |                  | PRINCE EDWARD VOL RESCUE      |                 |                      | 18,700.00 *   |
| 7008            | 22349            | Meherria Rescue               | 20-21 SUPPRT2/4 | 20-21 SUPPORT        | 3,250.00      |
|                 |                  | MEHERRIN FIRE & RESCUE        |                 |                      | 3,250.00 *    |
|                 |                  |                               |                 | ACCOUNT TOTAL        | 21,950.00 **  |
| 032500          |                  | EMERGENCY SERVICES            |                 |                      |               |
| 2800            | 31421            | Line of Duty                  | LODA 1/4 0920   | LINE OF DUTY INS     | 4,987.50      |
|                 | 31421            | VACORP                        | LODA 2/4 0920   | LINE OF DUTY INS     | 4,987.50      |
|                 |                  |                               |                 |                      | 9,975.00 *    |
|                 |                  |                               |                 | ACCOUNT TOTAL        |               |
| 3160            | 29280            | Professional Service E-91     | 245610 65628    | ADDRESS X REFERENCE  | 540.00        |
|                 | 29280            | TIMMONS GROUP                 | 247147 34335.10 | ADDRESS DATA MAINT   | 195.00        |
|                 |                  |                               |                 |                      | 735.00 *      |
|                 |                  |                               |                 | ACCOUNT TOTAL        |               |
| 3162            | 29280            | GIS System                    | 245608 34335.08 | DATA CLEANUP/WEB LOG | 773.75        |
|                 | 29280            | TIMMONS GROUP                 | 247145 34335.08 | DATA CLEANUP/WEB LOG | 750.00        |
|                 |                  |                               |                 |                      | 1,523.75 *    |
|                 |                  |                               |                 | ACCOUNT TOTAL        | 12,233.75 **  |
|                 |                  |                               |                 | MAJOR TOTAL          |               |
| 033200          |                  | REGIONAL JAIL & DETENTION     |                 |                      |               |
| 3196            | 25375            | Purchase of Services - Ja     | 1894            | JUVENILE DETENTION   | 2,925.00      |
|                 |                  | PIEDMONT RGNL JUVENILE        |                 |                      | 2,925.00 *    |
| 7001            | 25380            | Piedmont Regional Jail-Pe     | 3451            | INMATE DAYS 1ST QTR  | 252,186.90    |
|                 |                  | PIEDMONT REGIONAL JAIL        |                 |                      | 252,186.90 *  |
|                 |                  |                               |                 | ACCOUNT TOTAL        | 255,111.90 ** |
|                 |                  |                               |                 | MAJOR TOTAL          |               |

| MAJOR#<br>ACT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                     | INV#            | DESCRIPTION          | AMOUNT      |
|----------------|------------------|----------------------------------------------------|-----------------|----------------------|-------------|
| 2700           | 31421            | Worker's Compensation<br>VACORP                    | WRKCOMP1/4 0920 | WORKERS COMP INS     | 273.97      |
|                | 31421            | VACORP                                             | WRKCOMP2/4 0920 | WORKERS COMP INS     | 273.97      |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 547.94 *    |
| 3311           | 13166            | Repairs & Maint-Auto<br>DAVIS GMC TRUCK INC        | 71856           | STATE INSPECTION     | 20.00       |
|                | 27770            | ROD & STAFF LLC                                    | 70988           | TIRE PATCH           | 20.00       |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 40.00 *     |
| 5230           | 30440            | Telecommunications<br>US CELLULAR                  | 816442183 0920  | CELLULAR SERVICE     | 32.03       |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 32.03 *     |
| 5305           | 31421            | Auto Insurance<br>VACORP                           | 66014           | AUTO INSURANCE       | 559.11      |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 559.11 *    |
| 5307           | 31421            | Public Official's Liabili<br>VACORP                | 66014           | PUBLIC OFFICIALS INS | 178.00      |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 178.00 *    |
| 6009           | 27770            | Vehicle & Powered Equip S<br>ROD & STAFF LLC       | 71087           | PLUG                 | 10.00       |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 10.00 *     |
|                |                  |                                                    |                 | MAJOR TOTAL          | 1,367.08 ** |
| 035100         |                  | ANIMAL CONTROL                                     |                 |                      |             |
| 2700           | 31421            | Worker's Compensation<br>VACORP                    | WRKCOMP1/4 0920 | WORKERS COMP INS     | 235.77      |
|                | 31421            | VACORP                                             | WRKCOMP2/4 0920 | WORKERS COMP INS     | 235.77      |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 471.54 *    |
| 3110           | 27524            | Vet Care<br>RIDGE ANIMAL HOSPITAL                  | 292164          | VET SERVICES         | 97.86       |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 97.86 *     |
| 3310           | 13730            | Repairs/Maintenance<br>DODSON BROS EXTERMINATING   | 719313 0820     | PEST CONTROL         | 50.00       |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 50.00 *     |
| 3311           | 14300            | Repairs & Maint-Auto & Po<br>EAST END MOTOR CO INC | 195516          | OIL CHANGE           | 73.56       |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 73.56 *     |
| 5110           | 31846            | Electrical Services<br>DOMINION ENERGY VIRGINIA    | 0890745003 0920 | ANIMAL SHELTER       | 275.38      |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 275.38 *    |
| 5230           | 21319            | Telecommunications<br>CENTURYLINK                  | 310119726 0920  | PHONE                | 139.28      |
|                | 30440            | US CELLULAR                                        | 816442183 0920  | CELLULAR SERVICE     | 76.05       |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 215.33 *    |
| 5305           | 31421            | Motor Vehicle Insurance<br>VACORP                  | 66014           | AUTO INSURANCE       | 1,118.22    |
|                |                  |                                                    |                 | ACCOUNT TOTAL        | 1,118.22 *  |
|                |                  |                                                    |                 | MAJOR TOTAL          | 2,301.89 ** |

| MAJOR#<br>ACCT#<br>035300 | VENDOR<br>NUMBER<br>MEDICAL EXAMINER | VENDOR<br>NAME                                    | INV#                                                                                                                                                                                                        | DESCRIPTION                                                                                                                                                                 | AMOUNT                                                                                                                  |
|---------------------------|--------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 3110                      | 29459                                | Professional Health Serv<br>TREASURER OF VIRGINIA | MORRISON ANTHON                                                                                                                                                                                             | CORONER                                                                                                                                                                     | 20.00<br>20.00 *<br>20.00 **                                                                                            |
| 043200                    | GENERAL PROPERTIES                   |                                                   |                                                                                                                                                                                                             | ACCOUNT TOTAL<br>MAJOR TOTAL                                                                                                                                                |                                                                                                                         |
| 2700                      | 31421                                | Worker's Compensation<br>VACORP                   | WRKCOMP1/4 0920<br>WRKCOMP2/4 0920                                                                                                                                                                          | WORKERS COMP INS<br>WORKERS COMP INS                                                                                                                                        | 1,110.58<br>1,110.58<br>2,221.16 *                                                                                      |
| 3310                      | 13730                                | Repairs/Maintenance<br>DODSON BROS EXTERMINATING  | 158003 0820<br>158005 0820<br>158006 0820<br>158007 0820<br>158010 0820                                                                                                                                     | PEST CONTROL<br>PEST CONTROL<br>PEST CONTROL<br>PEST CONTROL<br>PEST CONTROL                                                                                                | 38.00<br>38.00<br>38.00<br>85.00<br>38.00<br>237.00 *                                                                   |
| 5110                      | 28640                                | Electrical Services<br>SOUTHSIDE ELECTRIC COOP    | 114379002 0820<br>114379002 0920<br>1230385005 0920<br>1545926683 1020<br>2786281903 1020<br>4883315659 1020<br>4951935099 0920<br>5856894620 0920<br>6669158583 0920<br>8105475944 1020<br>9670710004 0920 | ELECTRIC<br>ELECTRIC<br>ROY CLARK MONUMENT<br>SCOPE BLDG<br>COURTHOUSE<br>STEP HDQTRS<br>SHERIFF SHED<br>WORSHAM CLERK OFFICE<br>LIGHTS AT RICE<br>AG BLDG<br>SHOP ELECTRIC | 24.76<br>24.76<br>8.11<br>111.43<br>13,362.34<br>1,866.37<br>6.59<br>106.12<br>122.04<br>849.01<br>20.04<br>16,501.57 * |
| 5130                      | 29332                                | Water & Sewer<br>TOWN OF FARMVILLE                | AG BLDG 0920<br>CH LAWN 0920<br>SCOPE 0920<br>STEPS 0920<br>56 SWI WAY 0920                                                                                                                                 | WATER & SEWER<br>WATER & SEWER<br>WATER & SEWER<br>WATER & SEWER<br>WATER & SEWER                                                                                           | 61.56<br>11.29<br>34.84<br>110.13<br>657.90<br>875.72 *                                                                 |
| 5230                      | 10105                                | Telecommunications<br>AT&T                        | 7305055660 0920<br>310262069 0920<br>816442183 0920                                                                                                                                                         | SHOP PHONE<br>PHONE<br>CELLULAR SERVICE                                                                                                                                     | 47.68<br>66.15<br>64.07<br>177.90 *                                                                                     |
| 5301                      | 31421                                | Boiler Insurance<br>VACORP                        | 66014                                                                                                                                                                                                       | BOILER INSURANCE                                                                                                                                                            | 3,160.00<br>3,160.00 *                                                                                                  |
| 5302                      | 31421                                | Fire Insurance<br>VACORP                          | 66014                                                                                                                                                                                                       | FIRE INSURANCE                                                                                                                                                              | 33,470.00                                                                                                               |



| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME                                     | INV#                          | DESCRIPTION         | AMOUNT       |
|-----------------|--------------------------------------------------------------|-------------------------------|---------------------|--------------|
| 5305            | Auto Insurance<br>31421 VACORP                               | 66014                         | FIRE INSURANCE      | 5,824.00     |
|                 |                                                              | 66014                         | FIRE INSURANCE      | 1,250.00     |
|                 |                                                              |                               | ACCOUNT TOTAL       | 40,544.00 *  |
| 5440            | Portable Toilet Rental<br>28869 STIFF O O INC                | 66014                         | AUTO INSURANCE      | 2,795.54     |
|                 |                                                              |                               | ACCOUNT TOTAL       | 2,795.54 *   |
| 6005            | Janitorial Supplies<br>30239 UNIFIRST CORPORATION            | 8812                          | MONTHLY SERVICE     | 100.00       |
|                 |                                                              |                               | ACCOUNT TOTAL       | 100.00 *     |
| 6007            | Repairs and Maintenance S<br>13369 DIAMOND SPRINGS WATER INC | 202 1112738                   | SUPPLY RENTAL       | 76.09        |
|                 |                                                              |                               | ACCOUNT TOTAL       | 76.09 *      |
|                 |                                                              | 003062/324762                 | EQUIPMENT RENTAL    | 8.95         |
|                 |                                                              |                               | ACCOUNT TOTAL       | 8.95 *       |
|                 |                                                              |                               | MAJOR TOTAL         | 66,697.93 ** |
| 043400          | CANNERY                                                      |                               |                     |              |
| 2700            | Worker's Compensation<br>31421 VACORP                        | WRKCOMP1/4 0920               | WORKERS COMP INS    | 80.89        |
|                 |                                                              | 31421 VACORP                  | WORKERS COMP INS    | 80.89        |
|                 |                                                              |                               | ACCOUNT TOTAL       | 161.78 *     |
| 3161            | Professional Services-Can<br>31653 VIRGINIA FOOD WORKS       | 490                           | COMMERCIAL CONTRACT | 2,916.67     |
|                 |                                                              |                               | ACCOUNT TOTAL       | 2,916.67 *   |
| 5110            | Electrical Services<br>28640 SOUTHSIDE ELECTRIC COOP         | 44435001 0820                 | ELECTRIC            | 508.34       |
|                 |                                                              | 28640 SOUTHSIDE ELECTRIC COOP | ELECTRIC            | 528.96       |
|                 |                                                              |                               | ACCOUNT TOTAL       | 1,037.30 *   |
| 5230            | Telecommunications<br>21319 CENTURYLINK                      | 310248529 0920                | PHONE               | 288.57       |
|                 |                                                              |                               | ACCOUNT TOTAL       | 288.57 *     |
| 6014            | Other Operating Supplies<br>12098 CAN CORP OF AMERICA INC    | 9100643519                    | CANS & LIDS         | 2,706.25     |
|                 |                                                              |                               | ACCOUNT TOTAL       | 2,706.25 *   |
|                 |                                                              |                               | MAJOR TOTAL         | 7,110.57 **  |
| 051100          | HEALTH DEPARTMENT                                            |                               |                     |              |
| 5610            | Payment To Local Health D<br>25840 PRINCE EDWARD HEALTH DPT  | 20-21 SUPPRT2/4               | 20-21 SUPPORT       | 47,480.75    |
|                 |                                                              |                               | ACCOUNT TOTAL       | 47,480.75 *  |
|                 |                                                              |                               | MAJOR TOTAL         | 47,480.75 ** |
| 052500          | CHAPTER X BOARD                                              |                               |                     |              |
| 5640            | Payment to Crossroad Ser<br>12928 CROSSROAD SERVICES BOARD   | 20-21 SUPPRT2/4               | 20-21 SUPPORT       | 15,000.00    |
|                 |                                                              |                               | ACCOUNT TOTAL       | 15,000.00 *  |
|                 |                                                              |                               | MAJOR TOTAL         | 15,000.00 ** |

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| MAJOR#<br>ACCT#<br>053500 | VENDOR<br>NUMBER<br>COMPREHENSIVE SERVICES ACT | VENDOR<br>NAME | INV#            | DESCRIPTION           | AMOUNT       |
|---------------------------|------------------------------------------------|----------------|-----------------|-----------------------|--------------|
| 3160                      | CSA Programs                                   |                |                 |                       |              |
|                           | 10121 ACEWALL SCHOLARS                         |                |                 | PROFESSIONAL SERVICES | 1,100.00     |
|                           | 12181 CARRAWAY MORGAN                          |                |                 | PROFESSIONAL SERVICES | 721.00       |
|                           | 12280 CENTRA HEALTH                            |                |                 | PROFESSIONAL SERVICES | 4,485.00     |
|                           | 12280 CENTRA HEALTH                            |                |                 | PROFESSIONAL SERVICES | 4,485.00     |
|                           | 12410 CHESTNUT HILL MENTAL HEALT               |                |                 | PROFESSIONAL SERVICES | 8,372.00     |
|                           | 14923 FAISON SCHOOL FOR AUTISM                 |                |                 | PROFESSIONAL SERVICES | 5,524.00     |
|                           | 14939 FAMILY PRESERVATION SERV                 |                |                 | PROFESSIONAL SERVICES | 675.00       |
|                           | 15965 FULCRUM COUNSELORS, LLC                  |                |                 | PROFESSIONAL SERVICES | 1,225.00     |
|                           | 15965 FULCRUM COUNSELORS, LLC                  |                |                 | PROFESSIONAL SERVICES | 750.00       |
|                           | 17328 HARBOR POINT BEHAVIORIAL                 |                |                 | PROFESSIONAL SERVICES | 2,900.00     |
|                           | 17328 HARBOR POINT BEHAVIORIAL                 |                |                 | PROFESSIONAL SERVICES | 2,465.00     |
|                           | 17425 HART MACKENZIE                           |                |                 | PROFESSIONAL SERVICES | 511.68       |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 33,213.68 *  |
|                           |                                                |                |                 | MAJOR TOTAL           | 33,213.68 ** |
| 053501                    | OTHER WELFARE/SOCIAL SERVICES                  |                |                 |                       |              |
| 5610                      | STEPS Inc                                      |                |                 |                       |              |
|                           | 28866 STEPS, INC                               |                | 20-21 SUPPRT2/4 | 20-21 SUPPORT         | 5,000.00     |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 5,000.00 *   |
| 5614                      | Southside SPCA                                 |                |                 |                       |              |
|                           | 28700 SOUTHSIDE SPCA                           |                | DONATION 0820   | DONATION              | 600.00       |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 600.00 *     |
| 5615                      | STEPS-Community Action Pr                      |                |                 |                       |              |
|                           | 28866 STEPS, INC                               |                | 20-21 SUPPRT2/4 | 20-21 SUPPORT         | 5,542.75     |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 5,542.75 *   |
| 5670                      | Piedmont Area Verterans C                      |                |                 |                       |              |
|                           | 25371 PIEDMONT AREA VETERANS COU               |                | 20-21 SUPPRT2/4 | 20-21 SUPPORT         | 2,500.00     |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 2,500.00 *   |
|                           |                                                |                |                 | MAJOR TOTAL           | 13,642.75 ** |
| 073500                    | PUBLIC LIBRARY                                 |                |                 |                       |              |
| 5640                      | Contribution To Library                        |                |                 |                       |              |
|                           | 15400 FARMVILLE-PE COMM LIBRARY                |                | 20-21 SUPPRT2/4 | 20-21 SUPPORT         | 65,107.50    |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 65,107.50 *  |
|                           |                                                |                |                 | MAJOR TOTAL           | 65,107.50 ** |
| 081100                    | PLANNING                                       |                |                 |                       |              |
| 2700                      | Worker's Compensation                          |                |                 |                       |              |
|                           | 31421 VACORP                                   |                | WRKCOMP1/4 0920 | WORKERS COMP INS      | 689.69       |
|                           | 31421 VACORP                                   |                | WRKCOMP2/4 0920 | WORKERS COMP INS      | 689.69       |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 1,379.38 *   |
| 5230                      | Telecommunications                             |                |                 |                       |              |
|                           | 30440 US CELLULAR                              |                | 816442183 0920  | CELLULAR SERVICE      | 64.06        |
|                           |                                                |                |                 | ACCOUNT TOTAL         | 64.06 *      |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                     | INV#            | DESCRIPTION       | AMOUNT      |
|-----------------|------------------|------------------------------------|-----------------|-------------------|-------------|
| 5540            | 11894            | BUSINESS CARD                      | 0639PUCKETT0820 | TRAINING COURSE   | 320.00      |
|                 | 11894            | BUSINESS CARD                      | 0639PUCKETT0820 | TESTING           | 85.00       |
|                 | 11894            | BUSINESS CARD                      | 0639PUCKETT0820 | TRAINING COURSE   | 160.00      |
|                 | 11894            | BUSINESS CARD                      | 0639PUCKETT0820 | TRAINING COURSE   | 320.00      |
|                 |                  |                                    |                 | ACCOUNT TOTAL     | 885.00 *    |
|                 |                  |                                    |                 | MAJOR TOTAL       | 2,328.44 ** |
| 081500          |                  | ECONOMIC DEVELOPMENT               |                 |                   |             |
| 2700            | 31421            | Worker's Compensation              | WRKCOMP1/4 0920 | WORKERS COMP INS  | 8.60        |
|                 | 31421            | VACORP                             | WRKCOMP2/4 0920 | WORKERS COMP INS  | 8.60        |
|                 |                  |                                    |                 | ACCOUNT TOTAL     | 17.20 *     |
| 5230            | 30440            | Telecommunications                 | 816442183 0920  | CELLULAR SERVICE  | 45.03       |
|                 |                  |                                    |                 | ACCOUNT TOTAL     | 45.03 *     |
|                 |                  |                                    |                 | MAJOR TOTAL       | 62.23 **    |
| 081600          |                  | TOURISM                            |                 |                   |             |
| 2700            | 31421            | Worker's Compensation              | WRKCOMP1/4 0920 | WORKERS COMP INS  | 9.76        |
|                 | 31421            | VACORP                             | WRKCOMP2/4 0920 | WORKERS COMP INS  | 9.76        |
|                 |                  |                                    |                 | ACCOUNT TOTAL     | 19.52 *     |
| 5110            | 31846            | Electrical Services                | 0675198071 0920 | VISITORS CENTER   | 210.05      |
|                 | 31846            | DOMINION ENERGY VIRGINIA           | 1059387447 0920 | ELECTRIC          | 74.59       |
|                 |                  |                                    |                 | ACCOUNT TOTAL     | 284.64 *    |
| 5130            | 29332            | Water & Sewer                      | VISTRS CTR 0920 | WATER & SEWER     | 48.84       |
|                 |                  | TOWN OF FARMVILLE                  |                 |                   | 48.84 *     |
| 5210            | 11894            | Postal Services                    | 0639PUCKETT0820 | UPS CHARGES       | 24.27       |
|                 |                  | BUSINESS CARD                      |                 |                   | 24.27 *     |
| 6001            | 11894            | Office Supplies                    | 0639PUCKETT0820 | ZOOM SUBSCRIPTION | 15.74       |
|                 | 20600            | BUSINESS CARD                      | 546404          | ENVELOPES         | 66.16       |
|                 | 31199            | KEY OFFICE SUPPLY                  | REIMB 0820      | OPEN FLAG         | 26.31       |
|                 |                  | VANEPS MAGI                        |                 |                   | 108.21 *    |
|                 |                  |                                    |                 | ACCOUNT TOTAL     | 108.21 *    |
|                 |                  |                                    |                 | MAJOR TOTAL       | 485.48 **   |
| 082400          |                  | SOIL & WATER CONSERVATION DISTRICT |                 |                   |             |
| 5641            | 25440            | Donation - PS&WCD                  | 20-21 SUPPRT2/4 | 20-21 SUPPORT     | 2,960.00    |
|                 |                  | PIEDMONT SOIL & WATER              |                 |                   | 2,960.00 *  |
|                 |                  |                                    |                 | ACCOUNT TOTAL     | 2,960.00 *  |
|                 |                  |                                    |                 | MAJOR TOTAL       | 2,960.00 ** |

| MAJOR# | VENDOR           | NUMBER                       | VENDOR             | NAME           | INV# | DESCRIPTION      | ACCOUNT TOTAL | MAJOR TOTAL | AMOUNT       |
|--------|------------------|------------------------------|--------------------|----------------|------|------------------|---------------|-------------|--------------|
| 5230   | 21319            | COOPERATIVE EXTENSION OFFICE | Telecommunications | 309520098      | 0920 | PHONE            | 130.84        |             | 130.84 *     |
|        |                  |                              | CENTURYLINK        |                |      |                  | 130.84        |             | 130.84 **    |
| 091000 | GENERAL EXPENSE  |                              |                    |                |      |                  |               |             |              |
| 5230   | 23933            | Internal Telecom Account     |                    | 165866886      | 0920 | PHONE            | 2,571.73      |             | 2,571.73 *   |
|        |                  | SEGRA                        |                    |                |      |                  | 2,571.73      |             | 2,571.73 **  |
| 094000 | CAPITAL PROJECTS |                              |                    |                |      |                  |               |             |              |
| 0046   | 14551            | Registrar-Voting Machines    |                    | 1151643        |      | VOTING MACHINE   | 9,845.00      |             | 9,845.00 *   |
|        |                  | ELECTION SYSTEMS &           |                    |                |      |                  | 9,845.00      |             | 9,845.00 **  |
| 095000 | DEBT SERVICE     |                              |                    |                |      |                  |               |             |              |
| 0017   | 29332            | Library - Principal          |                    | LIBRARY 0920   |      | LOAN - PRINCIPAL | 191,452.99    |             | 191,452.99 * |
|        |                  | TOWN OF FARMVILLE            |                    |                |      |                  | 191,452.99    |             |              |
| 0018   | 29332            | Library - Interest           |                    | LIBRARY 0920   |      | LOAN - INTEREST  | 19,876.14     |             | 19,876.14 *  |
|        |                  | TOWN OF FARMVILLE            |                    |                |      |                  | 19,876.14     |             |              |
| 0105   | 30420            | 2011 Gen Oblig Refunding-    |                    | VRA 2011B 0920 |      | INTEREST         | 3,568.75      |             | 3,568.75 *   |
|        |                  | US BANK                      |                    |                |      |                  | 3,568.75      |             |              |
| 0106   | 30420            | 2011 GO Refunding-Princip    |                    | VRA 2011B 0920 |      | PRINCIPAL        | 75,000.00     |             | 75,000.00 *  |
|        |                  | US BANK                      |                    |                |      |                  | 75,000.00     |             |              |
| 0110   | 30420            | 2011 Lease Revenue-Intere    |                    | VRA 2011B 0920 |      | INTEREST         | 5,082.80      |             | 5,082.80 *   |
|        |                  | US BANK                      |                    |                |      |                  | 5,082.80      |             |              |
| 0111   | 30420            | 2011 Lease Revenue-Princi    |                    | VRA 2011B 0920 |      | PRINCIPAL        | 103,540.50    |             | 103,540.50 * |
|        |                  | US BANK                      |                    |                |      |                  | 103,540.50    |             |              |
| 0112   | 30420            | 2017 Bond Financing-Princ    |                    | VRA 2017B 0920 |      | PRINCIPAL        | 12,341.00     |             | 12,341.00 *  |
|        |                  | US BANK                      |                    |                |      |                  | 12,341.00     |             |              |
| 0113   | 30420            | 2017 Bond Financing-Inter    |                    | VRA 2017B 0920 |      | INTEREST         | 54,530.28     |             | 54,530.28 *  |
|        |                  | US BANK                      |                    |                |      |                  | 54,530.28     |             |              |
| 0114   | 30420            | 2019 Bond Financing - Pri    |                    | VRA 2019B 0920 |      | PRINCIPAL        | 270,000.00    |             | 270,000.00 * |
|        |                  | US BANK                      |                    |                |      |                  | 270,000.00    |             |              |

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GENERAL FUND

PRINCE EDWARD

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| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME               | INV#           | DESCRIPTION | AMOUNT                  |
|--------|-------|---------------|---------------------------|----------------|-------------|-------------------------|
| 0115   |       | 30420         | 2019 Bond Financing - Int |                |             |                         |
|        |       |               | US BANK                   | VRA 2019B 0920 | INTEREST    |                         |
|        |       |               |                           |                |             | 144,512.50              |
|        |       |               |                           |                |             | 144,512.50 *            |
|        |       |               |                           |                |             | 879,904.96 **           |
|        |       |               |                           |                |             | FUND TOTAL 1,647,020.15 |
|        |       |               |                           |                |             | ACCOUNT TOTAL           |
|        |       |               |                           |                |             | MAJOR TOTAL             |

| AF375H<br>10/01/2020<br>FUND # - 501 WATER FUND |                                        |                                      |                 | PRINCE EDWARD<br>LISTING OF INVOICES FOR 9/01/2020 -- 9/30/2020 |                              | AFTER CHECKS<br>PAGE 18                   |  |
|-------------------------------------------------|----------------------------------------|--------------------------------------|-----------------|-----------------------------------------------------------------|------------------------------|-------------------------------------------|--|
| MAJOR#<br>ACCT#<br>043200                       | VENDOR<br>NUMBER<br>GENERAL PROPERTIES | VENDOR<br>NAME                       | INV#            | DESCRIPTION                                                     | AMOUNT                       |                                           |  |
| 5130                                            | 29332                                  | Water Service<br>TOWN OF FARMVILLE   | WATER TANK 0920 | WATER & SEWER                                                   | ACCOUNT TOTAL<br>MAJOR TOTAL | 21.10 *<br>21.10 *<br>21.10 **            |  |
| 095000                                          | DEBT SERVICE                           |                                      |                 |                                                                 |                              |                                           |  |
| 0022                                            | 30420                                  | Bond Series 11-Principal<br>US BANK  | VRA 2011B 0920  | PRINCIPAL                                                       | ACCOUNT TOTAL                | 132,154.50<br>132,154.50 *                |  |
| 0023                                            | 30420                                  | Bond Series 11-Interest<br>US BANK   | VRA 2011B 0920  | INTEREST                                                        | ACCOUNT TOTAL                | 6,487.45<br>6,487.45 *                    |  |
| 0024                                            | 30420                                  | 2017 Bond Financing-Princ<br>US BANK | VRA 2017B 0920  | UNREFUNDED PRINCIPAL                                            | ACCOUNT TOTAL                | 9,219.00<br>9,219.00 *                    |  |
| 0025                                            | 30420                                  | 2017 Bond Financing-Inter<br>US BANK | VRA 2017B 0920  | UNREFUNDED INTEREST                                             | ACCOUNT TOTAL<br>MAJOR TOTAL | 40,727.85<br>40,727.85 *<br>188,588.80 ** |  |
|                                                 |                                        |                                      |                 |                                                                 | FUND TOTAL                   | 188,609.90                                |  |

| MAJOR#<br>ACCT#<br>043200 | VENDOR<br>NUMBER<br>GENERAL PROPERTIES | VENDOR<br>NAME                                  | INV#            | DESCRIPTION          | AMOUNT                                   |
|---------------------------|----------------------------------------|-------------------------------------------------|-----------------|----------------------|------------------------------------------|
| 5110                      | 31846                                  | Electrical Services<br>DOMINION ENERGY VIRGINIA | 4148700281 1020 | SEWER PUMP           | 37.72<br>37.72 *<br>37.72 **             |
| 095000                    | DEBT SERVICE                           |                                                 |                 |                      |                                          |
| 0022                      | 30420                                  | Bond Series 11-Principal<br>US BANK             | VRA 2011B 0920  | PRINCIPAL            | 49,305.00<br>49,305.00 *                 |
| 0023                      | 30420                                  | Bond Series 11-Interest<br>US BANK              | VRA 2011B 0920  | INTEREST             | 2,420.38<br>2,420.38 *                   |
| 0024                      | 30420                                  | 2017 Bond Financing-Princ<br>US BANK            | VRA 2017B 0920  | UNREFUNDED PRINCIPAL | 3,440.00<br>3,440.00 *                   |
| 0025                      | 30420                                  | 2017 Bond Financing-Inter<br>US BANK            | VRA 2017B 0920  | UNREFUNDED INTEREST  | 15,195.00<br>15,195.00 *<br>70,360.38 ** |
|                           |                                        |                                                 |                 | ACCOUNT TOTAL        |                                          |
|                           |                                        |                                                 |                 | MAJOR TOTAL          |                                          |
|                           |                                        |                                                 |                 | FUND TOTAL           | 70,398.10                                |

| MAJOR#<br>ACCT#<br>042300 | VENDOR<br>NUMBER<br>COLLECTIONS                                                                                                                                                                                                                                                                                                                                                 | VENDOR<br>NAME                                                                                                                                                                                                                                                                                           | INV#                                                                                                                                                                                                       | DESCRIPTION                                                                                                                                                                               | AMOUNT                                                                                                       |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 2700                      | 31421 VACORP<br>31421 VACORP                                                                                                                                                                                                                                                                                                                                                    | Workers Compensation                                                                                                                                                                                                                                                                                     | WRKCOMP1/4 0920<br>WRKCOMP2/4 0920                                                                                                                                                                         | WORKERS COMP INS<br>WORKERS COMP INS                                                                                                                                                      | 5,228.72<br>5,228.72<br>10,457.44 *                                                                          |
| 3311                      | 22669 MOORE                                                                                                                                                                                                                                                                                                                                                                     | Repairs & Maint-Auto & Eq<br>SCALE SRV-WSTRN VA                                                                                                                                                                                                                                                          | 5728                                                                                                                                                                                                       | SCALE SERVICED                                                                                                                                                                            | 615.00<br>615.00 *                                                                                           |
| 3840                      | 10254 REPUBLIC SERVICES #974<br>10254 REPUBLIC SERVICES #974<br>10254 REPUBLIC SERVICES #974                                                                                                                                                                                                                                                                                    | Contract Landfill - POS<br>REPUBLIC SERVICES #974<br>REPUBLIC SERVICES #974<br>REPUBLIC SERVICES #974                                                                                                                                                                                                    | 0974 000571902<br>0974 000571903<br>0974 000571904                                                                                                                                                         | TRASH COLLECTION<br>TRASH COLLECTION<br>TRASH COLLECTION                                                                                                                                  | 421.20<br>172.61<br>172.61<br>766.42 *                                                                       |
| 3841                      | 14574 ELITE RECYCLING LLC<br>14723 EMANUEL TIRE OF VIRGINIA<br>14723 EMANUEL TIRE OF VIRGINIA<br>14723 EMANUEL TIRE OF VIRGINIA<br>14723 EMANUEL TIRE OF VIRGINIA<br>28866 STEPS, INC<br>29029 SYNERGY RECYCLING LLC                                                                                                                                                            | Purchase of Service - Rec<br>ELITE RECYCLING LLC<br>EMANUEL TIRE OF VIRGINIA<br>EMANUEL TIRE OF VIRGINIA<br>EMANUEL TIRE OF VIRGINIA<br>EMANUEL TIRE OF VIRGINIA<br>STEPS, INC<br>SYNERGY RECYCLING LLC                                                                                                  | 090220<br>494134<br>494184<br>494185<br>494272<br>AUGUST 2020<br>2000631                                                                                                                                   | RECYCLING<br>TIRE RECYCLING<br>TIRE RECYCLING<br>TIRE RECYCLING<br>TIRE RECYCLING<br>RECYCLING<br>ELECTRONIC RECYCLING                                                                    | 2,232.00<br>812.00<br>908.00<br>448.00<br>482.00<br>2,293.34<br>2,849.90<br>10,025.24 *                      |
| 5110                      | 28640 SOUTHSIDE ELECTRIC COOP<br>28640 SOUTHSIDE ELECTRIC COOP<br>28640 SOUTHSIDE ELECTRIC COOP<br>31846 DOMINION ENERGY VIRGINIA<br>31846 DOMINION ENERGY VIRGINIA<br>31846 DOMINION ENERGY VIRGINIA<br>31846 DOMINION ENERGY VIRGINIA<br>31846 DOMINION ENERGY VIRGINIA<br>31846 DOMINION ENERGY VIRGINIA<br>31846 DOMINION ENERGY VIRGINIA<br>31846 DOMINION ENERGY VIRGINIA | Electrical Services<br>SOUTHSIDE ELECTRIC COOP<br>SOUTHSIDE ELECTRIC COOP<br>SOUTHSIDE ELECTRIC COOP<br>DOMINION ENERGY VIRGINIA<br>DOMINION ENERGY VIRGINIA<br>DOMINION ENERGY VIRGINIA<br>DOMINION ENERGY VIRGINIA<br>DOMINION ENERGY VIRGINIA<br>DOMINION ENERGY VIRGINIA<br>DOMINION ENERGY VIRGINIA | 114379001 0820<br>114379001 0920<br>114379003 0920<br>0599507431 1020<br>0670040567 0920<br>1144204110 0920<br>5181167213 0920<br>7471653571 0920<br>8601161519 0920<br>8970737501 0920<br>9176847250 0920 | ELECTRIC<br>ELECTRIC<br>ELECTRIC<br>RICE COLLECTION CNTR<br>CELL C PUMP STATION<br>GREEN BAY SITE<br>SCLHSE LEACHATE PUMP<br>WORSHAM SITE<br>PROSPECT SITE<br>SCALEHOUSE<br>LANDFILL SITE | 62.51<br>58.63<br>68.72<br>27.11<br>11.94<br>41.58<br>303.43<br>40.07<br>33.93<br>78.85<br>27.29<br>754.06 * |
| 5230                      | 21319 CENTURYLINK<br>30440 US CELLULAR<br>31337 VERIZON<br>31337 VERIZON                                                                                                                                                                                                                                                                                                        | Telecommunications<br>CENTURYLINK<br>US CELLULAR<br>VERIZON<br>VERIZON                                                                                                                                                                                                                                   | 310039285 0920<br>816442183 0920<br>131056010 0820<br>743213759 0820                                                                                                                                       | WORSHAM PHONE<br>CELLULAR SERVICE<br>PHONE<br>PHONE                                                                                                                                       | 48.53<br>20.09<br>50.50<br>95.55<br>214.67 *                                                                 |
| 5305                      | 31421 VACORP                                                                                                                                                                                                                                                                                                                                                                    | Motor Vehicle Insurance                                                                                                                                                                                                                                                                                  | 66014                                                                                                                                                                                                      | AUTO INSURANCE                                                                                                                                                                            | 1,118.22<br>1,118.22 *                                                                                       |
| 5440                      | 28869 STIFF O O INC                                                                                                                                                                                                                                                                                                                                                             | Portable Toilet Rental                                                                                                                                                                                                                                                                                   | 8812                                                                                                                                                                                                       | MONTHLY SERVICE                                                                                                                                                                           | 702.50<br>702.50 *                                                                                           |
| 5601                      | 13314 DEPT OF ENVIRONMENTL QLT                                                                                                                                                                                                                                                                                                                                                  | Annual Landfill Permit                                                                                                                                                                                                                                                                                   | 905601                                                                                                                                                                                                     | SLF LANDFILL PERMIT                                                                                                                                                                       | 4,056.54<br>4,056.54 *<br>28,710.09 **                                                                       |



| AP375H       |                     |                           | PRINCE EDWARD                                  |                      | AFTER CHECKS |  |
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| MAJOR#       | VENDOR              | VENDOR                    | INV#                                           | DESCRIPTION          | AMOUNT       |  |
| ACCT#        | NUMBER              | NAME                      |                                                |                      |              |  |
| 042400       | LANDFILL OPERATIONS |                           |                                                |                      |              |  |
| 3160         | 27191               | Professional Services     |                                                |                      |              |  |
|              | 27191               | RESOURCE INTERNATIONAL    | 46449 90094 12                                 | LANDFILL MONITORING  | 7,956.13     |  |
|              | 27191               | RESOURCE INTERNATIONAL    | 46450 90094 18                                 | PROJECT MGMT EXPENSE | 4,456.25     |  |
|              | 27191               | RESOURCE INTERNATIONAL    | 46451 90094 27                                 | SWP PJT CMPLNCE MGMT | 1,188.00     |  |
|              |                     |                           |                                                | ACCOUNT TOTAL        | 13,600.38 *  |  |
| 3311         | 13369               | Equipment Repairs & Maint |                                                |                      |              |  |
|              | 13369               | DIAMOND SPRINGS WATER INC | 003062/324762                                  | EQUIPMENT RENTAL     | 8.95         |  |
|              | 13369               | DIAMOND SPRINGS WATER INC | 003062/393995                                  | WATER                | 50.10        |  |
|              |                     |                           |                                                | ACCOUNT TOTAL        | 59.05 *      |  |
| 5230         | 30440               | Telecommunications        |                                                |                      |              |  |
|              | 30440               | US CELLULAR               | 816442183 0920                                 | CELLULAR SERVICE     | 45.03        |  |
|              |                     |                           |                                                | ACCOUNT TOTAL        | 45.03 *      |  |
| 5305         | 31421               | Insurance                 |                                                |                      |              |  |
|              | 31421               | VACORP                    | 66014                                          | AUTO INSURANCE       | 3,354.65     |  |
|              |                     |                           |                                                | ACCOUNT TOTAL        | 3,354.65 *   |  |
| 6001         | 19946               | Office Supplies - Landfil |                                                |                      |              |  |
|              | 19946               | JUDY ELLINGTON DESIGN     | 6857                                           | BUSINESS CARDS       | 55.96        |  |
|              |                     |                           |                                                | ACCOUNT TOTAL        | 55.96 *      |  |
|              |                     |                           |                                                | MAJOR TOTAL          | 17,115.07 ** |  |
|              |                     |                           |                                                | FUND TOTAL           | 45,825.16    |  |

| AP375H<br>10/01/2020<br>FUND # - 700 |                                   |                | PRINCE EDWARD<br>LISTING OF INVOICES FOR 9/01/2020 -- 9/30/2020 |                       | AFTER CHECKS<br>PAGE 22 |  |
|--------------------------------------|-----------------------------------|----------------|-----------------------------------------------------------------|-----------------------|-------------------------|--|
| MAJOR#                               | VENDOR<br>NUMBER                  | VENDOR<br>NAME | INV#                                                            | DESCRIPTION           | AMOUNT                  |  |
| 000004                               | EXPENSES - Dept - IDA             |                |                                                                 |                       |                         |  |
| 0013                                 | Economic Recovery                 |                |                                                                 |                       |                         |  |
|                                      | 25820 PRINCE EDWARD CO IDA        |                | COVID GRNTS RD1                                                 | ROUND 1 BUSINESS GRNT | 100,000.00              |  |
|                                      | 25820 PRINCE EDWARD CO IDA        |                | COVID GRNTS RD2                                                 | ROUND 2 BUSINESS GRNT | 200,000.00              |  |
|                                      |                                   |                |                                                                 | ACCOUNT TOTAL         | 300,000.00 *            |  |
|                                      |                                   |                |                                                                 | MAJOR TOTAL           | 300,000.00 **           |  |
| 000006                               | EXPENSES - Dept - EMS             |                |                                                                 |                       |                         |  |
| 0001                                 | FFCRA Sick Leave                  |                |                                                                 |                       |                         |  |
|                                      | 25880 PRINCE EDWARD VOL RESCUE    |                | COVID PTO JUNE20                                                | PAID TIME OFF         | 187.44                  |  |
|                                      | 25880 PRINCE EDWARD VOL RESCUE    |                | COVID PTO AUG20                                                 | PAID TIME OFF         | 2,474.33                |  |
|                                      | 25880 PRINCE EDWARD VOL RESCUE    |                | COVID PTO MAY20                                                 | COVID PAID TIME OFF   | 374.88                  |  |
|                                      |                                   |                |                                                                 | ACCOUNT TOTAL         | 3,036.65 *              |  |
| 0003                                 | COVID Safety Equipment            |                |                                                                 |                       |                         |  |
|                                      | 25880 PRINCE EDWARD VOL RESCUE    |                | COVID AMBULANCE                                                 | AMBULANCE             | 276,515.00              |  |
|                                      | 25880 PRINCE EDWARD VOL RESCUE    |                | COVID REIMB 920                                                 | PAPR SYSTEM/CARTRDGE  | 8,701.35                |  |
|                                      |                                   |                |                                                                 | ACCOUNT TOTAL         | 285,216.35 *            |  |
| 0010                                 | Medical Supplies                  |                |                                                                 |                       |                         |  |
|                                      | 22349 MEHERRIN FIRE & RESCUE      |                | COVID REIMB 820                                                 | MEDICAL SUPPLIES      | 2,691.67                |  |
|                                      | 22349 MEHERRIN FIRE & RESCUE      |                | COVID REIMB 820                                                 | MEDICAL SUPPLIES      | 119.92                  |  |
|                                      |                                   |                |                                                                 | ACCOUNT TOTAL         | 2,811.59 *              |  |
|                                      |                                   |                |                                                                 | MAJOR TOTAL           | 291,064.59 **           |  |
| 000100                               | EXPENSES - Depart - Prince Edward |                |                                                                 |                       |                         |  |
| 0014                                 | Administrative Expenses           |                |                                                                 |                       |                         |  |
|                                      | 20600 KEY OFFICE SUPPLY           |                | 547262                                                          | BLUE PAPER            | 151.92                  |  |
|                                      |                                   |                |                                                                 | ACCOUNT TOTAL         | 151.92 *                |  |
|                                      |                                   |                |                                                                 | MAJOR TOTAL           | 151.92 **               |  |
|                                      |                                   |                |                                                                 | FUND TOTAL            | 591,216.51              |  |

|              |                                                |               |              |                      |             |
|--------------|------------------------------------------------|---------------|--------------|----------------------|-------------|
| AP375H       | PRINCE EDWARD                                  |               |              | AFTER CHECKS         |             |
| 10/01/2020   | LISTING OF INVOICES FOR 9/01/2020 -- 9/30/2020 |               |              | PAGE 23              |             |
| FUND # - 732 | RETIREMENT BENEFIT FUND                        |               |              |                      |             |
| MAJOR#       | VENDOR                                         | VENDOR        | INV#         | DESCRIPTION          | AMOUNT      |
| ACCT#        | NUMBER                                         | NAME          |              |                      |             |
| 002230       | RETIREMENT BENEFIT FUND                        |               |              |                      |             |
| 1101         | LEOS Disbursements                             |               |              |                      |             |
|              | 25257                                          | JOHNS VICKI K | OCTOBER 2020 | RETIREE BENEFIT FUND |             |
|              |                                                |               |              | ACCOUNT TOTAL        | 1,208.49    |
|              |                                                |               |              | MAJOR TOTAL          | 1,208.49 *  |
|              |                                                |               |              |                      | 1,208.49 ** |
|              |                                                |               |              | FUND TOTAL           | 1,208.49    |

|                                        |                          |                                                |                      |              |  |
|----------------------------------------|--------------------------|------------------------------------------------|----------------------|--------------|--|
| AP375H                                 |                          | PRINCE EDWARD                                  |                      | AFTER CHECKS |  |
| 10/01/2020                             |                          | LISTING OF INVOICES FOR 9/01/2020 -- 9/30/2020 |                      | PAGE 24      |  |
| FUND # - 737 ECONOMIC DEVELOPMENT FUND |                          |                                                |                      |              |  |
| MAJOR#                                 | VENDOR                   | INV#                                           | DESCRIPTION          | AMOUNT       |  |
| ACCT#                                  | NUMBER                   |                                                |                      |              |  |
| 081500                                 | ENTERPRISE ZONE          |                                                |                      |              |  |
| 5602                                   | 22341 MECKLENBURG COUNTY | GROW ALLIANCE20                                | FY21 GROWTH ALLIANCE | 23,368.00    |  |
|                                        |                          |                                                |                      | 23,368.00 *  |  |
|                                        |                          |                                                |                      | 23,368.00 ** |  |
|                                        |                          |                                                | ACCOUNT TOTAL        | 23,368.00    |  |
|                                        |                          |                                                | MAJOR TOTAL          | 23,368.00    |  |
|                                        |                          |                                                | FUND TOTAL           | 23,368.00    |  |

| MAJOR# | VENDOR NUMBER                     | VENDOR NAME               | INV#            | DESCRIPTION         | AMOUNT       |
|--------|-----------------------------------|---------------------------|-----------------|---------------------|--------------|
| 021400 | PIEDMONT COURT SERVICES           |                           |                 |                     |              |
| 2700   | 31421 VACORP                      | Worker's Compensation     | WRKCOMP1/4 0920 | WORKERS COMP INS    | 60.51        |
|        | 31421 VACORP                      |                           | WRKCOMP2/4 0920 | WORKERS COMP INS    | 60.51        |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 121.02 *     |
| 5110   | 31846 DOMINION ENERGY VIRGINIA    | Electrical Service        | 4324962309 0920 | ELECTRIC            | 127.92       |
|        | 31846 DOMINION ENERGY VIRGINIA    |                           | 7218131923 0920 | ELECTRIC            | 86.44        |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 214.36 *     |
| 5230   | 21319 CENTURYLINK                 | Telecommunications        | 310357807 0920  | FAX LINE            | 76.86        |
|        | 23933 SEGRA                       |                           | 174057257 0920  | PHONE               | 329.66       |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 406.52 *     |
| 5510   | 13761 DOSS AMANDA                 | Travel - Mileage          | MILEAGE 0820    | MILEAGE             | 82.80        |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 82.80 *      |
|        |                                   |                           |                 | MAJOR TOTAL         | 824.70 **    |
| 097001 | PCS SUPERVISION FEES EXPENDITURES |                           |                 |                     |              |
| 3600   | 10261 AMELIA BULLETIN MONITOR     | PCS - Advertising         | 2423            | ADVERTISING         | 152.65       |
|        | 11894 BUSINESS CARD               |                           | 0639PUCKETT0820 | PCS ADVERTISING     | 590.07       |
|        | 28652 SOUTHSIDE MESSENGER         |                           | 16442           | ADVERTISING         | 144.00       |
|        | 29251 TIMES VIRGINIAN             |                           | 7206993         | ADVERTISING         | 319.73       |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 1,206.45 *   |
| 5420   | 28724 SRP CORPORATION LLC         | PCS - Lease/Rent of Build | RENT 0920       | RENT                | 2,750.00     |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 2,750.00 *   |
| 6001   | 16944 STIMPSON CONNIE             | PCS - Office Supplies     | REIMB 0820      | CALENDARS           | 92.00        |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 92.00 *      |
|        |                                   |                           |                 | MAJOR TOTAL         | 4,048.45 **  |
| 097002 | PCS DRUG TESTING FEES             |                           |                 |                     |              |
| 0001   | 28095 ALERE TOXICOLOGY SERV INC   | PCS Drug Testing Fees     | L257028         | PCS DRUG TSTNG FEES | 20.06        |
|        |                                   |                           |                 | ACCOUNT TOTAL       | 20.06 *      |
|        |                                   |                           |                 | MAJOR TOTAL         | 20.06 **     |
|        |                                   |                           |                 | FUND TOTAL          | 4,893.21     |
|        |                                   |                           |                 | TOTAL DUE           | 2,572,539.52 |

Approved at meeting of \_\_\_\_\_ on \_\_\_\_\_.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Title

July -September 2020

| Date      | Mileage | Rate  | Amount Due |  | Reason For Trip                        |
|-----------|---------|-------|------------|--|----------------------------------------|
| 7/7/2020  | 34      | 0.575 | 19.55      |  | County Administrator Interviews        |
| 7/28/2020 | 34      | 0.575 | 19.55      |  | Personnel Committee Meeting            |
| 8/20/2020 | 34      | 0.575 | 19.55      |  | Personnel Committee Meeting-Interviews |
| 8/21/2020 | 34      | 0.575 | 19.55      |  | BOS – Special Called Meeting           |
| 9/23/2020 | 34      | 0.575 | 19.55      |  | Personnel Committee Meeting            |
| 09/24/20  | 34      | 0.575 | 19.55      |  | County Administrator Interviews        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
|           |         | 0.575 | 0.00       |  |                                        |
| Total     | 204     | 0.58  | 117.30     |  |                                        |

Odessa H. Pride

09/29/20

Aug-20

Signature: Jerry R. Townsend  
Date: 10/10/2022



Sep-20

Date:

1



THE LAW OFFICES OF  
**TERRI ATKINS WILSON, P.C.**

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June 30, 2020

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spuckett@co.prince-edward.va.us

cbaker@co-prince-edward.va.us

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1020**

**General Legal Representation:**

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 6/01/20 | Review of email from Sarah Puckett regarding dangerous dog case correspondence; Compose written response; email message to Sarah Puckett and animal control. Request for additional info and clarification.                                                                                                                                                                                                                            | .75 hr.  |
| 6/01/20 | Two cases regarding abandoned boars found in the County. Animal Control appeared in court case which was rescheduled. Email discussion with Chris regarding affidavit of publication and notice, petition and order. Prepare court related documents and submit to General District Court. Correspondence with Wade Bartlett and Adam regarding time for hearing. Review of all timetable and documents. Review of case number filings | 2.00 hr. |
| 6/02/20 | Discussions with Wade Bartlett regarding a Request form a group of citizens to hold a Peaceful protest on the lawn of the Courthouse. Draft request for input from the Local Government Attorneys Group regarding issue of peaceful protestors and a minister's request to hold a meeting on the lawn. Review of responses and convey those to County                                                                                  | 1.50 hr. |
| 6/02/20 | Email of Executive Order 65 to Board of Supervisors                                                                                                                                                                                                                                                                                                                                                                                    | .25 hr.  |
| 6/04/20 | Draft and send information request to List Service for Local Government Attorneys Group                                                                                                                                                                                                                                                                                                                                                |          |

|         |                                                                                                                                                                                                                         |         |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 6/04/20 | regarding the dangerous dog statute and enforcement. Review of answers received and convey to Wade Bartlett and animal control                                                                                          | .75 hr. |
|         | Review the final draft of the Emergency Ordinance for Continuity of Government for Board of Supervisors. Email with Sarah Puckett                                                                                       | .25 hr. |
| 6/05/20 | Email from Wade with Promissory Note from Darling Heights Fire Department, loan amortization and report to Board. Review and revised report and amortization                                                            | .50 hr. |
| 6/05/20 | Update from Wade Bartlett on legal matter Concerning a call from citizen regarding Zoning violations and timing of additional Penalties                                                                                 | .50 hr. |
| 6/05/20 | Email from Wade regarding zoning issue and Promissory Note for Darlington Heights Fire Department. One correction noted                                                                                                 | .25 hr. |
| 6/05/20 | Email from McGuire Woods regarding a request For conflict waiver for the Solar representation                                                                                                                           | .25 hr. |
| 6/05/20 | Receipt and review of Board Packet for 6/9/2020 meeting. Receipt of Electronic School Budget and review                                                                                                                 | .75 hr. |
| 6/08/20 | Email from Wendy Hannah regarding June 16 <sup>th</sup> and Grand Jury for Circuit Court appeal Of zoning case with list of dates.                                                                                      | .25 hr. |
| 6/08/20 | Review of email to Board from Wade Bartlett concerning the peaceful protests and email message from eight citizens. Review of press release in response                                                                 | .50 hr. |
| 6/08/20 | Email from Wade Bartlett regarding citizen Complaint for zoning issues with current Lawsuit. Opinion regarding need for filing another summons. Email response to Wade.                                                 | .75 hr. |
| 6/08/20 | Email from animal control regarding the Petition for seizure of animals from 652 Mt. Moriah Road - Joseph William Grace. Response to email with questions and corrections.                                              | .75 hr. |
| 6/08/20 | Follow up email regarding structure for dangerous Dog from Sarah Puckett                                                                                                                                                | .25 hr. |
| 6/09/20 | Email from Animal Control with further description of the dogs seized from 652 Mt. Moriah Road.                                                                                                                         | .25 hr. |
| 6/09/20 | Telephone request from member of Board of Supervisors regarding any potential conflict Of interest regarding an entity which is currently where he currently does business. Email with fellow local government attorney |         |

|         |                                                 |          |
|---------|-------------------------------------------------|----------|
|         | for advice. Conveyed advice to Board member     | .75 hr.  |
| 6/09/20 | Notice of Appeals and case numbers assigned     |          |
|         | For appeal of zoning issue. Forwarded email     |          |
|         | From Circuit Court                              | .25 hr.  |
| 6/09/20 | Board of Supervisors Monthly meeting            |          |
|         | Began @ 7:00 p.m.                               |          |
|         | Adjourned @ 11:34 p.m.                          | 4.75 hr. |
| 6/10/20 | Email from Commonwealth Attorney's Office       |          |
|         | Regarding handling of the zoning appeals case   |          |
|         | And the office's denial                         | .25 hr.  |
| 6/11/20 | Email and review of documents from Animal       |          |
|         | Control for Grace case. Review of Court Order,  |          |
|         | Photos and summary of case on Tuesday           | .75 hr.  |
| 6/12/20 | Email from updated Order for Animal Control     |          |
|         | For Grace, Mt Moriah hearing. Email on 6/12/20  |          |
|         | Regarding out of office for Adam Mumma. Change  |          |
|         | Of Order                                        | 1.75 hr. |
| 6/15/20 | Email from Wendy Hannah regarding Zoning        |          |
|         | Appeals case                                    | .25 hr.  |
| 6/15/20 | Review of email from Wade Bartlett concerning   |          |
|         | The Zoning/Special Use Permit and the idea of   |          |
|         | a twelve-month time for revisit                 | .50 hr.  |
| 6/15/20 | Email re: Cares Act Committee meetings yet      |          |
|         | No need to attend                               | n/c      |
| 6/16/20 | General District Court - Appearance for Animal  |          |
|         | Control Officer case v. Joseph William Grace.   |          |
|         | Case was scheduled for 10:00 a.m. Defendant     |          |
|         | Showed up at 10:45 a.m. Judge requested that    |          |
|         | the other 23 cases be heard first. Case finally |          |
|         | heard. Prince Edward County was awarded         |          |
|         | custody of the dogs.                            | 3.00 hr. |
| 6/16/20 | Continuance Order sent from Commonwealth        |          |
|         | Attorney's Office to set the Zoning Appeals     |          |
|         | Case for trial                                  | .50 hr.  |
| 6/19/20 | Email correspondence with McGuire Woods         |          |
|         | regarding conflict of interest with Solar       |          |
|         | client. Forward and discuss with Wade for       |          |
|         | Board of Supervisors                            | .25 hr.  |
| 6/23/20 | Review and draft of sample CARES contract       |          |
|         | For use by Prince Edward County. Email to       |          |
|         | Committee                                       | .75 hr.  |
| 6/24/20 | Discussion with Wade and forward of email       |          |
|         | from Mr. Brune re: conflict of interest waiver  |          |
|         | regarding solar farm                            | .25 hr.  |

Total hours = 24.50 hrs. @ \$200.00/hr.

**BALANCE DUE**

**\$4,900.00**

**DUE UPON RECEIPT**

Please make check payable to Terri Atkins Wilson, P.C.



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July 30, 2020

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spuckett@co.prince-edward.va.us

cbaker@co-prince-edward.va.us

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1021**

General Legal Representation:

|           |                                                                                                                                                                                                                           |          |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 7/02/2020 | Email correspondence with Wade Bartlett regarding inquiry from citizen regarding IDA minutes                                                                                                                              | .25 hr.  |
| 7/02/2020 | Receipt of Complaint by Thaddeus Cosby naming various entities as defendants, including Prince Edward County, in a suit filed in the U.S. District Court. Review of 78-page document and forwarded to Wade Bartlett       | 1.00 hr. |
| 7/06/2020 | Email correspondence with Circuit Court Clerk regarding upcoming appeal of court Case to be heard by Judge J. Michael Gamble                                                                                              | .25 hr.  |
| 7/06/2020 | Email and review of complaint from former Prince Edward County employee regarding Management issues in her department. Copy to Pattie Cooper-Jones also                                                                   | .75 hr.  |
| 7/07/2020 | Court date with Adam Mumma re: pig                                                                                                                                                                                        | .25 hr.  |
| 7/07/2020 | Email from Wade Bartlett regarding the Amendment to zoning ordinance for solar Facilities for upcoming public hearing at July meeting. Made telephone calls, emails to Various members of the LGA email group for Advice. | 2.00 hr. |
| 7/07/2020 | Email regarding applicant for Town of Farmville position but also names Prince Edward County in the suit                                                                                                                  | .25 hr.  |
| 7/09/2020 | Review of email attachments from Sarah                                                                                                                                                                                    |          |



|           |                                                                                                                                                                                                 |           |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|           | Puckett regarding three agenda items for Board of Supervisors meeting                                                                                                                           | .75 hr.   |
| 7/10/2020 | Receipt and review of upcoming Board Packet for July 14, 2020                                                                                                                                   | 1.75 hr.  |
| 7/10/2020 | Forwarding of emails from attorney Regarding solar facility legislation                                                                                                                         | .25 hr.   |
| 7/13/2020 | Email correspondence from Wade Bartlett Regarding re-opening of Board meetings in the face of pandemic. Inquiry and responses from LGA                                                          | 1.00 hr.  |
| 7/14/2020 | Board Meeting - Regular and closed session 7:00 p.m. to 11:00 p.m.                                                                                                                              | 4.00 hr.  |
| 7/15/2020 | Research for violation sections and explanations regarding pending litigation to Board Chair Jerry Townsend. Various emails input from Robert Love, Zoning officer. Response from Wade Bartlett | 3.00 hr.  |
| 7/18/2020 | Emails and drafting of a Cares Agreement for The Cares committee. Review and input from Wade Bartlett. Update and mail out final Draft                                                          | 2.00 hr.  |
| 7/21/2020 | Phone attendance of IDA Meeting while on Vacation approximately 30 minutes                                                                                                                      | no charge |
| 7/23/2020 | Various emails and gathering of information To file petition and order for unclaimed Body for Ms. Chambers                                                                                      | 1.00 hr.  |
| 7/23/2020 | Receipt and review of 2 email messages from Lynette Wright, Registrar, regarding Disability and voting issues                                                                                   | .75 hr.   |
| 7/28/2020 | Research and email correspondence with Board Chairman, Jerry Townsend, regarding The attorney contract dated 10/1/2018                                                                          | .75 hr.   |
| 7/29/2020 | Email regarding LOA discussion of summary Of Workplace Safety Standards                                                                                                                         | .25 hr.   |

Total hours = 20.25 hrs. @ \$200.00/hr.

**BALANCE DUE**

**\$ 4,050.00**

**DUE UPON RECEIPT**

Please make check payable to Terri Atkins Wilson, P.C.



THE LAW OFFICES OF  
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August 31, 2020

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cbaker@co-prince-edward.va.us



**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1022**

**General Legal Representation:**

|         |                                                                                                                                                                                                           |          |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 8/05/20 | Email to Board members with copies of Minutes and contract                                                                                                                                                | .25 hr.  |
| 8/09/20 | Receipt and review of packet for Board meeting                                                                                                                                                            | 1.00 hr. |
| 8/10/20 | Emails with Board Chairman and Wade Bartlett regarding possible outside counsel For upcoming suit. Discussions whether Criminal or civil suit. Williams Mullen Correspondence for possible Representation | 1.75 hr. |
| 8/11/20 | Board of Supervisors meeting 7:00 p.m. to 9:45 p.m.                                                                                                                                                       | 2.75 hr. |
| 8/12/20 | Email with Sarah Puckett regarding Case with animal control/dangerous dog                                                                                                                                 | .25 hr.  |
| 8/14/20 | Emails to Wade and Sarah regarding The new DOLI Emergency Standard Regulations and notification on Upcoming seminar on 8/19/2020 @ 1:00 p.m.                                                              | .75 hr.  |
| 8/16/20 | Review of various emergency ordinances Of the LGA group for college and University towns. Telephone and emails To members. Review draft and emails of DRAFT Ordinances                                    | 2.00 hr. |
| 8/20/20 | Request to have outside counsel for Circuit Court appeal of Zoning issue and emails to and from Wade Bartlett and Circuit Court                                                                           |          |



|         |                                                                                                                                                        |          |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|         | Petition and Order to have counsel substituted.                                                                                                        | 1.00 hr. |
| 8/21/20 | Special called meeting to adopt ordinance To limit gatherings of 50 people in the County.                                                              | 1.25 hr. |
| 8/25/20 | Appearance in Circuit Court with Judge Gamble to discuss my motion and order for Substitute counsel. Discussion regarding Criminal versus civil charge | 1.00 hr. |
| 8/27/20 | Review and signature on Stormwater Drainage permit.                                                                                                    | .50 hr.  |
| 8/31/20 | Research and emails surrounding the Validity of the Emergency Ordinance Adopted on the 8/21/2020 special meeting                                       | .75 hr.  |

Total hours = 13.25 hrs. @ \$200.00/hr.

**BALANCE DUE** **\$ 2,650.00**

**DUE UPON RECEIPT**

Please make check payable to Terri Atkins Wilson, P.C.



THE LAW OFFICES OF  
**TERRI ATKINS WILSON, P.C.**

117 North Main Street  
Farmville, VA 23901  
Phone 434-392-1422  
Fax 434-392-1777  
tawilson@tawlaw.net  
www.terriatkinswilsonlaw.com

September 30, 2020

Prince Edward County, Virginia  
Post Office Box 382  
Farmville, VA 23901

wbartlett@co.prince-edward.va.us

spuckett@co.prince-edward.va.us

cbaker@co.prince-edward.va.us



**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1023**

**General Legal Representation:**

|         |                                                                                                                                                                                                                            |           |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 9/04/20 | Receipt of Board Packet for 9/8/2020 meeting and review.                                                                                                                                                                   | 1.00 hr.  |
| 9/08/20 | Regular Board of Supervisors meeting.                                                                                                                                                                                      | 3.25 hr.  |
| 9/11/20 | Email with attachments regarding the Expiration of my contract with Prince Edward County as County Attorney.                                                                                                               | .75 hr.   |
| 9/11/20 | Email from Sarah Puckett with offer to Assist in drafting of agreement with PEFYA and Town of Farmville.                                                                                                                   | .25 hr.   |
| 9/11/20 | Email response from Sarah Puckett with Bullet point lists attached plus plans to get together the following week to discuss.                                                                                               | .50 hr.   |
| 9/15/20 | Email messages from 9/14/20 regarding Another unclaimed body for Prince Edward County. Emails regarding further information. Prepare Petition and Order for Court. Deliver to Circuit Court.                               | 1.00 hr.  |
| 9/17/20 | Emails regarding IDA contract for sale of Property in Industrial Park. Emails Regarding extension of deadlines. Correspondence with connections to attorneys With current tenant for easement. Approximate time of .75 hr. | no charge |
| 9/22/20 | Court case for Animal Control in Circuit Court for Joe Grace. Mr. Grace asked for a jury trial so case set for an update On October 26, 2020. Later, then changed                                                          |           |

|         |                                                                                                        |          |
|---------|--------------------------------------------------------------------------------------------------------|----------|
|         | to bench trial.                                                                                        | 2.00 hr. |
| 9/28/20 | Update email regarding case with Cosby v. Prince Edward which is being handled by Outside counsel.     | .25 hr.  |
| 9/28/20 | Completion of audit letter for County Auditors                                                         | .50 hr.  |
| 9/29/20 | Email and response to inquiry from Sarah Puckett regarding meeting and Follow-up for 9/11/2020 emails. | .25 hr.  |

Total hours = 9.75 @ \$200.00/hr.

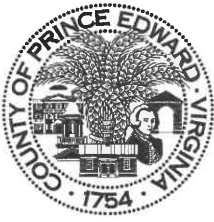
**BALANCE DUE**

**\$1,975.00**

**DUE UPON RECEIPT**

Please make check payable to Terri Atkins Wilson, P.C.

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

**Meeting Date:** October 13, 2020  
**Item No.:** 7-d  
**Department:** County Administration  
**Staff Contact:** Cheryl Stimpson  
**Issue:** Salaries

---

**Summary:** The County Administrator reported that checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved.

**Attachments:** None

**Recommendation:** None

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 8  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** FY19 Audit Report

---

**Summary:** The County's lead Auditor, Josh Roller, CPA, Robinson, Farmer, Cox Associates, will be present at the meeting to present the County's FY19 Audit.

**Attachments:** FY 19 Audit will be provided at the Board meeting.

**Recommendation:** Accept the FY 19 Audit.

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 9-a  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Issue:** Appropriations FY21

**Summary:**

The Sheriff has once again received the DMV Selective Enforcement grants for Speed, Alcohol and Occupant Protection. As in the past he will be using funds already contained in the budget for fuel as the match. The speed grant will be used to pay for approximately 170 hours of over-time. The alcohol grant will be used to purchase intoximeters and pay for 170 hours of over-time. The Occupant Protection Grant will be used for approximately 108 hours of over-time.

**FY21 BUDGET AMENDMENTS**

| Rev/Exp | Fund | Dept  | Object | Description                    | Debit    | Credit   |
|---------|------|-------|--------|--------------------------------|----------|----------|
| 3 (Rev) | 100  | 33010 | 0040   | Enforcement Grant - Speed      |          | \$ 5,610 |
| 4 (Exp) | 100  | 31200 | 1200   | DMV O/T - Speed                | \$ 5,610 |          |
| 3 (Rev) | 100  | 33010 | 0045   | DMV Grant - Alcohol            |          | \$ 6,290 |
| 4 (Exp) | 100  | 31200 | 1203   | DMV O/T - Alcohol              | \$ 5,610 |          |
| 4 (Exp) | 100  | 31200 | 6023   | Equip – Alcohol Grant          | \$ 680   |          |
| 3 (Rev) | 100  | 33010 | 0034   | DMV Grant -Occupant Protection |          | \$ 3,575 |
| 4 (Exp) | 100  | 31200 | 1206   | DMV O/T – Occupant Protection  | \$ 3,575 |          |

**Attachment:** Grant approval letter from the Department of Motor Vehicles.

**Recommendation:** Approve the FY21 budget amendment as proposed and appropriate the same funds.

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

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

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

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



# COMMONWEALTH of VIRGINIA

Department of Motor Vehicles  
2300 West Broad Street

Richard D. Holcomb  
Commissioner

Post Office Box 27412  
Richmond, VA 23269-0001

August 1, 2020

Chris Joyner  
Deputy  
Prince Edward County SO  
124 N. Main Street, POB 25  
Farmville, VA 23901

Dear Chris Joyner:

Safety has been and will continue to be a high priority in Virginia's overall transportation system. The Northam administration is committed to ensuring that safety is the highest priority in the development of the Commonwealth's multi-modal transportation system.

I am pleased to inform you that the highway safety project proposal(s) listed below is approved for pass-through grant funding from the National Highway Traffic Safety Administration for Federal Fiscal Year (FFY) 2021.

| <u>Project Number</u> | <u>Project Title</u>                        | <u>Amount Approved</u> |
|-----------------------|---------------------------------------------|------------------------|
| M6OT-2021-51377-21377 | Selective Enforcement - Alcohol             | \$6,290.00             |
| FSC-2021-51347-21347  | Selective Enforcement - Speed               | \$5,610.00             |
| FOP-2021-51451-21451  | Selective Enforcement - Occupant Protection | \$3,575.00             |

The availability of funds under this grant is contingent upon two conditions: (1) the project director and the fiscal contact responsible for the financial management of your grant must attend a grantee workshop and (2) the release of federal funds to the Commonwealth. Your assigned project monitor will be contacting you to provide the dates and locations for this mandatory training.

You will receive the Highway Safety Grant Agreement package after the training session. As the recipient of an FFY 2021 grant award, it is important that you read and follow the information, including the Code of Federal Regulations, carefully. If you have any questions regarding the conditions, please contact the project monitor assigned to your grant.

Thank you for your commitment and participation in improving highway safety. We look forward to the positive impact that your project will have on making our roadways safer.

Sincerely,

  
Richard D. Holcomb

RDH/sm  
Project Monitor: Marsha Benjamin



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** October 13, 2020  
**Item No.:** 9-b  
**Department:** County Administration  
**Staff Contact:** Sarah Puckett  
**Issue:** AS400 UPDATE

**Summary:** The County's existing AS400 server will be seven years old and IBM will no longer support that model or its software after our current maintenance agreement ends in December 2020.

Prince Edward County has the option to leverage either the County of Fairfax Cooperative Purchasing Contract #4400006324, the Charles County Public Schools Cooperative Marketing Contract ITB #LIE-1617 Contract or CAS Severn's GSA Contract #GS-35F-0380V, Schedule 70 cooperative purchasing vehicles that offer pricing discounts. Virginia Commonwealth municipalities are approved to use these cooperative marketing purchasing vehicle to secure IT purchases.

The proposed CAS Severn Power9 recommendation is a Sole Source solution that includes the BAI Partnership, the IBM Server, IBM Five Year 24x7 Year Maintenance and Support, Implementation Services and CAS Severn's exclusive contract vehicles. CAS Severn guarantees the transfer to the new system will be transparent to Prince Edward County users. CAS Severn and BAI Municipal Software have an exclusive IBM Partnership and as BAI's sole Business Partner, CAS Severn offers server recommendations specifically configured for the BAI applications. In addition, CAS Severn services include pre-system BAI analysis of the existing system file structure for redundant data in order to significantly reduce backup and restore windows. CAS Severn also provides optional On-going T&M system support that includes but is not limited to Health Checks, Operating System Version Upgrades, OS Fix Maintenance, and Printer Installation and Problem Resolution services.

The cost of the new server, software and a 5-year maintenance agreement are \$49,492. If the Board does not wish to update the mainframe the only other option to continue operating the County's financial systems, tax information to include assessments, on-line payment processing and building permit functions would be to find a third party (non-IBM) vendor to maintain the current AS400. But once the machine needs any replacement parts the County would have to find used parts to continue operating. The following is the proposed budget amendment to allow the replacement of the County AS400 mainframe:

FY21 BUDGET AMENDMENT

| Rev/Exp | Fund | Dept  | Object | Description                 | Debit  | Credit |
|---------|------|-------|--------|-----------------------------|--------|--------|
| 3 (Rev) | 100  | 41050 | 0100   | General Fund Balance        |        | 49,492 |
| 4 (Exp) | 100  | 94000 | 0002   | Capital Projects – Computer | 49,492 |        |
|         |      |       |        |                             |        |        |

**Attachment:** CAS SEVERN Purchase and Maintenance Agreement

**Recommendation:** Authorize the replacement of the County's AS400 mainframe, enter into an agreement with CAS Severn and approve the FY21 budget amendment as proposed and appropriate the same funds.

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

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

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

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

# Prince Edward County Final BAI Production System 5-Year Budget Recommendations



**September 18, 2020**

Submitted by:

Kathy Evans  
Virginia Team Lead  
kevans@cassevern.com  
1.800.252.4715

**Proprietary Notice:** The information contained in this proposal constitutes a trade secret and is confidential. It is furnished to Prince Edward County with the understanding that it will not be disclosed to other parties or vendors.

September 18, 2020  
IBM Power9 Final System Budget Summary

Mr. Lawson Headley, Consultant/  
Mr. Wade Bartlett, County Administrator  
Prince Edward County  
124 North Main Street  
2<sup>nd</sup> Floor  
Farmville, Virginia 23901

Lawson and Wade:

CAS Severn, Inc. (CAS) is pleased to recommend to Prince Edward County a new IBM Power9 Production System that provides several benefits that include processor, memory and disk increases as well as an operating system upgrade to V7R4. The proposed solution includes a new Power9 System that will replace the legacy Power7 System that is at end of life and will no longer be supported after December 31, 2020. In addition, the V7R2 operating system will also no longer be supported as well. A version operating system upgrade is \$3,000 however, this upgraded is included in the Power9 migration services, saving the County this additional cost. The proposed Power9 eliminates both of these end-of-life critical issues and the operating system upgrade cost for the County.

The Fixed Fee Budget Price recommendation includes the Power9 System as well as CAS implementation services and travel expenses as described in the Statement of Work below.

The plan will allow time to order, ship and install the system prior to December 8, 2020 when the existing maintenance agreement ends. If the December 18-19 installation weekend is selected, an additional \$250 Power7+ maintenance fee will apply for the additional coverage.

#### **Preliminary Implementation Timeline Recommendation**

|                     |                         |
|---------------------|-------------------------|
| Order new Power9    | September/October       |
| Power9 Installation | October – December 2020 |

|                         |                 |                 |               |                 |
|-------------------------|-----------------|-----------------|---------------|-----------------|
| <b>Dates Available:</b> | <b>10/30-31</b> | <b>11/13-14</b> | <b>12/4-5</b> | <b>12/18-19</b> |
|-------------------------|-----------------|-----------------|---------------|-----------------|

The server will require two LAN connections for the standard LAN interface for the server and the system console. Any additional cabling services are the responsibility of the County. CAS Severn has installed most of the systems throughout the Commonwealth of Virginia using our thoroughly tested migration philosophy. IBM Lease estimates are provided for your review and if required, additional non-IBM products and services can also be added into the proposal and onto the IBM Lease.

#### **CAS Severn Cooperative Purchasing Agreements**

Prince Edward County has the option to leverage the County of Fairfax Cooperative Purchasing Contract #4400006324, the Charles County Public Schools Cooperative Marketing Contract ITB #LIE-1617 Contract or CAS Severn's GSA Contract #GS-35F-0380V, Schedule 70 cooperative purchasing vehicles that offer pricing discounts. Virginia Commonwealth municipalities are approved to use these cooperative marketing purchasing vehicle to secure IT purchases.

**CHARLES COUNTY PUBLIC SCHOOLS RIDER CLAUSE AND EXTENSION OF AWARD/CONTRACT**

The Rider contract provides the authorization of the Vendor/Contractor, to all state, county, local agencies, colleges, and school districts in the State of Maryland, as well as other. The Notice of Award (NOA) includes the Effective date of July 11, 2020 – June 30, 2021 with renewal options for additional years.

Virginia Commonwealth municipalities are approved to use any one of these cooperative marketing purchasing vehicle to secure IT purchases. Cooperative purchasing contracts are available to all Virginia municipalities and include advantageous pricing discounts.

The proposed CAS Severn Power9 recommendation is a Sole Source solution that includes the BAI Partnership, the IBM Server, IBM Five Year 24x7 Year Maintenance and Support, Implementation Services and CAS Severn's exclusive contract vehicles. CAS Severn guarantees that the end user environment will not change, and the users will continue to access the mainframe applications through the BAI Menu System as they do today.

**New IBM Power9 Technology**

The proposed Power9 System is a 1-core (13125CPW performance rating), Desk side system that includes, (1) Processor Activation, (1) i OS processor license, V7R4 Operating System, 16GB Memory, (2) NVMe Flash Drives, External LT06 Tape Drive, 30 Operating System Users, LAN Console Support, UPS and Extended Battery, 10/1 LT05/6 Data and Cleaning Tapes, 5-Year IBM Hardware and Software Maintenance and Support and CAS Severn Installation and Migration Services.

**Proposed New Server Benefits**

- ✓ New Generation Technology
- ✓ Provides a 5-Year Technology Plan
- ✓ The proposed server includes IBM Power9 Five-Year Hardware and Software Maintenance and Support
- ✓ Increase in memory, processor and disk capacity

**CAS Severn Differentiators**

CAS Severn and BAI Municipal Software have an exclusive IBM Partnership and as BAI's sole Business Partner, we offer server recommendations specifically configured for the BAI applications. In addition, CAS Severn services include pre-system BAI analysis of the existing system file structure for redundant data in order to significantly reduce backup and restore windows. CAS Severn also provides optional On-going T&M system support that includes but is not limited to Health Checks, Operating System Version Upgrades, OS Fix Maintenance, and Printer Installation and Problem Resolution services.

Thank you for your consideration of IBM and CAS Severn products and services. Please do not hesitate to call me with any questions that you have at 1.800.252.4725.

Regards,  
Kathy Evans  
Virginia Team Lead  
CAS Severn

## Existing and Proposed Server Summary

### Existing Power6 – P05 Software Tier

5950CPW  
V7R2 Operating System  
8GB Memory  
278GB of Usable Disk Capacity  
Internal LT04 Tape Drive

### Alternative I – Power9 Configuration Details

Power9 (P05 Software Tier) Desk side – 13125CPW (Increase of 121%)  
Operating System V7R3  
16GB Memory (Increase of 100%)  
(2) NVMe Flash Drives  
LTO6 External Tape Drive  
LAN Console Support  
Redundant Power Supply  
30 Operating System Users  
UPS and Battery with 5-Year Maintenance  
10/1 LT06 Data and Cleaning Tapes  
Five-Year 24x7 IBM Hardware and Software Maintenance and Support  
CAS Severn Implementation Services  
1-Month IBM Power7 Maintenance Coverage

### Five Year Server Investment Summary

### Fixed Fee Investment Price

Power9 System with 5-Year IBM Maintenance and Support Warranty and CAS Severn Implementation Services as described above \$49,492\*

**Optional IBM 5-Year Monthly Lease Payment Estimate** \$ 930

**\*Additional \$250 if the installation date selected is 12/18-19 for additional maintenance coverage on the Power7+ System.** \$49,742

### Important Server and Pricing Notes

\*This proposal is valid for thirty days.

\*IBM Hardware and Software is not returnable.

\*The proposed configuration does not include a PC Workstation for the PC Console. The PC Workstation for LAN Console will be provided by Prince Edward County.

\*Includes (10) LT0/6 Tapes and (1) Cleaning Tape are included.

\*Twinax is not supported.

\*The existing system is configured with 30 Concurrent Users. The final user count determined in the proposal is the sole responsibility of Prince Edward County. The Operating System is licensed by processor and the number of active users. An active user can be an individual or application derived user profile that does not start with the letter 'Q'. The system does not consider system user profiles that start with 'Q' as part of the OS count. An individual or application derived user profile can have multiple concurrent sessions under the same name which do not apply towards to the total number of users.

\* Applicable travel, travel time, and incidental expenses are included in the CAS Severn Fixed Price Final Proposal.

**\*PAYMENT IS DUE FOR THE POWER9 SYSTEM UPON ARRIVAL AT PRINCE EDWARD COUNTY. THE SYSTEM PAYMENT IS NOT ASSOCIATED WITH THE DATE OF THE SERVICES ENGAGEMENT OR THE COMPLETION OF THE INSTALLATION AND MIGRATION SERVICES.**

\*The final pricing is based on special discounts from IBM which may be withdrawn at any time until the proposed IBM server is shipped. If IBM withdraws the special discounts, the pricing in the CAS Severn Proposal will change. This purchase is not intended to be acquired through CAS Severn's GSA Contract.

\*The price quoted for CAS assumes a standard unmodified Customer Agreement. Revisions to the terms and conditions of the agreement may result in the proposal being rebid or declined.

\*A valid Prince Edward County credit card is an acceptable form of payment. CAS will assess a 5% credit card fee. Credit card transaction service fees will be invoiced separately.

***\*Payment Terms: 10% Retainer plus full payment upon delivery. If the system is leased, the retainer is waived if CAS receives the signed Certificate of Acceptance.***



## **Statement of Work – Implementation Services Summary**

---

CAS Severn will provide engineering services for the hardware installation and migration services to Prince Edward County for the replacement of the existing Power7 IBM Server.

### **Project Scope**

---

#### **Implementation Services**

##### **1. New System Installation**

Plan the upgrade

- ✓ Review upgrade timeline
- ✓ Review upgrade steps

Install the system

- ✓ Unpack and inventory hardware and software
- ✓ Install system in client location
- ✓ Install external tape drive
- ✓ Customize for Access Solutions on client supplied workstation
- ✓ Load current fix and program images on Power system

Prepare source system

- ✓ Review and document current system settings
- ✓ Create full save for the migration

Migrate system

- ✓ Load client/IBM programs and data
- ✓ Upgrade IBM code levels to 7.3
- ✓ Load current fixes
- ✓ Update IBM Service Agent
- ✓ Install IBM license keys

##### **2. On-going T&M Services Upon Request**

### **CAS Severn Responsibilities**

---

CAS Severn will provide technical direction and management of CAS Severn engineering and/or project personnel. This direction will provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity includes:

#### **Planning**

1. Review the SOW and the contractual responsibilities of both parties with Prince Edward County designated point of contact.
2. Maintain project communications and/or status of scope of work.
3. Establish documentation and procedural standards for the deliverables identified in the Scope of Work.

#### **Project Tracking and Reporting**

1. Review scope or project tasks, schedules, and resources and make changes or additions, as appropriate.
2. Review the CAS Severn standard invoice format and billing procedure to be used on the project, with Prince Edward County designated point of contact.

3. Conduct regularly scheduled project status meetings, if necessary.
4. Administer the Change Control Procedure with Prince Edward County designated point of contact.
5. Coordinate and manage the technical activities of CAS Severn project personnel.

### **Prince Edward County Responsibilities**

---

Prince Edward County must designate an authorized individual who will be CAS Severn's primary contact and liaison. This person is responsible for all critical and non-critical engagement tasks including, but not limited to, the following:

1. Reserve facilities (conference rooms, labs, staging areas, etc.).
2. Provide any prerequisite documentation, configuration, information, and diagrams needed to complete the tasks described in the scope of work.
3. Provide access to grounds, facilities, and equipment as required.

In the case that the Scope of Work requires CAS Severn to have access to computer systems for purposes of installation, changes and/or analysis, Prince Edward County will be responsible for the following:

1. Provide guidance on Prince Edward County's operational security policies.
2. Provide access or assist CAS Severn project staff in gaining access to systems for the purpose of the work being performed.
3. Ensure that backups are completed of all data that may be affected by any work performed by CAS Severn.
4. Ensure necessary power and cooling exists to support any new equipment prior to equipment arrival/installation.
5. Ensure rack system, network connections, and storage connections related to new installation/upgrade are in place and operational prior to CAS Severn's equipment installation.

### **Schedule**

---

The project or scope of work schedule for CAS Severn technical and engineering services will be determined upon the receipt of written authorization from Prince Edward County of the acceptance of this Statement of Work, the tasks ordered and the final approved project plan.

### **Change Order Procedures**

---

Changes to this Statement of Work must be agreed upon by CAS Severn and Prince Edward County in writing and can be requested by contacting Kathy Evans at 1.800.252.4715.

### **Completion Criteria for Fixed Price Services**

---

CAS Severn will have fulfilled its obligations under this SOW when one of the following first occurs:

1. CAS Severn accomplishes all the CAS Severn activities described in Section 1 Scope of Work.
2. Term of the Agreement has been reached.

3. Prince Edward County or CAS Severn terminates the agreement in accordance with the provisions of the Additional Terms and Conditions listed below.

### **Pricing for Fixed Price Services**

1. The table below provides pricing information. CAS Severn will invoice Prince Edward County at the completion of all activities identified in the Scope of Work. CAS Severn travel time and expenses are included in the rates listed below.
2. On-going services are offered on a standard Time and Materials basis and Prince Edward County will be billed for actual work performed. CAS Severn will track and invoice travel and other material expenses at actual cost.

| Installation Services                                                                                                                                 | Fixed Fee/Hourly Rate |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. Alternative I or II - CAS Severn Implementation Services per Project Scope above. Travel Expenses are included. Senior Systems Engineer –L-ENG-04. | Included              |
| 2. On-going T&M Services Upon Request                                                                                                                 | \$226/Hour            |

1. The term of this services agreement expires on December 1, 2021 if either party requests termination in writing.
2. The price quoted above is valid for 30 days.

### **Additional Terms and Conditions for Fixed Price Services**

CAS Severn will provide the services as stated in Section 1, Scope of Work under the following Terms and Conditions.

1. CAS Severn will make a reasonable effort to respond via telephone to support service requests within four business hours.
2. CAS Severn will make a reasonable effort to respond to requests for on-site support within two business days.
3. This work will be performed during CAS Severn's normal business hours, Monday-Friday, 8am-6pm. Evening, holiday, or weekend work must be scheduled a minimum of one week in advance. Unscheduled services will be charged at a premium rate of 150% of the standard hourly rate.
4. In the event of system outage, which renders mission-critical applications or IT computer resources unusable, CAS Severn will make a reasonable effort to provide a service technician on site within 24 hours of an emergency request (where applicable in the Scope of Work).
5. In cases where Prince Edward County's equipment or software is not currently under maintenance and support from the Original Equipment Manufacturer (such as third-party maintenance suppliers), CAS Severn may be constrained in resolving problems or making changes where such support is not in place. CAS Severn, with authorization from the customer, will assist the customer on a time and materials

basis in any attempts to resolve issues with equipment and software where feasible but cannot guarantee the outcome. The customer is responsible for acquiring OEM support for problem resolution.

6. The services offered are on a fixed price basis. CAS Severn will invoice Prince Edward County for the total amount (or predetermined incremental amounts) at the completion of the services identified in the Scope of Work.
7. CAS Severn and Prince Edward County may extend the term or funding of this agreement by mutual consent and in writing.
8. The price quoted for CAS Severn services assumes a standard unmodified CAS Severn services agreement is in place between CAS Severn and Prince Edward County. Revisions to the terms and conditions of the services agreement may result in the services being rebid or declined.

### **Authorization**

Signing below indicates Prince Edward County's acceptance of this Proposal and Statement of Work.

Accepted by:  
**CAS Severn, Inc.**

**Prince Edward County**

By

Client Name

By

Authorized Signature

Authorized Signature

Steve Muchow

Name (Type or Print)

Name (Type or Print)

Vice President

Title (Type or Print)

Title (Type or Print)

Date (Type or Print)

Date (Type or Print)



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

**Meeting Date:** October 13, 2020  
**Item No.:** 9-c  
**Department:** County Administration  
**Staff Contact:** Sarah Puckett  
**Issue:** Treasurer's Office Part-time

---

**Summary:**

As the Board is aware, the County will be engaging the services of a retired Treasurer from a neighboring county to provide staff training and assist the Treasurer's Office with the closing of FY 20. This will be schedule for October and November. The engagement is estimated for 21 days at 8 hours per day at \$18.88 per hour.

**FY21 BUDGET AMENDMENT**

| Rev/Exp | Fund | Dept  | Object | Description                      | Debit | Credit |
|---------|------|-------|--------|----------------------------------|-------|--------|
| 3 (Rev) | 100  | 41050 | 0100   | General Fund Balance             |       | 3,200  |
| 4 (Exp) | 100  | 12410 | 1300   | P-T Salaries & Wages (Treasurer) | 3,200 |        |
|         |      |       |        |                                  |       |        |

**Attachment:**

**Recommendation:** Approve the FY21 budget amendment as proposed and appropriate the same funds.

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 9-d  
**Department:** County Administration  
**Staff Contact:** Sarah Puckett  
**Issue:** Appropriations: Professional Pre-Audit Services

**Summary:**

To enable the County of Prince Edward to meet the requirements of the Statement of Auditing Standards 115 (SAS 115) issued by the American Institute of Certified Public Accountants, and provide guidance to external auditors on how they should communicate internal control related matters identified in their audit to an organization's financial statements, we will engage professional accounting services to provide a pre-audit scope of work. Mary K. Earhart, PLLC, provides this same scope of services to neighboring counties, to include Lunenburg, Charlotte, Appomattox and Cumberland. Her letter of engagement which includes her scope of services and fee schedule is attached. It is anticipated she will begin on or about November 30, 2020.

**FY21 BUDGET AMENDMENT**

| Rev/Exp | Fund | Dept  | Object | Description          | Debit  | Credit |
|---------|------|-------|--------|----------------------|--------|--------|
| 3 (Rev) | 100  | 41050 | 0100   | General Fund Balance |        | 26,000 |
| 4 (Exp) | 100  | 12240 | 3120   | Accounting Services  | 26,000 |        |
|         |      |       |        |                      |        |        |

**Attachment:** Letter of Engagement

**Recommendation:** Approve hiring Mary K. Earhart, PLLC, authorize the Board Chair to execute the agreement, approve the FY 21 Budget Amendment and appropriate as proposed and appropriate the same funds.

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

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

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

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

October 1, 2020

Ms. Sarah Elam Puckett  
Assistant County Administrator  
County of Prince Edward, Virginia  
P.O. Box 382  
111 South Street, Third Floor  
Farmville, Virginia 23901

Dear Ms. Puckett:

I am pleased to provide this offer for accounting services to your organization primarily in the form of preparation for the audit in order that the fund basis financial statements are fully adjusted and ready for audit by the start of audit fieldwork for the year ended June 30, 2020. Based on our previous discussions, I am prepared to provide the following services:

1. Reconcile beginning fund balances to audited financial statements and propose adjustments as necessary.
2. Prepare reversing entries for prior year accruals.
3. Prepare adjusting entries for current year accruals based on supporting documentation summarized in the form of spreadsheets or other appropriate format acceptable to the auditors. Work with staff to gather needed detailed support to use in preparation of schedules.
4. Journal entries will be provided to staff in a standard format for staff to data enter into the County's financial accounting software. If some other format is requested, please provide format at commencement of our fieldwork.
5. For all balance sheet accounts, compare balances per the trial balances to supporting documentation and propose adjustments as necessary.
6. Perform reconciliations of federal and state funding per the APA's Cardinal report to trial balances and propose adjustments as necessary.
7. Assist staff with maintenance of capital assets records by recording additions and disposals of assets to the depreciation system as needed.
8. Prepare adjustments for debt service payments so they are properly reported by the Primary Government.
9. Inquire of staff whether there have been any transactions that may not have been recorded properly and propose adjustments as needed.
10. Prepare documentation of all procedures performed to be maintained on-site for use by auditors.
11. In coordination with auditors, assist with implementation of statements issued by the Financial and Governmental Accounting Standards Board.
12. Assist with training staff on the above listed procedures, as desired.
13. Additional accounting services as deemed necessary.

The auditors will continue to prepare adjusting entries to record depreciation and gains/losses on disposals of assets for the purposes of preparing the entity-wide financial statements using the County's existing fixed asset depreciation system. The auditors will continue to prepare the external financial report.

We will make all known adjustments based on our historical knowledge of your organization and routine practices by local governments in the Commonwealth, however it is your responsibility to make us aware of any unusual or infrequent transactions so that we may record the underlying transactions appropriately.



All books and records of your organization will continue to be property of the County, and you will be responsible for their maintenance and their accuracy. You agree to provide adequate workspace for us and access to your records, both electronic and manual, as needed to perform these duties. We will also need access to a telephone and internet while working on site. Prior to our start, we will establish a timeline for completion of these tasks. As work progresses, we will report to you periodically on our progress and any problems encountered. We will make every effort to coordinate with the auditors to ensure completion prior to their fieldwork.

It is understood that due to the nature of this project, it is likely that we will have access to confidential information, and we understand that we are to maintain the confidential nature of that information through the employment of administrative, technical, and physical safeguards that are appropriate under the circumstances.

My proposed fee for these services is \$140 per hour for my services, \$95.00 per hour for accounting manager, \$85.00 per hour for senior staff, \$75.00 per hour for junior staff, and \$30 per hour for interns, plus travel (mileage reimbursement at current approved IRS business mileage rates plus lodging and meals, as necessary). We do include as billable hours travel time incurred between 8:00 AM and 5:00 PM. I estimate the total fee to range from \$22,000 to \$26,000. We will submit invoices for payment as work progresses on a bi-weekly basis.

As discussed previously, the timing of the performance of this engagement will be coordinated with staff and the auditors, however, it is expected that we will begin on or about November 30, 2020 and would expect to complete within thirty days. Once we commence fieldwork, if we have reason to believe we will not be able to meet this deadline, we will communicate with you our reasons and work to re-establish the scheduling.

I have attached my resume as evidence of my professional ability. The term of this agreement is initially for one-year from the date hereof, however, it may be extended annually based on mutual agreement in writing by both parties. Should you become dissatisfied with my performance, you may terminate this agreement on demand, however, you will be responsible for payment for any services rendered to the point of termination.

Thank you for the opportunity to provide these services to you. Should you have any questions about this agreement, please do not hesitate to contact me. Should you agree with the terms of this agreement, please have the appropriate official sign in the space below and return one copy to me.

Sincerely,



Mary K. Earhart  
Certified Public Accountant  
Member

Agreement Acceptance:

As an official representative of County of Prince Edward, Virginia, I hereby agree to the aforementioned terms.

\_\_\_\_\_  
Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Mary K. Earhart, CPA

## Experience

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2006 – current Mary K. Earhart, PLLC Greenville, Virginia

### CPA, Member

- Financial management accounting services to governmental entities, small businesses, and nonprofits.
- Individual, Partnership, Corporate income tax return preparation.
- Accounting services consultation and small system installation.

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2004-2006 Robinson, Farmer, Cox Associates, PLLC Verona, Virginia

### CPA, Director of Quality Control/Management Consultant

- Reviewed audit reports, conducted quality control reviews.
- Conducted and arranged continuing professional education for staff and clients.
- Performed high-level consultation services to clients in the form of personnel plans, business valuations, indirect cost allocation plans.

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1998-2003 Robinson, Farmer, Cox Associates, PLLC Staunton, Virginia

### CPA, Member

- Served as partner in charge and audit manager of audit engagements for numerous local governments, small nonprofits, and small businesses.
- Responsible for various consulting engagements for associated audit clients.
- Conducted and arranged continuing professional education for staff and clients.
- Responsible for administration of six staff members and office.
- Responsible for firm quality control and peer reviews.

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1997-1998 Robinson, Farmer, Cox Associates, PC Stuarts Draft, Virginia

### CPA, Director

- Served as audit manager of audit engagements for numerous local governments, small nonprofits, and small businesses.
- Responsible for various consulting engagements for associated audit clients.
- Responsible for administration of three staff members and office.

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1992-1997 Robinson, Farmer, Cox Associates, PC Charlottesville, Virginia

### CPA, Associate

- Served as audit manager and audit staff of audit engagements for numerous local governments, small nonprofits, and small businesses.

## Education

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1996 James Madison University Harrisonburg, Virginia

### Master of Business Administration

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1992 Bridgewater College Bridgewater, Virginia

### Bachelor of Science

- Business Administration, with Accounting Concentration

## **Mary K. Earhart, CPA**

### **Associations/Registrations**

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#### **Professional Associations:**

- Member, American Institute of Certified Public Accountants
- Member, Virginia Society of Certified Public Accountants
- Member, Association of Governmental Accountants
- Member, Virginia Government Finance Officer's Association

#### **Professional Registrations:**

- Commonwealth of Virginia, Board of Accountancy, Certified Public Accountant
- Intuit, Certified QuickBooks ProAdvisor

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

**Meeting Date:** Oct 13, 2020  
**Item No.:** 9-e  
**Department:** County Administration  
**Staff Contact:** Sarah Puckett  
**Issue:** Sandy River Reservoir Permit

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**Summary:** In September, the Board approved engaging the professional engineering services of the Timmons Group to assist the County with the submission of an application to DEQ for the renewal of the County's Intake Permit for Sandy River Reservoir.

A copy of the scope of work is attached. The appropriation below represents the anticipated cost for Tasks 1 – 4 to facilitate the submittal of the permit application and the permit application fee.

**FY21 BUDGET AMENDMENT**

| Rev/Exp | Fund | Dept  | Object | Description                       | Debit  | Credit  |
|---------|------|-------|--------|-----------------------------------|--------|---------|
| 3 (Rev) | 100  | 41050 | 0100   | General Fund Balance              |        | 100,000 |
| 4 (Exp) | 100  | 42610 | 3160   | Professional Services SRR         | 75,000 |         |
| 4 (Exp) | 100  | 42610 | 5601   | DEQ Permit Application Permit Fee | 25,000 |         |
|         |      |       |        |                                   |        |         |

**Attachment:** Timmons Scope of Work & Fee Proposal

**Recommendation:** Approve the FY21 budget amendment as proposed and appropriate the same funds.

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

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

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

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



September 29, 2020

Ms. Sarah Elam Puckett  
Assistant County Administrator  
County of Prince Edward  
PO Box 382  
111 South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901

**RE: Sandy River Reservoir Permit Renewal  
Prince Edward County, VA**

Dear Ms. Puckett:

As requested by the Prince Edward Board of Supervisors, we are pleased to offer the following *scope & fee proposal* for the submission of the Sandy River Reservoir renewal permit set to expire in September 2021. Submittal of the permit renewal is required on or before December 11, 2020, therefore time is of the essence.

Under this Agreement, Timmons Group will provide professional services for the Virginia Water Protection (VWP) Individual Permit renewal application at the Sandy River Reservoir in Prince Edward County, Virginia.

#### **PROJECT BACKGROUND, UNDERSTANDING AND APPROACH**

Timmons Group will be engaged to prepare the permit renewal application and supporting documentation for the renewal of the VWP Individual Permit #05-1464 that was issued in September 7, 2006 and expires on September 7, 2021. This permit renewal will enable the County to construct and operate a water supply system that will provide a safe, reliable, and economically viable supply of water to County residents and support Economic Development.

Prince Edward County currently has a small water distribution system that is an extension from the Town of Farmville. The Appomattox River supplies all of the water for the Town of Farmville water treatment plant. The Town currently does not have any raw water storage and is reliant upon the river.

The Sandy River Reservoir (SRR) is located about 6 miles east of the Town of Farmville. In 1984, the permit to construct the dam was issued with a dry dam restriction. Construction of the dam commenced in 1985 and was completed in 1988. The county received authorization to fill the SRR in 1993, and the gates to the dam were closed in 1994. The 740-acre reservoir was filled in 1995, providing 3.2 billion gallons of water storage. Since that time, the County has evaluated several options for utilization of this resource.

Prince Edward County has established a Water Authority with intentions to supply potable water to the region by constructing a water system utilizing the SRR as the source. Such a water system would require a raw water intake structure in the SRR, a raw water pump station adjacent to the SRR, raw water transmission main alignment, water treatment plant, water storage, and a distribution system.

Successfully renewing the existing surface water withdrawal permit for the Sandy River Reservoir is the next step towards achieving the County's goal. Timmons Group is currently finalizing a draft VWP Individual Permit with another public locality in Virginia and has the expertise and recent experience to help the County renew their permit.

## I. SCOPE OF SERVICES

### Pre-Application Submittal Tasks

#### **Task 1: DEQ Pre-Submittal Meeting (Fixed Fee)**

Prior to initiating the VWP permit renewal process, a pre-submittal meeting with the Virginia Department of Environmental Quality (DEQ) will be held to introduce the proposed project and intentions of the County's use of the permit. Prior to the meeting, Timmons Group will review available information and prepare exhibits necessary to communicate intent and approach to DEQ.

#### **Task 2: Joint Permit Application Preparation (Fixed Fee)**

The application will be prepared in accordance with the Virginia Water Protection Permit Program as outlined in Section 9VAC25-210 of the Virginia Code. The renewal of the water withdrawal permit will be officially initiated with the preparation and submittal of a Joint Permit Application (JPA). As the name implies, the JPA is a joint permit prepared for review and comment by all State and Federal Agencies having jurisdiction or otherwise interest in the proposed construction and withdrawal activities. Once the JPA is prepared, it is submitted to the Virginia Marine Resources Commission (VMRC) who acts as a clearing house to distribute the application to the appropriate agencies for review and comment.

Specific items to be prepared as part of the JPA include, but are not limited to:

- Narrative to supplement the JPA. The narrative will expand on what is presented in JPA and help guide the reviewer through the application package.
- Various figures throughout the application such as Vicinity Maps, Location Maps, FEMA Flood Maps, and Service Area Maps.
- Section 5 – Public notification to all adjacent property owners including a cover letter, Adjacent Property Acknowledgment Forms, and conceptual figures.
- Section 24 – Intakes, Outfalls, and Water Control Structures. Detailed analysis and modeling of stream flows, reservoir volume, and proposed withdrawals will be performed and documented.
- Section 25 – Water Withdrawal Use, Need, and Alternatives. The application package will provide an explanation of proposed withdrawals, review of the State Water Resources Plan, and Alternatives Analysis.

#### **Task 3: Preliminary Engineering Design (Fixed Fee)**

A preliminary engineering design of the raw water intake structure, raw water pump station, raw water main alignment, and water treatment plant will be necessary to successfully communicate project purpose through the application process. The U.S. Army Corps of Engineers (COE) will require a complete project to be shown in the application to issue their permit. From an environmental perspective, the necessity of the proposed disturbance must be presented to demonstrate that this disturbance is warranted. The preliminary drawings will supplement the overall project narrative in achieving justification. The preliminary engineering design will also be necessary to determine the extent of environmental impacts.

The preliminary engineering design drawings will include the following:

- Preliminary site plan of the raw water intake and pump station site,

- Preliminary plan and section views of the intake structure and pump station,
- Preliminary alignment plans of the raw water transmission main,
- Preliminary site plan of the water treatment plant.

Timmons Group will use information from the County to develop the preliminary engineering design which will be generally based on the preliminary water infrastructure proposed in the original 2005-2006 application.

**Task 4: Environmental Services (Fixed Fee)**

The scope of environmental services is based on generally the same project limits as defined in the original 2005-2006 permit application.

Timmons Group will review existing, readily obtainable environmental information on the site such as USGS mapping, aerial photography, NWI mapping and soil survey information. A wetland delineation of the subject property will be performed in accordance with the 1987 U.S. Army Corps of Engineers (COE) Wetland Delineation Manual and appropriate Regional Supplement. The flagged wetland limits will be GPS located for mapping purposes. A preliminary wetland delineation map showing the approximate size, shape and location of wetlands and or waters of the U.S. present on the subject property will then be prepared.

Timmons Group will facilitate the confirmation of wetland locations through submittal of a Jurisdictional Determination (JD) package to the U.S. Army Corps of Engineers (COE). This package will consist of a narrative, wetland delineation map and wetland delineation field data sheets. Timmons Group will conduct a site visit with the COE to review the site conditions, flagged wetland limits and confirm findings. A Jurisdictional Determination (JD) letter for the wetland delineation will be obtained from the COE.

The Timmons Group Environmental Team will assist in preparing three sections of the JPA; Section 6: Threatened & Endangered Species Information, Section 7: Historic Resources Information, and Section 8: Wetlands and Waters Impact Information.

Sections 6 and 7 of the JPA will be prepared based on readily available “desktop” data / information. This assumes no field investigations will be required for these items for the initial JPA submission.

**Post-Application Submittal Tasks**

**Task 5: Review & Response Period (Time & Materials)**

Once submitted, the JPA will be reviewed by a number of State and Federal Agencies including, but not limited to:

- Department of Environmental Quality (DEQ)
- Virginia Marine Resources Commission (VMRC)
- U.S. Army Corps of Engineers (COE)
- Virginia Department of Health – Office of Drinking Water (VDH)
- Fish and Wildlife Services (FWS)
- Department of Game and Inland Fisheries (DGIF)
- Virginia Department of Historic Resources (VDHR)

Timmons Group will address the comments generated by these agencies to obtain the necessary approvals and obtain permits with VMRC, COE, DEQ, as appropriate. This work will be completed on a time & materials basis in accordance with our attached Timmons Group 2020 Billing Rates schedule (Exhibit A)



Once the initial review comments are addressed, DEQ will prepare a model to determine the impact of the withdrawal. This model will be the basis of the permit conditions including potential limitations regarding use of the intake during drought conditions.

DEQ will then issue a Draft VWP permit for review and comment by the County. By this point in the renewal process, the County should already be aware of the anticipated permit conditions. If deemed necessary, the County can negotiate the terms and conditions of the permit as applicable.

DEQ will also require that Public Notice be made as to the pending Draft VWP permit. The Public Notice shall be made within 14 days of the Draft VWP permit being received by the County and shall be open for a period of 30 days during which comments can be made to the DEQ by the public.

After considering comments received during the Public Notice period, DEQ will then determine if a Public Hearing is justified. DEQ will also determine if modifications to the Draft permit are required prior to issuance of the Final permit. The need for a Public Hearing and/or additional clarifications will lengthen the permitting process schedule.

Timmons Group will navigate the County through this review, public comment, and final approval process. The level of effort this task will require varies depending on comment volume, specific circumstances unique to the project, and public comment and/or opposition to the project. An estimated budget time and materials fee is presented for this task.

#### **Task 6: Additional Environmental Services (Time & Materials)**

During the review period, there is the possibility that one of the agencies referenced above may generate a comment that necessitates additional environmental services. Typical follow up work to adequately address these comments includes threatened and endangered species field studies, historical and cultural resources field studies, or additional wetland delineation, confirmation, and impact permitting. This task will act as a placeholder for such work. An estimated budget time and materials fee is presented for this task.

## **II. PROPOSED FEE STRUCTURE**

We propose to perform this work consistent with the fee schedule below. Invoices will be prepared on a monthly basis based upon work completed. Invoices will include a narrative outlining the work completed during the previous month and identify any necessary action items required on behalf of the County.

#### ***Pre-Application Submittal Tasks – Lump Sum Fixed Fee***

|                              |                 |
|------------------------------|-----------------|
| <u>Task 1 through Task 4</u> | <b>\$75,000</b> |
| <b>Total</b>                 | <b>\$75,000</b> |

#### ***Post-Application Submittal Tasks – Time & Materials in accordance with Exhibit A***

|                                                   |            |
|---------------------------------------------------|------------|
| Task 5 – Review & Response Period                 | TBD        |
| <u>Task 6 – Additional Environmental Services</u> | <u>TBD</u> |
| <b>Total</b>                                      | <b>TBD</b> |

### III. ASSUMPTIONS AND CLARIFICATIONS

Timmons Group provides the following assumptions and clarifications in regard to the Scope of Services.

- The County will pay for all fees related to permitting, including the \$25,000 application fee to DEQ for the VWP Permit application.
- Survey of the raw water pump station, raw water main, and water treatment plant are not included at this time as they are not necessarily for the application. Bathymetric survey of the intake structure area is not included at this time.

### IV. ANTICIPATED SCHEDULE

Since time is of the essence, Timmons Group has dedicated resources to start work on the project with a notice to proceed date of October 1, 2020. The anticipated submission of draft documents for the County to review will be at the end of November, with anticipated submission to the review agencies the first week in December.

Regulatory Reviews: Timmons Group has recently experienced delays in review time by DEQ for other VWP renewal applications and cannot be responsible for these delays in acquiring a new permit for Prince Edward County. We will endeavor to work with the regulatory agencies in an expeditious manner and consistent with statutorily required response times.

Thank you for allowing Timmons Group the opportunity to provide you with this proposal. We look forward to the opportunity of working with you to deliver this critical permit for the County. Should you have any questions or need any additional information, please don't hesitate to call.

Respectfully submitted,



Joseph C. Hines, PE, MBA  
Senior Principal - Principal in Charge



David J. Saunders, PE, DBIA  
Senior Principal - Utilities

Accepted by: Prince Edward County, VA

JERRY R TOWNSEND

Name



Signature

CHAIRMAN

Title

10-6-20

Date

## Exhibit A

### Timmons Group 2020 BILLING RATES Prince Edward County - Sandy River Reservoir Permit Renewal

| TEAM MEMBER                            | Hourly Rate | TEAM MEMBER                   | Hourly Rate |
|----------------------------------------|-------------|-------------------------------|-------------|
| <b><u>Engineering</u></b>              |             | <b><u>Environmental</u></b>   |             |
| Engineer Technician                    | \$80.00     | Environmental Technician      | \$70.00     |
| Construction Administrator             | \$85.00     | Environmental Scientist       | \$90.00     |
| Project Engineer I                     | \$90.00     | Environmental Scientist II    | \$100.00    |
| Project Engineer II / Designer         | \$100.00    | Sr. Environmental Scientist   | \$110.00    |
| Project Engineer III / Sr. Designer    | \$110.00    | Environmental Project Manager | \$145.00    |
| Project Manager / Sr. Project Engineer | \$145.00    |                               |             |
| Sr. Project Manager                    | \$180.00    | <b><u>Survey</u></b>          |             |
| Principal                              | \$225.00    | Survey Technician             | \$85.00     |
| Senior Principal                       | \$275.00    | Sr. Survey Technician         | \$95.00     |
| <b><u>Construction Services</u></b>    |             | Survey Project Manager        | \$110.00    |
| Laboratory Manager                     | \$80.00     | Licensed Land Surveyor        | \$145.00    |
| Materials Technician                   | \$55.00     | 1 Man Crew w/ Robot           | \$125.00    |
| Sr. Field Technician                   | \$65.00     | 2 Man Crew                    | \$145.00    |
| Construction Inspector                 | \$75.00     | 3 Man Crew                    | \$205.00    |
| Sr. Construction Inspector             | \$85.00     |                               |             |
| Const. Material Testing Manager        | \$110.00    | <b><u>Right of Way</u></b>    |             |
| <b><u>Landscape Architecture</u></b>   |             | Right of Way Manager          | \$120.00    |
| Landscape Technician                   | \$80.00     | Right of Way Specialist       | \$105.00    |
| Landscape Architect/Land Planner       | \$100.00    | Document Specialist           | \$70.00     |
| Visualization Manager                  | \$110.00    |                               |             |
| Sr. Landscape Architect                | \$120.00    | <b><u>GIS</u></b>             |             |
| LA/LP Project Manager                  | \$145.00    | GIS Field Technician          | \$60.00     |
| LA/LP Sr. Manager                      | \$160.00    | GIS Technician                | \$75.00     |
| <b><u>Support Staff</u></b>            |             | GIS Analyst                   | \$105.00    |
| Field Intern                           | \$40.00     | GIS Programmer/Analyst        | \$135.00    |
| Engineering Intern                     | \$55.00     | Project Manager               | \$145.00    |
| Clerical                               | \$75.00     | Software Engineer             | \$150.00    |
|                                        |             | Sr. Software Engineer         | \$170.00    |
|                                        |             | Sr. Project Manager           | \$180.00    |
|                                        |             | Program Manager               | \$200.00    |

#### REIMBURSABLE EXPENSES:

- Any expenses, such as, printing, courier, telephone and outside consultants not listed in the Services above will be invoiced as "Time and Material"
- Mileage will be billed at the IRS approved rate at the time services are provided.

#### NOTES:

- Hourly rates will be utilized for Time & Materials services performed on behalf of County.
- Timmons Group will provide rates for specific Construction Materials field equipment & lab tests upon request.
- In some cases Timmons Group can provide "lump sum, fixed-fee" quotes for specific work tasks in order for the County to better control costs.
- Rates will be subject to change with each calendar year.

### Exhibit B – Terms and Conditions

1. **SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described above. Separate Change Orders signed by authorized representatives of Timmons Group and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. Timmons Group services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the "Project" or "Projects."
2. **PROCUREMENT:** Timmons Group services have been procured via the Virginia's Growth Alliance Term Contract dated August 29, 2019.
3. **STANDARD OF CARE AND CODE COMPLIANCE:** Timmons Group shall provide its services under this Agreement consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. Timmons Group shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement (collectively, "legal requirements"). Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order, and Timmons Group shall be entitled to appropriate additional compensation. Timmons Group shall not be liable for any damages arising from conflicting interpretations of any legal requirements by different officials. In the event of a conflict between legal requirements applicable to the Project, Timmons Group shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with Timmons Group in an effort to resolve the conflict.
4. **INSTRUMENTS OF SERVICE:** All documents, including, but not limited to, drawings, specifications, plans, reports and other forms of electronic data prepared and furnished by Timmons Group, are Instruments of Service pursuant to this Agreement and remain the property of Timmons Group. Client may retain one such copy of all such documents, for record purposes, which documents may only be used for the Project. Any adaptation by Client of said documents, whether intentional or inadvertent, without Timmons Group's verification shall be at Client's sole risk and without liability or legal exposure to Timmons Group or Timmons Group's employees. Client agrees to assume all risks associated therewith and to hold Timmons Group harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.
5. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the of the place of the Project, without regard to its conflicts of laws provisions.
6. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Timmons Group.
7. **ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and Timmons Group, such consent not to be unreasonably withheld.
8. **PROJECT SITE SAFETY:** Timmons Group's Project site responsibilities are limited solely to the activities of Timmons Group and Timmons Group's employees on the Project site. These responsibilities shall not be inferred by any party to mean that Timmons Group has responsibility for Project site safety. The Client and Timmons Group agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that Timmons Group shall have no obligations relating to these contractor(s) duties.

- 9. LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of Timmons Group and its officers, directors, shareholders, partners, employees, agents and subconsultants, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from the Project or this Agreement, shall not exceed Timmons Group's total fee under this Agreement, or \$50,000, whichever is less.
- 10. DISPUTE RESOLUTION:** In the event of any action or proceeding brought by either party against the other under this Agreement, other than default on payment, the prevailing party shall be entitled to recover all costs and expenses, including its court reporter fees, expert witness fees, and reasonable attorney's fees. In the event the account is forwarded for collection based on default of payment, the Client will be responsible for all costs incurred including attorney's fees in an amount equal to 33% of the outstanding balance. The parties agree to litigation in a court of competent jurisdiction in the jurisdiction where the Project is located.
- 11. INDEMNIFICATION:** Timmons Group agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by Timmons Group or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Timmons Group, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither Timmons Group nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
- 12. MISCELLANEOUS:** This Agreement constitutes the entire agreement of the Parties. All prior agreements, whether written or oral, are merged herein and shall be of no force or effect. This Agreement cannot be changed, modified or discharged orally, but only in an agreement in writing. If any term, condition, or provision of this Agreement is found unenforceable by a court of law or equity, this Agreement shall be construed as though that term, condition, or provision did not exist, and its unenforceability shall have no effect whatsoever on the rest of this Agreement. **This represents drafting by both parties and in the event of ambiguities, the principle of interpretation against the drafter shall not apply.**

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** October 13, 2020  
**Item No.:** 9-f  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Issue:** Appropriations – Prince Edward County Public Schools

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**Summary:**

The County received a letter from the Prince Edward County Public Schools requesting an appropriation of the 21<sup>st</sup> Century Community Learning Centers Federal Grant funds in the amount of \$187,281.00 to the Instruction category.

FY21 BUDGET AMENDMENTS

| Rev/Exp | Fund | Dept  | Object | Description                               | Debit      | Credit     |
|---------|------|-------|--------|-------------------------------------------|------------|------------|
| 3 (Rev) | 250  | 33020 | 0018   | Title IV- Part B 21 <sup>st</sup> Century |            | \$ 187,281 |
| 4 (Exp) | 250  | 62000 | 0001   | Instruction                               | \$ 187,281 |            |
|         |      |       |        |                                           |            |            |

**Attachment:** Letter from Superintendent, Dr. Barbara A. Johnson.

**Recommendation:** Approve the FY21 Budget Amendment presented above and appropriate the same funds.

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

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

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

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

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS

**Barbara A. Johnson, Ed. D**  
*Superintendent*

October 8, 2020

Prince Edward County  
County Administrator  
P. O. Box 382  
Farmville, VA 23901

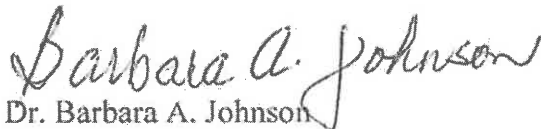
Dear County Administrator:

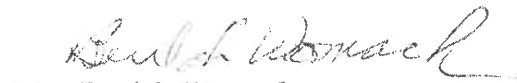
The Prince Edward County School Board respectfully requests an appropriation of funds in the amount of \$187,281.00, a 21<sup>st</sup> Century Community Learning Centers grant for the middle and high school. There is no impact on the local funding level.

We respectfully request that the funds be appropriated to the Instruction category for a total of \$19,589,232.40. The total School Operating Budget will become \$26,700,136.40, with an overall budget, including Food Service, of \$28,179,989.40.

Thank you for your consideration of this request.

Respectfully submitted,

  
Dr. Barbara A. Johnson  
Division Superintendent

  
Mrs. Beulah Womack  
Chairman, School Board

BAJ/csw

pc: School Board Members

---

UNITED IN EXCELLENCE

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

**Meeting Date:** October 13, 2020  
**Item No.:** 10  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Highway Matters

---

**Summary:** VDOT Resident Engineer, Scott D. Frederick, P.E., will participate remotely in the October meeting to provide updates and discuss any highway matters with the Board.

**Attachments:**

**Recommendation:**

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 11-a  
**Department:** Board of Supervisors  
**Staff Contact:** Kate Pickett  
**Issue:** PUBLIC HEARING: Amendments to the Enterprise Zone

---

**Summary:** A Public Hearing has been advertised to receive citizen input prior to the Board considering proposed amendments (additions) to the County's Enterprise Zone Boundary. The proposed expansion includes 2 parcels totaling 290+/- acres. The first property is the potential data center site (230 Kelly Lane), which is owned by the Prince Edward County Industrial Development Authority (about 287 acres). The second site is located in Rice at 499 Rice's Depot Road and is owned by Caryn Kayton.

**Attachments:** Draft Resolution  
Maps of Properties included in Proposed EZ Expansion

**Recommendation:** Staff recommends approval of the addition of Tax Parcel #039 A 3 and #040 A 19 to the County's Enterprise Zone and approval of the draft resolution which will authorize the submission of the amendment application to the Virginia Department of Housing and Community Development.

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

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

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

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

BOARD OF SUPERVISORS

Jerry R. Townsend  
Chairman  
J. David Emert  
Vice Chairman  
Beverly M. Booth  
Pattie Cooper-Jones  
Llew W. Gilliam, Jr.  
Robert M. Jones  
Odessa H. Pride, Ed.D.  
James R. Wilck



COUNTY OF PRINCE EDWARD, VIRGINIA

COUNTY ADMINISTRATION

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

**Resolution Approving the Expansion of the County Enterprise Zone**

**WHEREAS**, the County of Prince Edward has a designated Enterprise Zone, identified as Zone #48, that provides a combination of State and Local incentives to promote economic development; and

**WHEREAS**, there is a current need to amend the existing Enterprise Zone #48 to incorporate additional properties and to increase economic growth opportunities, and

**WHEREAS**, this proposed expansion will serve to benefit economic and industrial expansion of Prince Edward County to meet the goals and objectives of the Virginia Enterprise Zone Program;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia, authorizes the County Administrator to submit the necessary Enterprise Zone amendment package and sign all necessary documentation on behalf of Prince Edward County for this proposed Enterprise Zone amendment, and to meet other program administrative and reporting requirements, as defined by Enterprise Zone Regulations throughout the life of the zone.

Certification

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed this 13<sup>th</sup> day of October, 2020.*

---

Jerry R. Townsend, Chairman

ATTEST:

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Sarah Elam Puckett, Acting County Administrator

## Enterprise Zone Boundary Amendment

499 Rice's Depot Rd.

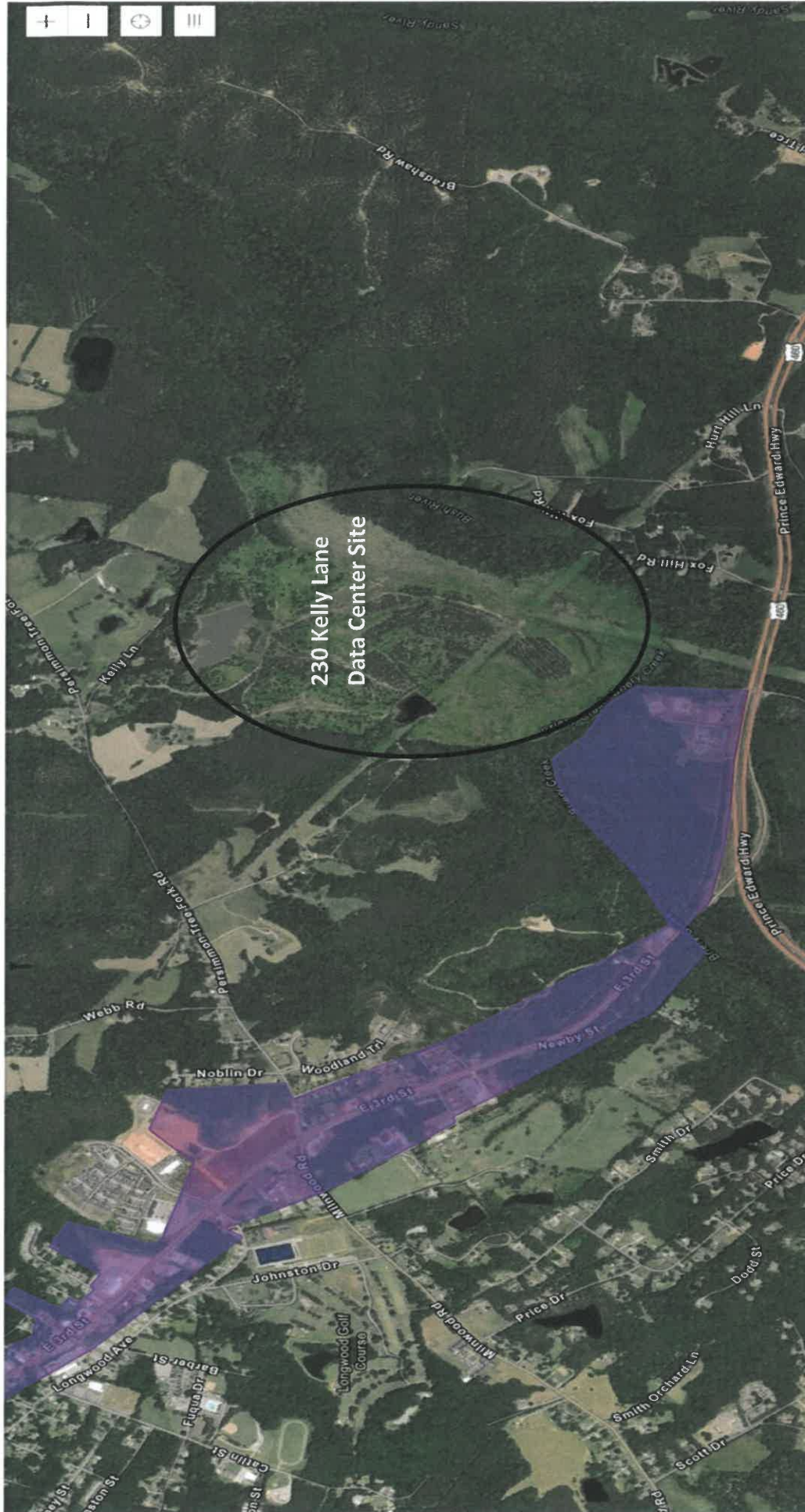




Find an Enterprise Zone, Opportunity Zone, property, or address



250 Kelly Ln, Farmville, VA, 23901, USA





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

**Meeting Date:** October 13, 2020  
**Item No.:** 11-b  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** **PUBLIC HEARING: Special Use Permit – Good’s Construction DBA Cenvar Roofing**

**Summary:** The County has received an application for a Special Use Permit application from Good’s Construction Co. DBA Cenvar Roofing for tax map parcel 041-A-57B identified as 24457 Prince Edward Highway, Rice, VA Attachment (1). This parcel is in an A1, Agricultural Conservation zoning district and businesses are allowed in the district only after approval of a special use permit.

The public hearing notice was published in the September 30, 2020 and October 7, 2020 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the tax map parcel the building will be placed and surrounding property. The parcel is outlined in blue. Attachment (6) is the proposed site plan.

The purpose of the Special Use is to convert the existing home into a business office and to construct a 24’ x 40’ enclosed metal storage building for the purpose of materials storage. Any security lighting shall be installed and properly angled to avoid light spillage onto adjoining properties.

The Planning Commission held a public hearing on September 15, 2020 no one spoke in opposition and the County has received no other correspondence opposing the request. The Planning Commission unanimously approved forwarding the request to the Board of Supervisors for approval. County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

**Attachments:**

1. Special Use Permit Application
2. Notice of Public Hearing
3. List of adjoining property owners
4. Sample Letter sent to adjoining property owners
5. Plat of Tax Parcel
6. Site Plan
7. Excerpt of the draft minutes of the September 15, 2020 meeting of the Planning Commission.

**Recommendations:** Conduct the Public Hearing and render a decision concerning the request for the Special Use.

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

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

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

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

COMMENTS: \_\_\_\_\_

PERMIT/APPLICATION NO \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_  
MAGISTERIAL DISTRICT \_\_\_\_\_  
DATE SUBMITTED \_\_\_\_\_

## County of Prince Edward

PLEASE PRINT OR TYPE

### PRINCE EDWARD COUNTY APPLICATION FOR SPECIAL USE PERMIT

TO: PRINCE EDWARD COUNTY PLANNING COMMISSION  
VIA: ZONING ADMINISTRATOR

SPECIAL EXCEPTION REQUESTED:

The undersigned owner of the following described property hereby applies for a Special Use permit as provided in Section 5-124 of Article V, Site Plan requirements are found in Section 4-100 of Article IV Development Standards of the Zoning Ordinance of Prince Edward County, Virginia.

Applicant's Name: Good's Construction Co., LLC  
Applicant's Address: 493 Crowell Lane Lynchburg VA 24502  
Applicant's Telephone Number: (434) 316-2859 434-316-2859

Present Land Use: Residential A1

Legal Description of Property with Deed Book and Page No. or Instrument No. 369/124

Tax Map # 041 A 578 Acreage: 3.831

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) We want to operate a residential Rating company on property. It will have a sales office & a small warehouse to store more amount of material. Only pickup trucks will be there.

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) I think trucking is right across the street

Height of Principal Building (s): Feet 30 Stories 2

APPLICANT'S STATEMENT: (if not owner(s) of property):

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Prince Edward County Zoning Ordinance as written and also with the description contained in this permit application.

Signature of Applicant (if not property owner) Chris Good Date 8-12-20

PROPERTY OWNER(S) STATEMENT:

I hereby certify that I/We own the above described property, that the information given is complete and correct to the best of my knowledge, and the above person(s), group, corporation, or agent has the full and complete permission of the undersigned owner(s) to make application for a Conditional Use permit as set forth in the Prince Edward County Zoning Ordinance as written.

Signature of Property Owner(s) Pamella E. Davis, Executive Date 08/13/2020

Signature of Property Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED. ATTACH ADDITIONAL SHEETS IF NECESSARY.

Application Fee **\$300.00** Fee Received by \_\_\_\_\_ Date \_\_\_\_\_

The above mentioned application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.

Mail to: Department of Planning &  
Community Development  
P. O. Box 382  
Farmville, VA 23901  
(434) 392-8837



Prince Edward County Administration,

I represent Good's Construction Co., LLC DBA Cenvar Roofing.

We have contracted to buy a house and lot located at:

24457 Prince Edward Highway, Rice, VA 23966

We are a residential roofing company that specializes in renovation. We tear off worn out roofs off of homes and replace them. We intend to convert the house on the property into a sales office. We will build a new fully enclosed warehouse in the back right corner of the property to store minor amounts of material, tools, equipment & trailers etc. This building is represented in the drawing we submitted. We will plant a two rows of Leland Cypress to serve as screens. These too are represented in the sketch we submitted. Most of our materials are drop shipped directly from our supplier to the jobsite, we only keep minor amounts of accessories at our shop.

The office will be used by the General Manager, sales staff and Project Mangers. All of our construction workers are sub-contractors and they are not often at our office. There will be only light trucks, pickup trucks and vans etc. in and out of the property.

Our official hours of operation are 9:00 AM to 5PM. The Project Managers can arrive as early as 6:30 AM to stock their pickups and head out to the jobsite, the sales staff is sometimes around as late as 6:30.

Regarding signage, we will apply for and construct a sign in compliance with whatever the zoning department will approve. Having a certain size sign is not a deciding factor in us proceeding with the purchase of this property. We will be happy to construct whatever gets approved in the sign permit application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Good', written in a cursive style.

Christopher M. Good

Cenvar Roofing



### NOTICE OF PUBLIC HEARINGS

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with the Board of Supervisors' "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." While physical (in-person) access to public meetings is not permitted, the public may participate by calling: **1-844-890-7777, Access Code: 390313** (If busy, please call again.)

~~~~~

The Board of Supervisors will hold the following PUBLIC HEARINGS on Tuesday, October 13, 2020 beginning at 7:30 p.m. in the Board of Supervisors Room located on the 3rd Floor of the Prince Edward County Courthouse, 111 N. South Street, Farmville, Virginia, to receive citizen input prior to considering the following:

1. To give citizens an opportunity to comment on proposed amendments (additions) to the County's Enterprise Zone Boundary. A proposed expansion of 2 parcels totaling 290+/- acres is being recommended. The first property is the potential data center site (230 Kelly Lane), which is owned by the Prince Edward County Industrial Development Authority (about 287 acres). The second site is located in Rice at 499 Rice's Depot Road and is owned by Caryn Kayton. For additional information about the County Enterprise Zone of the proposed amendments, please contact Kate Pickett, Director of Economic Development at (434) 391-4809 or e-mail to kpickett@co.prince-edward.va.us.
2. A request by Good's Construction Co. DBA Cenvar Roofing for a Special Use Permit to allow the location of a business office and enclosed storage building on Tax Map Parcel 041-A-57B, with an address of 24457 Prince Edward Highway, Rice, VA.
3. A request by David Furlong DBA Locket Creek Real Estate Group for a Rezoning of Tax Map Parcel 022-4-C, on Booker Court, located on Mt. Moriah Road, Farmville, VA from A-1, Agricultural Conservation to MHP, Manufactured Home Park to allow for the expansion and re-opening of the mobile home park.
4. A request by Prince Edward County for a Special Use Permit to allow for a Daycare Center on Tax Map Parcel 051-A-39, with an address of 1328 Zion Hill Road, Farmville, VA.

~~~~~

Citizen input for Public Hearings at Board of Supervisors meetings will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one of the following methods:

1. **Written comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors, P.O. Box 382, Farmville, VA 23901.
  - b. **E-Mailed:** [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)
  - c. **County Dropbox:** Written comments may also be placed in the County "payment dropbox", located in courthouse parking lot by 2:00 p.m. the day of the meeting.
2. **Citizens may participate remotely during the meeting.** Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Hearing portion of the agenda**; however, **citizens must pre-register** with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

A complete copy of the proposed Enterprise Zone amendments and the Rezoning and Special Use Permit applications are available for public review in the office of the Prince Edward County Administrator, 111 N. South Street, 3rd Floor, Farmville, VA, or on the county website at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837,

###

## Prince Edward County

## SUP Request

Applicant: Good's Constuction Company, LLC

**Tax Map:**

041 A 57B

### Schedule B

List of adjoining Property owners and mailing addresses for the property for a SUP proposed for a roofing office and enclosed storage building.

[illegible]

**PLANNING COMMISSION**

John Prengaman  
Chairman  
Robert M. Jones  
Board Representative  
Donald Gulliam  
Preston L. Hunt  
Mark Jenkins  
Clifford Jack Leatherwood  
Whitfield Paige  
John "Jack" W. Perry, Jr.  
Teresa Sandlin  
Cannon Watson



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**Director of Planning and  
Community Development**

Robert Love

Post Office Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901

Office: (434) 392-8837

Fax: (434) 392-6683

[rlove@co.prince-edward.va.us](mailto:rlove@co.prince-edward.va.us)  
[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)

August 28, 2020

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Special Use Request – Good's Construction Co, LLC DBA Cenvar Roofing

The Prince Edward County Planning Commission will hold a public hearing on September 15, 2020 at 7 p.m. to receive citizen input on a request by Good's Construction Co. LLC to allow the locating of a business office and enclosed storage building on Tax Map Parcel 041-A-57B, with an address of 24457 Prince Edward Highway, Rice, VA. This parcel is located in the A1 (Agricultural Conservation) zoning district. This use requires approval of a Special Use Permit in this zoning District.

You are receiving this notice because you own land in the vicinity of the property requested to be approved for the special use permit. Following the hearing the Prince Edward County Planning Commission may vote to approve or deny the requests.

Due to the Coronavirus all meetings of the Planning Commission are being held electronically. To ensure the safety of the public and County Boards/Commissions the Board of Supervisors adopted an Emergency Ordinance modifying procedures for public meetings and public hearing practices. The Ordinance authorizes all meetings of Prince Edward County public entities to be held by electronic means. Such meetings shall be open to electronic participation by the public and **closed** to in-person participation by the public. Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter.

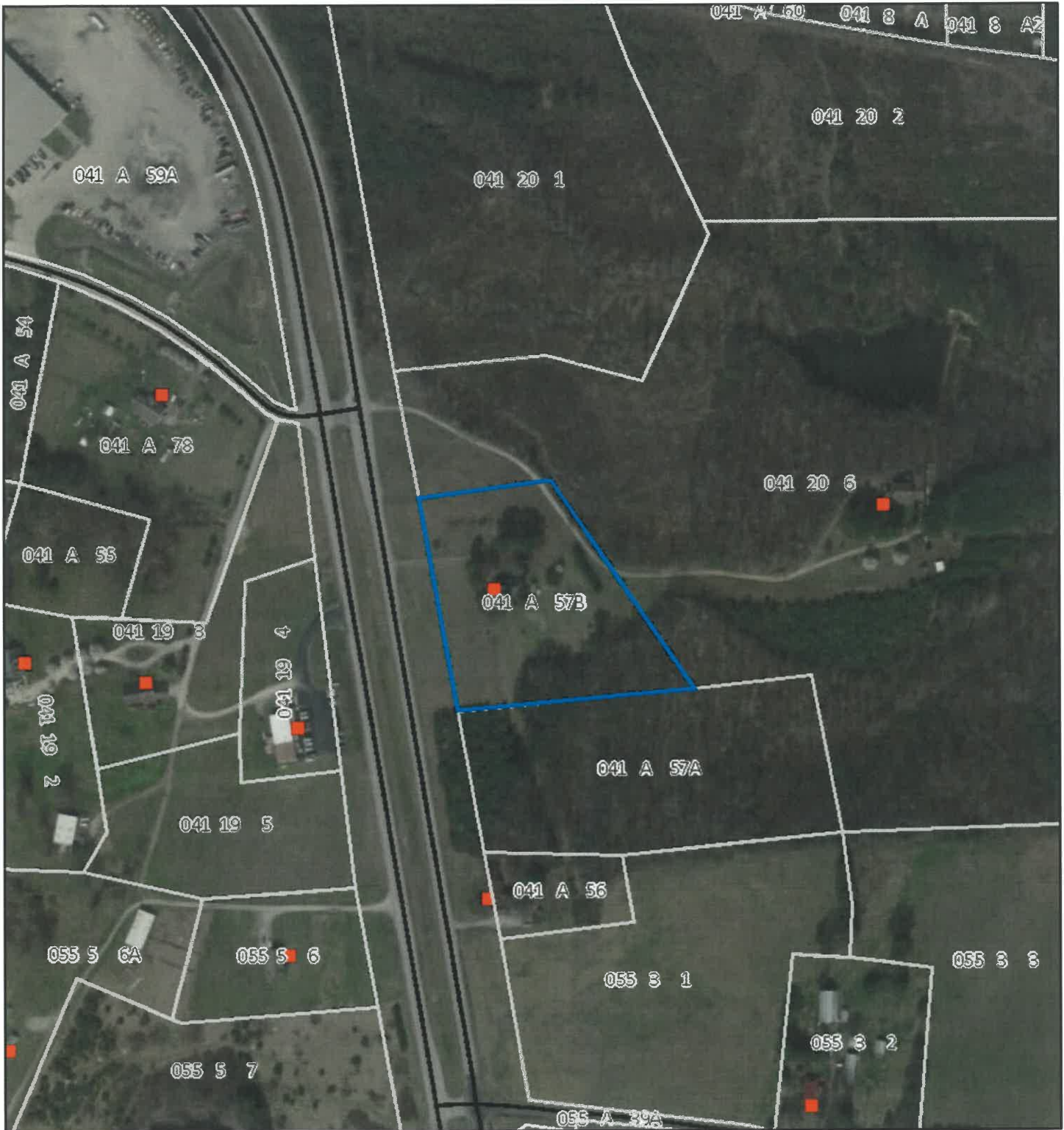
If you have any questions please do not hesitate to contact me at 434-392-8837.

Respectfully,

Robert Love

Director of Planning and Community Development

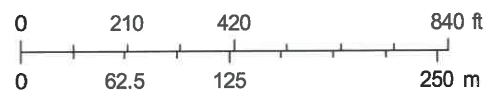
# Cenvar Roofing SUP



September 8, 2020

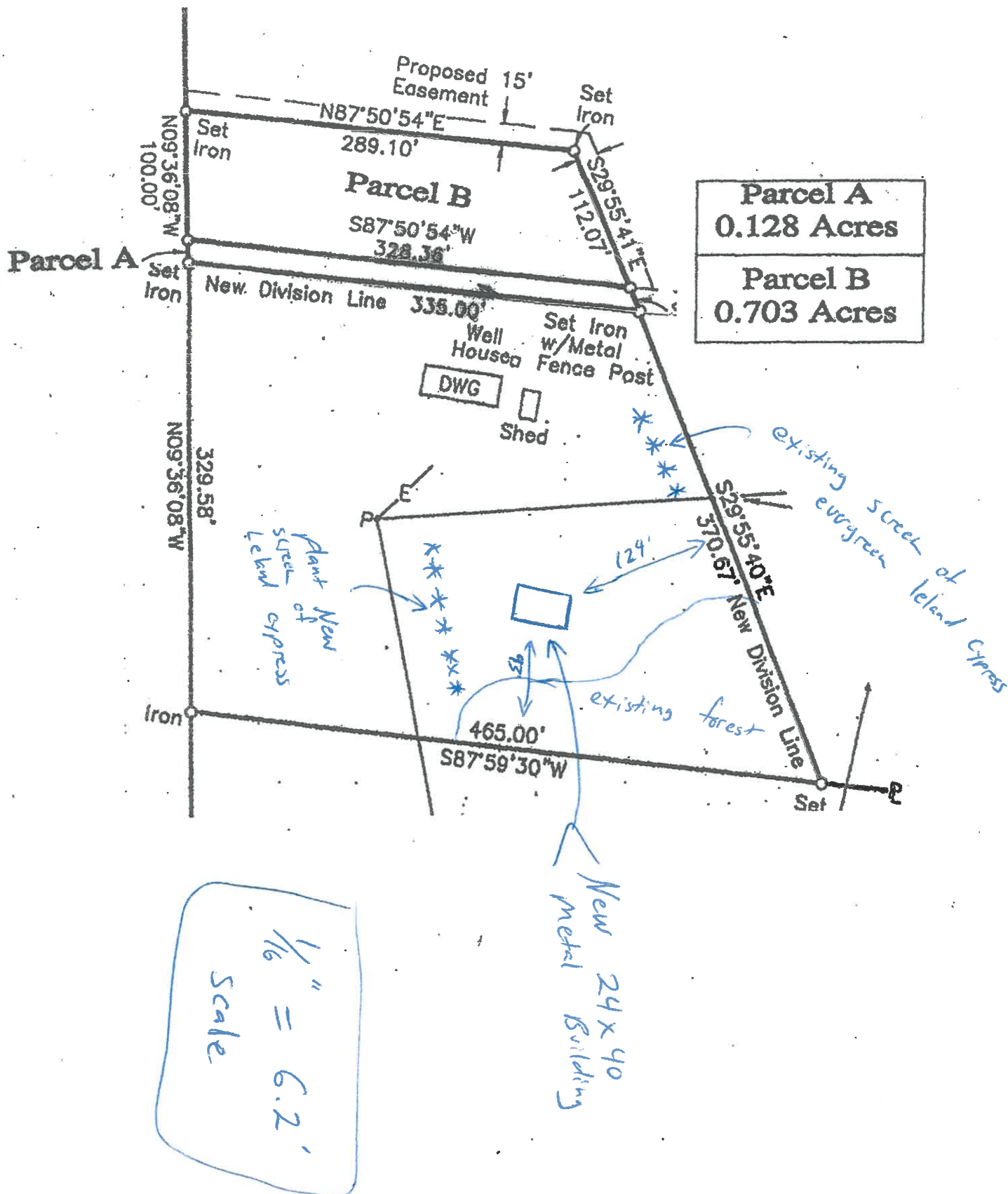
1:4,514

- Road Centerline
- Parcel Labels
- Address Points
- County Boundary
- Farmville Boundary



Virginia Geographic Information Network (VGIN)







Google Earth



feet 500  
meters 100

Google Earth

The following is an excerpt of the minutes of the regular meeting of the Prince Edward County Planning Commission held September 15, 2020.

**In Re: Public Hearing - Special Use Permit, Business Office & Storage Building**

Chairman Prengaman announced this was the date and time scheduled for a Public Hearing on a request by Good's Construction Company, dba Cenvar Roofing for a Special Use Permit to allow the locating of a business office and enclosed storage building on Tax Map Parcel 041-A057B, with the address of 24457 Prince Edward Highway, Rice, Virginia. Notice of this hearing was advertised according to law in the Wednesday, September 2, 2020 and Wednesday, September 9, 2020 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Robert Love, Planning and Community Development Director, said the County has received an application for a Special Use Permit from Good's Construction Company, dba Cenvar Roofing, for Tax Map Parcel 041-A-57B, identified as 24457 Prince Edward Highway, Rice, Virginia. The parcel is in an A1, Agricultural Conservation zoning district and businesses are allowed in the district only after approval of a special use permit.

The purpose of the Special Use Permit is to convert the existing home into a business office and to construct a 24' x 40' enclosed metal storage building for the purpose of materials and equipment storage. Any security lighting shall be installed and properly angled to avoid light spillage onto adjoining properties.

Mr. Love reported the business would have some of their materials drop-shipped to their work sites. He said the site plan indicates tree buffering along the front of the building and along the rear property line with some additional plantings of Leyland Cypress according to the County's Code. He said he received one telephone call from the rear adjacent landowner who had questions but no comments.

Commissioner Sandlin recused herself from this issue due to a possible conflict of interest.

Mr. Chris Good, Cenvar Roofing, said they are a residential re-roofing company, specializing in roofing. He said the existing structure will be the sales office and an outbuilding will be added for miscellaneous accessory type materials; there will be trucks and trailers kept outside. Mr. Good said there are sight-line buffers and more will be planted.

Chairman Prengaman asked if all materials will be kept in the 24' x 40' building. Mr. Good said nothing other than the 8' x 14' dump trailers, trucks and trailers will be kept outside; he said all building materials will be inside.

Chairman Prengaman opened the public hearing.

Lora Monahan stated she is glad he is going to rehab the building; she asked if he will extend the buffer along the eastern side on the property line. She then questioned lighting. Mr. Good said he will add trees to increase and extend the buffer.

There being no one further wishing to speak, Chairman Prengaman closed the public hearing.

Chairman Prengaman stated Mr. Good's request includes additional buffer and will add trees along the – side extending along the property line; there will be no outside storage except for the trucks and trailers; and lighting will be downward.

Commissioner Watson made a motion, seconded by Commissioner Hunt, to approve for recommendation of the Special Use Permit to the Board of Supervisors to allow the locating of a business office and enclosed storage building on Tax Map Parcel 041-A057B, with the address of 24457 Prince Edward Highway, Rice, Virginia, to include additional tree buffer along the eastern side of the property, no outside storage except for the business trucks and trailers, and no intrusive lighting; the motion carried:

|          |                                               |      |        |
|----------|-----------------------------------------------|------|--------|
| Aye:     | Preston Hunt                                  | Nay: | (None) |
|          | Clifford Jack Leatherwood                     |      |        |
|          | Whitfield M. Paige                            |      |        |
|          | John "Jack" W. Peery, Jr.                     |      |        |
|          | John Prengaman                                |      |        |
|          | Cannon Watson                                 |      |        |
| Recused: | Teresa Sandlin                                |      |        |
| Absent:  | Donald Gilliam, Mark Jenkins, Robert M. Jones |      |        |





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

**Meeting Date:** October 13, 2020  
**Item No.:** 11-c  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** PUBLIC HEARING: Rezoning - A-1 to MHP

**Summary:**

The County has received an application for a Rezoning application from Mr. David Furlong for tax map parcel 022-4-C on Booker Court, owned by Locket Creek Real Estate Group, Attachment (1). This parcel is in an A1, Agricultural Conservation zoning district and requires rezoning to MHP, Manufactured Home Park to allow for the remodeling and expansion of the mobile home park.

The public hearing notice was published in the September 30, 2020 and October 7, 2020 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the parcel the mobile homes will be placed and surrounding property. The parcel is outlined in blue on the tax map.

The purpose of the Rezoning is to allow for the remodeling and expansion of the mobile home park to add eleven additional units. The site currently has nine mobile home hookups/sites per the County tax records. This use would generate trips by the residents and their guest. It is recommended that rules be established by Mr. Furlong as far as quiet time by park residents as well as installing some site security lighting so as not to shine onto adjacent properties.

The Planning Commission held a public hearing on September 15, 2020 no one spoke in opposition and the County has received no other correspondence opposing the request. The Planning Commission unanimously approved forwarding the request to the Board of Supervisors for approval.

County staff is of the opinion the use is generally compatible with the zoning district but will not have major impacts on surrounding properties as far as traffic and noise.

**Attachments:**

1. Special Use Permit Application
2. Notice of Public Hearing
3. List of adjoining property owners
4. Sample Letter sent to adjoining property owners
5. Plat of Tax Parcel
6. Excerpt of the draft minutes of the September 15, 2020 meeting of the Planning Commission.

**Recommendations:** Conduct the Public Hearing and render a decision concerning the request for the Rezoning.

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

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

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

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

FOR OFFICE USE ONLY

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY

PERMIT APPLICATION # \_\_\_\_\_

Date Submitted \_\_\_\_\_

Magisterial District \_\_\_\_\_

PLEASE PRINT OR TYPE

County of Prince Edward

PRINCE EDWARD COUNTY  
APPLICATION  
REQUEST FOR REZONING  
REQUEST FOR AMENDMENT

I, WE DAVID FURLONG DBA LOCKET CREEK REAL ESTATE GROUP  
DO HEREBY PETITION THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD TO AMEND THE  
COUNTY ZONING ORDINANCE BY:

\_\_\_\_\_ Modifying section(s) \_\_\_\_\_ of the ordinance as noted below. (See Schedule A)

☒ Modifying the Zoning District Classification of the following described property from the \_\_\_\_\_  
District(s), to the MOBILE HOME District.

Location / Legal Description of Property: Deed Book / Page No. 1800 / 852 or Instrument No. \_\_\_\_\_  
Tax Map # 022 4 C Subdivision, if applicable \_\_\_\_\_

If acreage, attach plat of property and a metes and bounds description.

Briefly describe the current use of the property.

THE PROPERTY IS CURRENTLY 5 ACRES THAT HAS (9) NEW  
MOBILE HOMES ON IT. IT ADJAINS PROPERTY THAT HAS  
MOBILE HOMES AND A VACANT LOT

Provide on schedule A below a description of the proposed use and how such proposed amendment to the zoning ordinance relates to the County's Comprehensive Plan.

Provide on schedule B below a list of all property owners and their mailing addresses as shown on the County land records who are contiguous to and directly across the street from the parcel(s) proposed to be changed.

Owner(s) of Property

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner(s) of Property

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Schedule A

Describe the requested amendment to the Zoning Ordinance, (OR), Describe the relationship of the proposed re-zoning to the County's Comprehensive Plan.

I AM REQUESTING THE ABILITY TO ADD ADDITIONAL NEW  
MOBILE HOMES ON THE REMAINDER OF MY 3+ ACRES  
THAT ARE NOT DEVELOPED. THIS WILL PROVIDE ADDITIONAL  
AFFORDABLE HOUSING IN THE COUNTY.

Schedule B

Contiguous property owner(s) to be affected by this proposed change.

| Name  | Address |
|-------|---------|
| _____ | _____   |
| _____ | _____   |
| _____ | _____   |
| _____ | _____   |

NOTE: The above information must be supplied by the applicant. Failure to do so will void the application. Attach additional sheets, if necessary.

☐ Application Fee Re-zoning Permit \$300

☒ Application Fee Zoning Amendment \$300

Application

Fee Received By \_\_\_\_\_ Date \_\_\_\_\_

Cash ☐ Check ☐ # \_\_\_\_\_

The above permit application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.

Mail to: Department of Building & Zoning

P. O. Box 382  
Farmville, VA 23901  
(434) 392-8837

434 3906223



### NOTICE OF PUBLIC HEARINGS

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with the Board of Supervisors' "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." While physical (in-person) access to public meetings is not permitted, the public may participate by calling: **1-844-890-7777, Access Code: 390313** (If busy, please call again.)

~~~~~

The Board of Supervisors will hold the following PUBLIC HEARINGS on Tuesday, October 13, 2020 beginning at 7:30 p.m. in the Board of Supervisors Room located on the 3rd Floor of the Prince Edward County Courthouse, 111 N. South Street, Farmville, Virginia, to receive citizen input prior to considering the following:

1. To give citizens an opportunity to comment on proposed amendments (additions) to the County's Enterprise Zone Boundary. A proposed expansion of 2 parcels totaling 290+/- acres is being recommended. The first property is the potential data center site (230 Kelly Lane), which is owned by the Prince Edward County Industrial Development Authority (about 287 acres). The second site is located in Rice at 499 Rice's Depot Road and is owned by Caryn Kayton. For additional information about the County Enterprise Zone of the proposed amendments, please contact Kate Pickett, Director of Economic Development at (434) 391-4809 or e-mail to kpickett@co.prince-edward.va.us.
2. A request by Good's Construction Co. DBA Cenvar Roofing for a Special Use Permit to allow the location of a business office and enclosed storage building on Tax Map Parcel 041-A-57B, with an address of 24457 Prince Edward Highway, Rice, VA.
3. A request by David Furlong DBA Locket Creek Real Estate Group for a Rezoning of Tax Map Parcel 022-4-C, on Booker Court, located on Mt. Moriah Road, Farmville, VA from A-1, Agricultural Conservation to MHP, Manufactured Home Park to allow for the expansion and re-opening of the mobile home park.
4. A request by Prince Edward County for a Special Use Permit to allow for a Daycare Center on Tax Map Parcel 051-A-39, with an address of 1328 Zion Hill Road, Farmville, VA.

~~~~~

Citizen input for Public Hearings at Board of Supervisors meetings will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one of the following methods:

1. **Written comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors, P.O. Box 382, Farmville, VA 23901.
  - b. **E-Mailed:** [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)
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A complete copy of the proposed Enterprise Zone amendments and the Rezoning and Special Use Permit applications are available for public review in the office of the Prince Edward County Administrator, 111 N. South Street, 3rd Floor, Farmville, VA, or on the county website at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837,

###

# Prince Edward County

## Rezoning Request

Applicant: David Furlong DBA Locket Creek Estate Group

Tax Map:

022-4-C

### Schedule B

List of adjoining Property owners and mailing addresses for the property for a proposed Rezoning from A-1 to MHP.

| Parcel ID | Owner                  | Address                                     | Note |
|-----------|------------------------|---------------------------------------------|------|
| 022-4-D   | Amy Tillerson Brown    | 212 Claybrook Drive Waynesboro,<br>VA 22980 |      |
| 022-4-E   | David M. & Linda Baker | 566 Mt. Moriah Road Farmville,<br>VA 23901  |      |
| 022-A-17  | Kate A. Mosley         | 2874 Eastbrook Road Lynchburg,<br>VA 24501  |      |
| 022-A-19  | Archer W. Mosley, Jr.  | 2874 Eastbrook Road Lynchburg,<br>VA 24501  |      |
|           |                        |                                             |      |
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**PLANNING COMMISSION**

John Pengaman  
Chairman  
Robert M. Jones  
Board Representative  
Donald Gulliam  
Preston L. Hunt  
Mark Jenkins  
Clifford Jack Leatherwood  
Whitfield Paige  
John "Jack" W. Perry, Jr.  
Teresa Sandlin  
Cannon Watson



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**Director of Planning and  
Community Development**

Robert Love

Post Office Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901

Office: (434) 392-8837

Fax: (434) 392-6683

[rlove@co.prince-edward.va.us](mailto:rlove@co.prince-edward.va.us)  
[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)

August 28, 2020

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Rezoning Request – David Furlong DBA Locket Creek Real Estate Group

The Prince Edward County Planning Commission will hold a public hearing on September 15, 2020 at 7 p.m. to receive citizen input on a request by David Furlong to rezone Tax Map Parcel 022-4-C, on Booker Court, Farmville, VA from A1, Agricultural Conservation to MHP, Manufactured Home Park to allow for the expansion and re-opening of the mobile home park. This parcel is located in the A1 (Agricultural Conservation) zoning district. Prior to operating Mobile Home Park facilities require rezoning to a MHP Zoning District.

You are receiving this notice because you own land in the vicinity of the property requested to be approved for the special use permit. Following the hearing the Prince Edward County Planning Commission may vote to approve or deny the requests.

Due to the Coronavirus all meetings of the Planning Commission are being held electronically. To ensure the safety of the public and County Boards/Commissions the Board of Supervisors adopted an Emergency Ordinance modifying procedures for public meetings and public hearing practices. The Ordinance authorizes all meetings of Prince Edward County public entities to be held by electronic means. Such meetings shall be open to electronic participation by the public and **closed** to in-person participation by the public. Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter.

If you have any questions please do not hesitate to contact me at 434-392-8837.

Respectfully,

Robert Love

Director of Planning and Community Development

**Watson and Duggan PLC**  
Land Surveying  
1001 E. Third St., Farmville, Va. 23901  
434-391-3500

**Line Table**

| LINE | BEARING     | DISTANCE |
|------|-------------|----------|
| L1   | S06°30'12"W | 73.09'   |
| L2   | S09°22'51"W | 91.49'   |

**Legend**

IRS = Iron Rod Set  
IRF = Iron Rod Found  
S = Shed  
U = Overhead Utility Lines

201201812(plat)

22-4-D  
**Amy Tillerson Brown**  
201202232  
201201812(plat)

Security Light  
1.4' East Of  $\ell$

Proposed Trailers  
Typ. = 36 X 14  
Existing Sewer Conn.

Paved Entrance

IRF @ 282.0'

0.45± miles  
to S.R. No. 695

**State Route No. 678**  
Mount Moriah Rd. 30' R/W

End Of State  
Maintenance

IRS 6' South  
Of Pole

Existing Trailers  
Typ. = 36 X 14  
Deck

22-4-E  
**David Michael Baker**  
**Linda Susan-Harold Baker**  
D.B.272 p.237  
P.B.6 p.12(plat)

COPY FOR REVIEW  
**5.02 Acres**

IRF

S87°01'51"W 463.59'

IRF

S02°08'09"E 566.56'

COPY FOR REVIEW

**Plat Of Boundary Survey**

22-4-C

For: David Furlong

Being The Property Owned By:

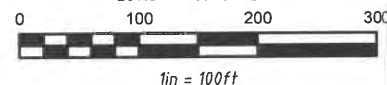
**Lockett Creek Real Estate Group, LLC**

Inst. No. 180000852

Prospect District, Prince Edward Co., Va.

20116 09-09-20

- Notes**
1. This survey is subject to any easement of record and other pertinent facts which a title search might disclose.
  2. This plat is based on a current field survey.
  3. See plat recorded in PC A Slide 49



David Furlong

Locket Creek Real Estate Group LLC

(434) 390-6223

|           |         |
|-----------|---------|
| Tax Map   | 022 4 C |
| Deed Book | 1800    |
| Page      | 852     |

Describe the requested amendment to the Zoning Ordinance (OR), Describe the relationship of the proposed re-zoning to the County's Comprehensive Plan.

The current property has been used as a Mobile Home Park for decades. When I first acquired the property there was (9) mobile homes on the property. Some of the homes were from the mid 70's. I removed those trailers and replaced them with brand new 1 Bedroom / 1 Bathroom homes.

By seeking the designation of Mobile Home Park designation, I hope to add additional home sites and continue with the same theme for the rest of the park. I am requesting (12) additional home sites.

I have replaced all of the electrical lines, water lines and septic lines. I have also installed L.E.D. lighting throughout the park and a video surveillance system is also being installed.

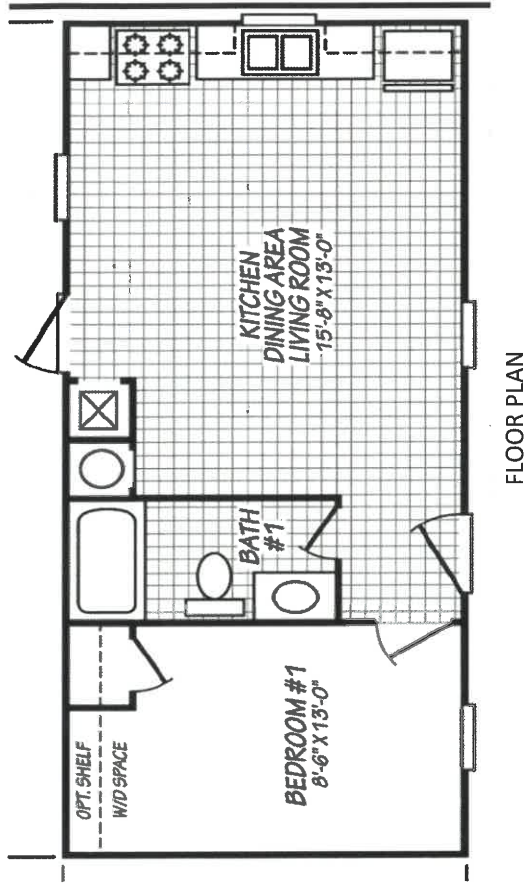
In regards to the County's Comprehensive plan the further development of this property compliments it. There is a need in the County for affordable housing and these homes fill part of that void.

I appreciate your consideration in this matter and look forward to meeting with you.



# HOPEWELL

## Big Living In A Smaller Home

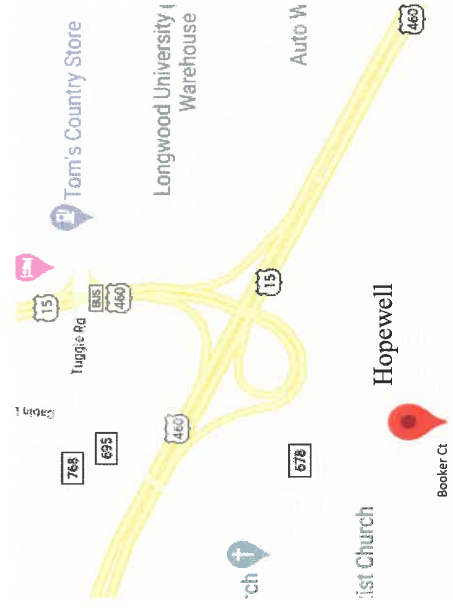


### Amenities:

**From Farmville** - West Third St to the traffic light past Tom's Country Store - Go straight across the intersection - Take Tuggle Rd for .5 miles and go across Route 460 - Take the first left onto Mount Moriah Rd - Continue .4 miles and turn right onto Booker Ct

### Amenities:

- 1 Bedroom, 1 Bathroom
- Over 500 sq ft of Living Space
- Private Lot
- Maintenance Free Living
- Landscaped and Manicured Grounds
- Private Country Setting - Minutes From Farmville
- Grilling Deck



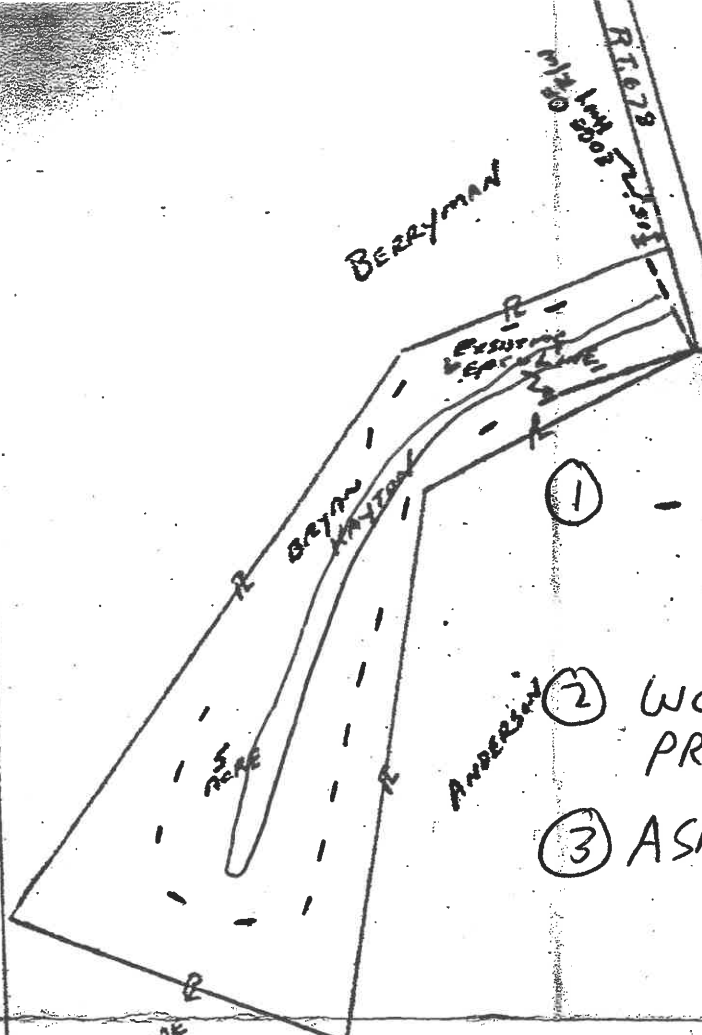
**For Additional Information** - Call (434) 390-6223 David Furlong — Property Manager











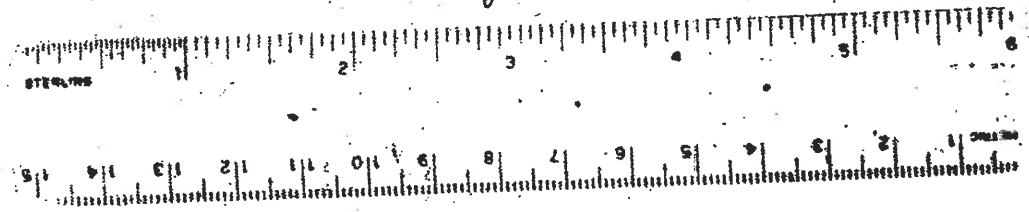
- ① - = 14x36 1 BED / 1 BATH  
500' SQ FT HOME WITH  
12x12 DECK
- ② WOODED BUFFER BETWEEN  
PROPERTY LINES
- ③ ASKING FOR 11 ADDITIONAL  
HOMESITES

OWNER'S INITIALS RV

NO. 97556030  
REV. E

|                                          |               |          |
|------------------------------------------|---------------|----------|
| VIRGINIA ELECTRIC AND POWER COMPANY      |               |          |
| PLAT TO ACCOMPANY RIGHT-OF-WAY AGREEMENT |               |          |
| FARMVILLE                                |               | DISTRICT |
| DISTRICT-TOWNSHIP-P-                     | COUNTY-CITY   | STATE    |
| PROSPECT PRINCE EDWARD                   |               |          |
| FARMVILLE OFFICE                         | PLAT# 63-645  |          |
| C D H                                    | EST# 21122.00 |          |

Cynthia W. Clifton  
Notary Public.



Virginia: In the Clerk's Office of Prince Edward County

January 16, 1985  
This deed was this day presented in said office and with  
certificate of acknowledgement annexed, admitted to  
record at 11:10 o'clock A. M., and indexed.

Dellie R. Nadeau

Examined & Mail  
M. L. Dickerson  
Real Estate De  
Virginia Elect  
Power Co.  
Richmond, Va.

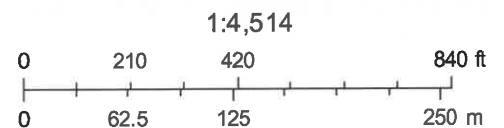


# David Furlong Rezoning



September 8, 2020

- Road Centerline
- Parcel Labels
- Address Points
- County Boundary
- Farmville Boundary



Virginia Geographic Information Network (VGIN)

The following is an excerpt of the minutes of the regular meeting of the Prince Edward County Planning Commission held September 15, 2020.

**In Re: Public Hearing - Rezoning A1 to MHP**

Chairman Prengaman announced this was the date and time scheduled for a Public Hearing on a request by David Furlong, DBA Locket Creek Real Estate Group, for a Rezoning of Tax Map Parcel 022-4-C, on Booker Court, Farmville, VA, from A1, Agricultural Conservation to MHP, Manufactured Home Park to allow for the expansion and re-opening of the mobile home park. Notice of this hearing was advertised according to law in the Wednesday, September 2, 2020 and Wednesday, September 9, 2020 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

The County has received an application for rezoning from Mr. David Furlong for Tax Map Parcel 022-4-C on Booker Court, owned by Locket Creek Real Estate Group. This parcel is in an A1, Agricultural Conservation zoning district and requires rezoning to MHP, Manufactured Home Park, to allow for the remodeling and expansion of the mobile home park.

The purpose of the rezoning is to allow for the remodeling and expansion of the mobile home park. The site currently has nine mobile home hook-ups/sites per the County tax records. This use would generate trips by the residents and their guests. It is recommended that rules be established by Mr. Furlong as far as quiet time by park residents as well as installing some site security lighting so as not to shine onto adjacent properties.

County staff is of the opinion the use is generally compatible with the zoning district but will not have major impacts on surrounding properties as far as traffic and noise.

Mr. Love said Mr. Furlong wishes to expand by adding 11 additional sites. These are one-bedroom, open floor plan units. He said no comments were received regarding this public hearing.

Mr. David Furlong stated the old 1970s and 1980s model singlewide mobile homes were removed and have been replaced with 2020 models.

Mr. Love reported that a site visit revealed the site looks very good; he said there is proper lighting and even the mail receptacles are in place with a good amount of pull-off for the mail delivery truck,

Chairman Prengaman opened the public hearing.

There being no one wishing to speak, Chairman Prengaman closed the public hearing.

Chairman Prengaman said he found the park to be very nicely done when he went to inspect the property.

Commissioner Peery made a motion, seconded by Commissioner Paige, to approve for recommendation the rezoning of Tax Map Parcel 022-4-C, on Booker Court, Farmville, VA, from A1, Agricultural Conservation to MHP, Manufactured Home Park to allow for the expansion and re-opening of the mobile home park; the motion carried:

|      |                           |      |        |
|------|---------------------------|------|--------|
| Aye: | Preston Hunt              | Nay: | (None) |
|      | Clifford Jack Leatherwood |      |        |
|      | Whitfield M. Paige        |      |        |
|      | John "Jack" W. Peery, Jr. |      |        |
|      | John Prengaman            |      |        |
|      | Teresa Sandlin            |      |        |
|      | Cannon Watson             |      |        |

Absent: Donald Gilliam, Mark Jenkins, Robert M. Jones

**[This page intentionally left blank]**



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

**Meeting Date:** October 13, 2020  
**Item No.:** 11-d  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** PUBLIC HEARING: Special Use Permit – Daycare Center

---

**Summary:**

The County has received an application for a Special Use Permit application from Prince Edward County for tax map parcel 051-A-39 identified as 1328 Zion Hill Road, Farmville, Attachment (1). This parcel is in an A2, Agricultural Residential zoning district and businesses are allowed in the district only after approval of a special use permit.

The public hearing notice was published in the September 30, 2020 and October 7, 2020 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the tax map parcel the daycare center will be located and surrounding property. The parcel is outlined in blue.

The purpose of the Special Use is to utilize the existing building for use as a daycare center facility. Along with the daycare there will be the potential for sheltering in the event of an emergency along with recreational use, both of which are allowed in the A2 district.

The Planning Commission held a public hearing on September 15, 2020 no one spoke in opposition and the County has received no other correspondence opposing the request. The Planning Commission unanimously approved forwarding the request to the Board of Supervisors for approval.

County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

**Attachments:**

1. Special Use Permit Application
2. Notice of Public Hearing
3. List of adjoining property owners
4. Sample Letter sent to adjoining property owners
5. Plat of Tax Parcel
6. Excerpt of the draft minutes of the September 15, 2020 meeting of the Planning Commission.

**Recommendations:** Conduct the Public Hearing and render a decision concerning the request for the Special Use.

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

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

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

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

COMMENTS: \_\_\_\_\_

PERMIT/APPLICATION NO. \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_  
MAGISTERIAL DISTRICT \_\_\_\_\_  
DATE SUBMITTED \_\_\_\_\_

### County of Prince Edward

PLEASE PRINT OR TYPE

#### PRINCE EDWARD COUNTY APPLICATION FOR SPECIAL USE PERMIT

TO: PRINCE EDWARD COUNTY PLANNING COMMISSION SPECIAL EXCEPTION REQUESTED:  
VIA: ZONING ADMINISTRATOR

The undersigned owner of the following described property hereby applies for a Special Use permit as provided in Section 5-124 of Article V, Site Plan requirements are found in Section 4-100 of Article IV Development Standards of the Zoning Ordinance of Prince Edward County, Virginia.

Applicant's Name: PRINCE EDWARD COUNTY  
Applicant's Address: 111 SOUTH STREET, 3RD FLOOR, FARMVILLE  
Applicant's Telephone Number: (434) 392-8837

Present Land Use: Event Center

Legal Description of Property with Deed Book and Page No. or Instrument No. Deed Book 2013 Page 481  
1328 ZION HILL ROAD, FARMVILLE, VA

Tax Map # 051-A-39

Acreage: 10.2

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) Will be no impact on adjoining property owners. Request to operate a day care facility operated by the church.

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) As it is near the Prince Edward County School Complex the operation of a day care center will be compatible with adjacent properties

Height of Principal Building (s): Feet \_\_\_\_\_ Stories 1

APPLICANT'S STATEMENT: (if not owner(s) of property):

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Prince Edward County Zoning Ordinance as written and also with the description contained in this permit application.

W. Barth  
Signature of Applicant (if not property owner)

8/31/2020  
Date

PROPERTY OWNER(S) STATEMENT:

I hereby certify that I/We own the above described property, that the information given is complete and correct to the best of my knowledge, and the above person(s), group, corporation, or agent has the full and complete permission of the undersigned owner(s) to make application for a Conditional Use permit as set forth in the Prince Edward County Zoning Ordinance as written.

\_\_\_\_\_  
Signature of Property Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED. ATTACH ADDITIONAL SHEETS IF NECESSARY.

Application Fee **\$300.00** Fee Received by Naived Date \_\_\_\_\_

The above mentioned application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.

Mail to: Department of Planning &  
Community Development  
P. O. Box 382  
Farmville, VA 23901  
(434) 392-8837





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1. To give citizens an opportunity to comment on proposed amendments (additions) to the County's Enterprise Zone Boundary. A proposed expansion of 2 parcels totaling 290+/- acres is being recommended. The first property is the potential data center site (230 Kelly Lane), which is owned by the Prince Edward County Industrial Development Authority (about 287 acres). The second site is located in Rice at 499 Rice's Depot Road and is owned by Caryn Kayton. For additional information about the County Enterprise Zone of the proposed amendments, please contact Kate Pickett, Director of Economic Development at (434) 391-4809 or e-mail to [kpickett@co.prince-edward.va.us](mailto:kpickett@co.prince-edward.va.us).
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3. A request by David Furlong DBA Locket Creek Real Estate Group for a Rezoning of Tax Map Parcel 022-4-C, on Booker Court, located on Mt. Moriah Road, Farmville, VA from A-1, Agricultural Conservation to MHP, Manufactured Home Park to allow for the expansion and re-opening of the mobile home park.
4. A request by Prince Edward County for a Special Use Permit to allow for a Daycare Center on Tax Map Parcel 051-A-39, with an address of 1328 Zion Hill Road, Farmville, VA.

Citizen input for Public Hearings at Board of Supervisors meetings will be received by Karin Everhart, Deputy Clerk to the Board of Supervisors, using one of the following methods:

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  - c. **County Dropbox:** Written comments may also be placed in the County "payment dropbox", located in courthouse parking lot by 2:00 p.m. the day of the meeting.
2. **Citizens may participate remotely during the meeting.** Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Hearing portion of the agenda**; however, **citizens must pre-register** with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

A complete copy of the proposed Enterprise Zone amendments and the Rezoning and Special Use Permit applications are available for public review in the office of the Prince Edward County Administrator, 111 N. South Street, 3rd Floor, Farmville, VA, or on the county website at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us). It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837,

###

## Prince Edward County

### SUP Request

Applicant: Prince Edward County

Tax Map:

051-A-39

### Schedule B

List of adjoining Property owners and mailing addresses for the property for a proposed SUP for a Daycare Facility

| Parcel ID            | Owner                             | Address             |                           | Note |
|----------------------|-----------------------------------|---------------------|---------------------------|------|
| 038-A-11A            | Town of Farmville                 | PO Box 368          | Farmville, VA 23901       |      |
| 038-A-11C<br>052-A-1 | William R. Harding                | PO Box 55           | Burkeville, VA 23922      |      |
| 051-A-36B            | Prince Edward County School Board | 2874 Eastbrook Road | Lynchburg, VA 24501       |      |
| 052-A-1C4            | Parc Crest At Poplar Forest LP    | 1821 Avon Street    | Charlottesville, VA 22902 |      |
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|                      |                                   |                     |                           |      |
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|                      |                                   |                     |                           |      |

**PLANNING COMMISSION**

John Prengaman  
Chairman  
Robert M. Jones  
Board Representative  
Donald Gulliam  
Preston L. Hunt  
Mark Jenkins  
Clifford Jack Leatherwood  
Whitfield Paige  
John "Jack" W. Perry, Jr.  
Teresa Sandlin  
Cannon Watson



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**Director of Planning and  
Community Development**

Robert Love

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Farmville, VA 23901

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[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)

August 28, 2020

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Special Use Request – Prince Edward County

The Prince Edward County Planning Commission will hold a public hearing on September 15, 2020 at 7 p.m. to receive citizen input on a request by Prince Edward County to allow for a Daycare Center on Tax Map Parcel 051-A-39, with an address of 1328 Zion Hill Road, Farmville, VA. This parcel is located in the A2 (Agricultural Residential) zoning district. This use requires approval of a Special Use Permit in this zoning District.

You are receiving this notice because you own land in the vicinity of the property requested to be approved for the special use permit. Following the hearing the Prince Edward County Planning Commission may vote to approve or deny the requests.

Due to the Coronavirus all meetings of the Planning Commission are being held electronically. To ensure the safety of the public and County Boards/Commissions the Board of Supervisors adopted an Emergency Ordinance modifying procedures for public meetings and public hearing practices. The Ordinance authorizes all meetings of Prince Edward County public entities to be held by electronic means. Such meetings shall be open to electronic participation by the public and **closed** to in-person participation by the public. Instructions of how to listen or participate in the meeting and public hearing are contained on the reverse side of this letter.

If you have any questions please do not hesitate to contact me at 434-392-8837.

Respectfully,

Robert Love

Director of Planning and Community Development

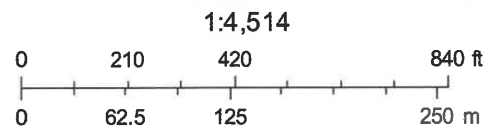


# PEC - SUP



September 8, 2020

- Road Centerline
- Parcel Labels
- Address Points
- County Boundary
- Farmville Boundary



Virginia Geographic Information Network (VGIN)

The following is an excerpt of the minutes of the regular meeting of the Prince Edward County Planning Commission held September 15, 2020.

**In Re: Public Hearing - Special Use Permit, Daycare Center**

Chairman Prengaman announced this was the date and time scheduled for a Public Hearing on a request by Prince Edward County for a Special Use Permit to allow for a Daycare Center on Tax Map Parcel 051-A-39, with an address of 1328 Zion Hill Road, Farmville, VA. Notice of this hearing was advertised according to law in the Wednesday, September 2, 2020 and Wednesday, September 9, 2020 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

The County has received an application for a Special Use Permit from Prince Edward County for Tax Map Parcel 051-A-39, identified as 1328 Zion Hill Road, Farmville, VA. This parcel is in an A2, Agricultural Residential Zoning District and businesses are allowed in the district only after approval of a Special Use Permit.

The purpose of the Special Use Permit is to utilize the existing building for use as a daycare center facility. Along with the daycare, there will be the potential for sheltering in the event of an emergency along with recreational use, both of which are allowed in the A2 district.

County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Mr. Love said the building is owned the Town of Farmville; he said that due to COVID-19, the County is seeking to use CARES Act funds to upgrade the building and prepare it for a day care center. He said per zoning requirements, it does need a special use permit in this district. He said Social Services will operate the facility; this has been discussed by the Board of Supervisors and with the CARES Act and due to the COVID-19 pandemic, there is a need for additional day care facilities. He said the current day care does not have the capacity needed due to social distancing and this would be a second site. He said it will also be used as a shelter in a disaster situation.

Chairman Prengaman opened the public hearing.

There being no one wishing to speak, Chairman Prengaman closed the public hearing.

Commissioner Paige asked if this is the existing Sports Arena; Chairman Prengaman said it is.

Commissioner Peery made a motion, seconded by Commissioner Watson, to approve for recommendation to the Board of Supervisors the Special Use Permit to allow for a Daycare Center on Tax Map Parcel 051-A-39, with an address of 1328 Zion Hill Road, Farmville, VA; the motion carried:

|      |                           |      |        |
|------|---------------------------|------|--------|
| Aye: | Preston Hunt              | Nay: | (None) |
|      | Clifford Jack Leatherwood |      |        |
|      | Whitfield M. Paige        |      |        |
|      | John "Jack" W. Peery, Jr. |      |        |
|      | John Prengaman            |      |        |
|      | Teresa Sandlin            |      |        |
|      | Cannon Watson             |      |        |

Absent: Donald Gilliam, Mark Jenkins, Robert M. Jones

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

**Meeting Date:** October 13, 2020  
**Item No.:** 12  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** COUNTY EMERGENCY COVID-19 ORDINANCE

---

**Summary:** Attached for the Board's consideration is the County's *Ordinance Instituting Temporary Measures for Certain Gatherings to Prevent the Spread of COVID-19*, enacted by the Board as an Emergency Ordinance at its August 21, 2020.

As the Board is aware, "*emergency ordinances may be adopted without prior notice; however, no such ordinance shall be enforced for more than sixty days, unless readopted in conformity with the provision of this Code*" (Section 15.2-1427).

The Board held a public hearing on September 8, 2020 to meet the requirements of the *Code of Virginia* and to enable the County to extend the enforcement of the Ordinance beyond the 60 days, until such time as the Board should determine it is no longer necessary.

The Board tabled action in September pending additional recommendations for amendment. Staff is not aware of any recommended amendments.

**Attachments:** Emergency Ordinance as Approved on August 21, 2020.

**Recommendation:** Consider the re-adoption of the ordinance.

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

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

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

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



**EMERGENCY ORDINANCE INSTITUTING TEMPORARY  
MEASURES FOR CERTAIN GATHERINGS TO  
PREVENT THE SPREAD OF COVID-19**

**WHEREAS**, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the United States to aid the healthcare community in responding to the novel coronavirus, SARS-CoV-2, and the disease it causes, commonly referred to as COVID-19 (collectively, "COVID-19"); and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, on March 12, 2020, by Executive Order No. 51 ("EO 51"), Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to the spread of the COVID-19 virus, and declared the anticipated effects of COVID-19 to be a disaster within the meaning of Virginia Code § 44-146.16, as a communicable disease of public health threat that is anticipated to spread; and

**WHEREAS**, on March 13, 2020, the President of the United States found and proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020; and

**WHEREAS**, on March 17, 2020, Governor Northam, jointly with the Virginia State Health Commissioner, declared a continuing public health emergency in Virginia resulting from the spread of the COVID-19 virus, and imposed stringent measures to combat the spread of COVID-19; and

**WHEREAS**, since Governor Northam issued EO 51 on March 12, 2020, he has issued several more Executive Orders jointly with Orders of Public Health Emergency issued by M. Norman Oliver, MD, MA, State Health Commissioner, pertaining to COVID-19, including, as of the date of this Ordinance, "Executive Order Number Sixty-Seven (2020) and Order of Public Health Emergency Seven, Phase Three Easing of Certain Temporary Restrictions Due to Novel Coronavirus (COVID-19)" (collectively, "EO 67"), which became effective on July 1, 2020; and

**WHEREAS**, on March 16, 2020, the County Administrator for the County of Prince Edward, Virginia (the "County"), who serves as the County's Director of Emergency Management, issued a Declaration of Local Emergency due to the threats posed by the COVID-19 pandemic, pursuant to Virginia Code § 44-146.21; and

**WHEREAS**, the Board of Supervisors of the County of Prince Edward, Virginia (the "Board") confirmed, consented to, and ratified the Declaration of Local Emergency at its meeting held on April 7, 2020; and



**WHEREAS**, COVID-19 spreads person to person and, at this time, it appears that COVID- 19 is spread primarily through respiratory droplets, which can land in the mouths, noses or eyes of people who are nearby or possibly be inhaled into the lungs, and spread is more likely when people are in close contact with one another (within about six feet); and

**WHEREAS**, COVID-19 is extremely easy to transmit and can be transmitted by infected people who show no symptoms; and

**WHEREAS**, at this time, there is no known cure, no effective treatment, no vaccine, and because people may be infected but are asymptomatic, they may inadvertently infect others; and

**WHEREAS**, the World Health Organization, the U.S. Centers for Disease Control and Prevention ("Centers for Disease Control" ) and the Virginia Department of Health have all identified several behaviors and practices that are fundamental in controlling the spread of COVID-19 in the community, including, frequent hand washing, sanitizing frequently touched surfaces, wearing a cloth face covering when in public, maintaining a separation of at least six feet between people ("social distancing" or "physical distancing"), limiting the size of gatherings in public places, and limiting the duration of gatherings; and

**WHEREAS**, according to the World Health Organization, fabric face coverings, if made and worn properly, can serve as a barrier to droplets expelled from the wearer into the air and environment, however, these face coverings must be used as part of a comprehensive package of preventive measures, which includes frequent hand washing, physical distancing when possible, respiratory etiquette, environmental cleaning and disinfection; recommended precautions also include avoiding indoor crowded gatherings as much as possible, in particular when physical distancing is not feasible, and ensuring good environmental ventilation in any closed setting; and

**WHEREAS**, the World Health Organization advises that people take a number of precautions, including: (i) maintaining social distancing because when someone coughs, sneezes, or speaks they spray small liquid droplets from their nose or mouth which may contain virus, and if other persons are too close, they can breathe in the droplets, including the COVID-19 virus, if the person coughing, sneezing, or speaking has the disease; and (ii) avoiding crowded places because when people are in crowds, they are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain social distancing; and

**WHEREAS**, the Centers for Disease Control caution that: (i) the more people a person interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading; (ii) the higher the level of community transmission in the area that a gathering is being held, the higher the risk of COVID-19 spreading during the gathering; and (iii) large in-person gatherings where it is difficult for persons to remain spaced at least six feet apart and attendees travel from outside the local area pose the highest risk of COVID-19 spreading; and

**WHEREAS**, the Centers for Disease Control state that cloth face coverings are strongly encouraged in settings where persons might raise their voice; and

**WHEREAS**, the Centers for Disease Control advises, in restaurants: (i) wearing cloth face coverings when less than six feet apart from other people or indoors; (ii) wearing face coverings as much as possible when not eating; (iii) maintaining a proper social distancing if persons are sitting with others who do not live with the person; and (iv) sitting outside when possible; and

**WHEREAS**, the Virginia Department of Health has stated that those businesses that operate indoors and at higher capacity, where physical distancing recommendations are not observed, sharing objects is permitted, and persons are not wearing cloth face coverings, create higher risk for the transmission of COVID-19; and

**WHEREAS**, the return of the student populations of Longwood University and Hampden-Sydney College will significantly increase the population of the County of Prince Edward; and

**WHEREAS**, in approximately the last three weeks, Prince Edward County has observed the number of its confirmed cases of COVID-19 almost double; and

**WHEREAS**, for these and related reasons, the Board of Supervisors finds that the temporary measures provided in this Emergency Ordinance are necessary to protect the health, safety, and welfare of the public from the threats posed by COVID-19;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Prince Edward, Virginia, as follows:

**Sec. 1. Purpose.**

For the reasons stated in the recitals, the purpose of this Ordinance is to protect the health, safety, and welfare of the public by preventing the spread of COVID-19.

**Sec. 2. Authority.**

This Ordinance is authorized by Virginia Code § 15.2-1200, which enables the County, through its Board of Supervisors to adopt “necessary regulations to prevent the spread of contagious diseases among persons . . .” that “are not inconsistent with the general laws of the Commonwealth.” This Ordinance is adopted as an emergency ordinance pursuant to Virginia Code § 15.2-1427(F).

**Sec. 3. Definitions.**

The following definitions apply to this Ordinance:

A. "Employee" means an individual identified as being in employed status as shown on an employer's payroll records or a member of a family working for a family-owned business.

B. "Expressive activity" means a non-commercial activity in which a person intends to convey a lawful message through speech or conduct that is likely to be perceived by an observer of the speech or conduct, and includes any lawful public gathering, demonstration, procession, or parade in which the primary purpose is to exercise the rights of free speech or peaceable assembly.

C. "Gathering" means a planned or spontaneous indoor or outdoor, or both, event with people participating or attending for a common purpose such as a community event, concert, festival, conference, parade, wedding, sporting event, party (including parties at private residences), celebration, and other social events. "Gathering" does not include: a place of employment where persons are present to perform their functions of employment; events or activities on the grounds of an institution of higher education or school-owned property that are institution- or school-related and sanctioned; persons engaging in religious exercise at their religious institution or other place of religious significance; functions at any child day center (i.e., child day care program) as defined by Virginia Code § 63.2-100.

D. "Independent contractor" means an individual or legal business entity providing services to another under an agreement for goods or services.

E. "Face covering" means an item normally made of cloth or various other materials with elastic bands or cloth ties to secure over the wearer's nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

F. "Public place" means: any place other than a person's residence or personal vehicle that is indoors, or the indoor portion of the place, or outdoors where at least six feet of physical distancing between persons not living in the same household cannot be maintained, and generally open to the public including, but not limited to, retail stores, food establishments, theaters, personal care and personal grooming services, and transportation other than a personal vehicle. "Public place" does not include institutions of higher education and other schools, fitness and other exercise facilities, religious institutions, or indoor shooting ranges, and the County courthouse.

#### **Sec. 4. Limitation on the Number of Attendees at Gatherings.**

A. *Gatherings of more than 50 persons prohibited.* All public and private in-person gatherings of more than 50 persons are prohibited except as provided in Section 4(B).

B. *Gatherings not subject to the 50-person limit.* Section 4(A) does not apply to the following gatherings and, instead, the maximum size for gatherings established in EO 67, or as it may be further amended or superseded, or any Order of Public Health Emergency, applies:

1. Gatherings for religious exercise including, but not limited to, religious ceremonies;

2. Wedding ceremonies and wedding receptions;
3. Funerals;
4. “Expressive activity” on a public street, public sidewalk, and demonstrations on County property and on other public property as permitted by a special event permit, if required, issued by the County Administrator or their designee;
5. Educational institutions; and
6. Restaurants and other licensed establishments serving food and/or drink.

C. *Persons working not counted.* Persons working at gatherings, either as employees or independent contractors, do not count towards the limit on the number of persons at a gathering.

D. *State requirements, recommendations, and guidance.* Except as provided in Sections 4(A), (B), and (C), this Section does not affect any requirement, recommendation, or guidance including, but not limited to, those requiring or recommending physical distancing, that apply to gatherings established in EO 67, or as it may be further amended or superseded, any Order of Public Health Emergency, any workplace safety regulations, or any other State or federal laws related to the COVID-19 pandemic.

#### **Sec. 5. Effect of More Restrictive Executive Order or Order of Public Health Emergency.**

Section 4 does not apply when a more restrictive requirement in an Executive Order or an Order of Public Health Emergency is in effect.

#### **Sec. 6. Penalties; Enforcement.**

A. *Penalty for violation of Section 4.* A violation of Section 4 by the owner or tenant of the private property on which the gathering is located, after first being warned by a law enforcement officer to disperse the gathering and failing to do so, is punishable as a civil penalty of not more than \$300.00. A violation of Section 4 by any person attending the gathering, after first being warned by a law enforcement officer to disperse from the gathering because it exceeds the limitation for a gathering and having failed to disperse after a reasonable period of time, not to exceed two (2) minutes, is punishable as a civil penalty of not more than \$150.00. Section 4(D) is not enforced pursuant to this Ordinance.

B. *Injunctive relief.* In addition to any other penalty provided in this Ordinance, the County, Board of Supervisors, the Sheriff or any Prince Edward County Sheriff's Deputy may seek to enjoin the continuing violation of any provision of this Ordinance by bringing a proceeding for an injunction in any court of competent jurisdiction.

#### **Sec. 7. Effect of this Ordinance on the Powers of the Director of Emergency Management.**

This Ordinance does not affect the powers of the County Administrator, acting as the Director of Emergency Management, pursuant to Virginia Code § 44-146.21 during the COVID-19 disaster.

**Sec. 8. Severability.**

It is the intention of the Board of Supervisors that any part of this Ordinance is severable. If any part is declared unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, the unconstitutionality or invalidity does not affect any other part of this Ordinance.

**Sec. 9. General Exceptions.**

Nothing in this Ordinance shall limit:

- a. The provision of health care or medical services;
- b. Access to essential services for County residents, such as food banks;
- c. The operations of media; or,
- d. The operations of government.

**Sec. 10. Duration.**

This Ordinance is effective 12:01 a.m., August 22, 2020 and expires 11:59 p.m. on October 20, 2020 or upon the adoption of an ordinance succeeding this ordinance for which notice is provided, as required by Virginia Code § 15.2-1427(F), paragraph 1, whichever occurs first.

**Recorded Roll Call Vote:**

Mr. Townsend: Yes

Mr. Emert: Yes

Mrs. Booth: Yes

Mrs. Cooper-Jones: Yes

Mr. Gilliam: Yes

Mr. Jones: Yes

Dr. Pride: Yes

Mr. Wilck: Yes

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

**Meeting Date:** October 13, 2020  
**Item No.:** 13  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Board of Equalization

**Summary:** Pursuant to Section 58.1-3370 of the *Code of Virginia*, the Board of Supervisors will wish to recommend appointees to the Circuit Court for the Board of Equalization (BOE). The BOE is appointed by the Circuit Court after the completion of a general reassessment. Members, made up of Prince Edward County residents, are to be broadly representative of the community with a majority being freeholders, and at least 30 percent being current or former professionals in the real estate, construction, financial, or legal fields. The BOE shall be composed of not less than three, nor more than five members or the number of election districts in the locality, whichever is greater. Prince Edward County has historically had a five-member BOE.

The BOE is tasked with the following:

- To hear or receive complaints (appeals) concerning the fair market value or uniformity of real estate assessments from any taxpayer or his agent;
- To correct any errors or omissions;
- To correct any known duplication or omissions in the assessment roll.
- To make public advertisement of its meetings and keep minutes of such meetings.

In all cases brought before the BOE, the valuation determined by the assessor is presumed to be correct. The taxpayer bears the burden of proving that the property is valued at more than its fair market value, that the assessment is not uniform in its application, or that the assessment is otherwise not equalized.

At the September Board meeting, the Board asked staff to contact the members of the 2015 Board of Equalization to determine their willingness to return and to bring to the Board recommendations to fill the vacancies.

**Recommendation:** Staff provides the following slate of members for the 2021 Board of Equalization for the Board of Supervisors to recommend to the Circuit Court: Russell Dove, James Garnett, Marshall Thackston, Bob Timmons, and Cheryl Whirley.

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 14  
**Department:** Public Works  
**Staff Contact:** Ronald G. VanEps  
**Issue:** Public Works Update

---

**Summary:** Director of Public Works, Ron VanEps, will discuss with the Board the following issues and projects:

- Introduction of New Employees
- Completion of carpeting in courthouse.
- County Surplus Sale
- FY 21 Capital Projects

**Attachments:**

**Recommendations:** To Be Determined.

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 15  
**Department:** Tourism  
**Staff Contact:** Magi VanEps  
**Issue:** Tourism Update

---

**Summary:** Tourism Coordinator, Magi VanEps, will update the Board on the following projects:

- Updates on the WanderLOVE grant work
- Civil Rights in Education Heritage Trail® expansion update
- Health Equity Program progress

**Attachments:**

**Recommendations:** To Be Determined.

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 16  
**Department:** Emergency Management  
**Staff Contact:** Sarah Elam Puckett/Trey Pyle  
**Issue:** Emergency Management Update

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**Summary:** Emergency Management staff will provide its monthly COVID-19 update at the Board meeting.

**Attachments:**

**Recommendations:** To Be Determined.

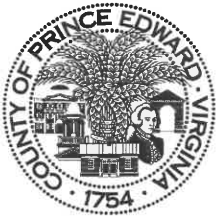
Motion \_\_\_\_\_  
Second \_\_\_\_\_

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 17  
**Department:** County Attorney  
**Staff Contact:** Terri Atkins Wilson, Esq.  
**Issue:** County Attorney Update

---

**Summary:** The County Attorney will provide an update to the Board on any legal issues pending before the County.

**Attachments:**

**Recommendations:** To Be Determined.

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

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

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

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

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: October 13, 2020  
Item No.: 18  
Department: County Administration  
Staff Contact: Sarah Elam Puckett  
Issue: Acting County Administrator's Report

**Summary:**

- a. **USDA Lease Agreement for County Ag Building** - The lease for the USDA Service Center located at 100 Dominion Drive expires on December 31, 2020. USDA would like to extend this lease. Attached is lease amendment number 5 which establishes a 3-year extension through December 31, 2023. I have shared a copy of the agreement with the County Attorney for her review. Additionally, please note new cleaning requirements on page two. They have been reviewed by the Director of Public Works.

**Attachment:** USDA Lease Extension

**Recommendation:** Approve the three-year lease extension with USDA.

- b. **Upcoming Citizen Volunteer Term Expirations:** The following county citizen volunteer positions have terms expiring December 31, 2020: Planning Commission (2 positions); Board of Zoning Appeals (1 position); Piedmont Regional Jail (1 position).

**Recommendation:** Authorize advertising the Citizen Volunteer Positions.

- c. **Posting County Land for No-Hunting** - Annually, the Board takes action to post the following 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;
  3. County-owned land along Granite Falls Boulevard; and
  4. County-owned property adjoining the Piedmont Regional Jail.
  5. The exception to this posting is for duck hunting at the Sandy River Reservoir.

**Recommendation:** Approve posting county-owned land.

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

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

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

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

|                                                                                |                                                                                 |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE</b><br><br><b>LEASE AMENDMENT</b>   | <b>LEASE AMENDMENT No. 5</b><br><br>TO LEASE NO.<br><b>Prince Edward County</b> |
| ADDRESS OF PREMISES<br><b>100 Dominion Drive</b><br><b>Farmville, VA 23901</b> | PDN Number: <b>N/A</b>                                                          |

**THIS AMENDMENT** is made and entered into between **The County of Prince Edward**

whose address is: **P O Box 382, Farmville, VA 23901**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to extend lease term.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government as follows:

1. Effective upon execution by the Government, the lease period of the above described premises will be extended from **January 1<sup>st</sup>, 2021** through **December 31<sup>st</sup>, 2023**.
2. **Effective January 1<sup>st</sup>, 2021**, the Government will pay the Lessor annual rent of **\$110,592.50** payable at the rate of **\$9,216.04\*** per month (representing **\$15.50** per square foot for **7,135** net usable square feet) in arrears. (\*Rates may be rounded.)
3. The Lessor must have an active/updated registration in the System for Award Management (SAM) System (<https://www.sam.gov>) upon receipt of this lease Amendment. The Government will not process rent payments to Lessors without an active/updated SAM Registration.

**(Continued on next page...)**

**(Amendment continued...)** ...parties covenant and agree that the said Lease is amended as follows:

This Lease Amendment contains 2 pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Entity Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: Lease Contracting Officer, USDA  
 Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

4. Janitorial requirements now include the following:

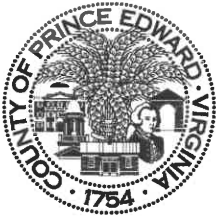
**Cleaning and Disinfecting requirements.** The Lessor shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using soap and water, followed by a disinfectant from the EPA-registered list of products. Cleaning staff shall use products in accordance with directions provided by the manufacturer, including the use of personal protective equipment (PPE), if applicable. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings.

**“Routinely,” for purposes of this section, is defined as** no less than once daily. More frequent cleaning and disinfection may be required based on level of use.

**Examples of common and high traffic areas include, but are not limited to,** handrails, door knobs, key card scan pads, light switches, countertops, table tops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry.

INITIALS: \_\_\_\_\_ & \_\_\_\_\_  
LESSOR GOVT

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County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: October 13, 2020  
Item No.: 19-a  
Department: County Administration  
Staff Contact: Sarah Elam Puckett  
Issue: Committee Reports: CARES Act

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**Summary:**

- a. As the Board is aware, the County has received \$3,978,774 of CARES Act funding which may be used for qualifying expenses but may only be used to cover costs that:
1. Are **necessary** expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
  3. Were incurred during the period that begins on March 1, 2020, and ends December 30, 2020.

Attached for the Board's consideration is Recommendation #4 from the CARES Act Committee. The Committee, comprised of Supervisor Pattie Cooper-Jones – Committee Chair, Supervisor David Emert, Supervisor Jim Wilck, Town Councilman Donald Hunter, IDA Member Brad Watson and IDA Member Joyce Yeatts, met September 15, 2020 and September 29, 2020 to prepare this set of recommendations.

**Attachments:** Committee Funding Recommendation #4

**Recommendations:** Board will wish to authorize (or amend) the disbursement of funds presented in Recommendation #4 from the Committee.

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

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

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

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

[illegible]

| Round 3 - Approved                 |                                      |                              |                       |  | Earmark                                                          |
|------------------------------------|--------------------------------------|------------------------------|-----------------------|--|------------------------------------------------------------------|
| Circuit Court Judge                | Courts A/V                           | A/V Equipment for Courtrooms | \$26,257.26           |  | Earmark Pedning Board Decisions                                  |
| County                             | Board Room A/V                       | A/V Equipment for Board Room | \$36,631.76           |  |                                                                  |
| Prince Edward Schools              | Teacher Laptops, Chrome Book Cases   | Distance Learning            | \$84,400.00           |  |                                                                  |
| Piedmont Regional Jail             | Various COVID Expenses               |                              | \$2,232.36            |  |                                                                  |
| Town of Farmville                  | Foggers, Expenses, COVID-Payroll     |                              | \$14,215.80           |  |                                                                  |
| County                             | Visitor Center                       | Water Bottle Filler          | \$1,962.00            |  | Guest access to water/fountains are off                          |
| Farmville VFD-First Responder      | LUCAS                                |                              | \$15,000.00           |  |                                                                  |
| IDA - Economic Recovery            | Expansion of Program                 |                              | \$200,000.00          |  |                                                                  |
| Non-Profit Food Program            | Expansion of Program                 |                              | \$50,000.00           |  |                                                                  |
| Non-Profit Sustainability Program  | "Social Safety Net Programs"         |                              | \$100,000.00          |  |                                                                  |
| <b>SUBTOTAL - ROUND 3</b>          |                                      |                              | <b>\$530,699.18</b>   |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
|                                    |                                      | <b>Round 1 - 3</b>           | <b>\$2,638,728.77</b> |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
|                                    |                                      | <b>TOTAL CARES FUNDING</b>   | <b>\$3,978,774.00</b> |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
|                                    |                                      | <b>BALANCE</b>               | <b>\$1,340,045.23</b> |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
| Round 4 - Recommended              |                                      |                              |                       |  | Remote Dispatch Capabilities                                     |
| Farmville Emergency Communications | VESTA Command Post/2 Laptops         |                              | \$38,349.83           |  |                                                                  |
| Farmville-Prince Edward Library    | Masks, Cleaning Supplies             |                              | \$4,131.16            |  |                                                                  |
| Emergency Management               | Pop Up Tents - POD for Vaccinations  | Public Health                | \$800.00              |  | Note: Flu Shot Clinic Funding from Procurement Savings (\$7,880) |
| Heart of Virginia Free Clinic      | PPE, Cleaning Supplies, Lost Revenue |                              | \$1,392.00            |  | Non-Profit Sustainability                                        |
| SCOPE/Meals on Wheels              | Lost Revenue                         |                              | \$20,000.00           |  | Non-Profit Food                                                  |
| Va Smooth Rydaz                    | Lost Revenue                         |                              | \$11,997.00           |  | Non-Profit Sustainability and Food                               |
| <b>SUBTOTAL - ROUND 4</b>          |                                      |                              | <b>\$76,669.99</b>    |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
|                                    |                                      | <b>Round 1-4</b>             | <b>\$2,715,398.76</b> |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
|                                    |                                      | <b>TOTAL CARES FUNDING</b>   | <b>\$3,978,774.00</b> |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |
|                                    |                                      | <b>BALANCE</b>               | <b>\$1,263,375.24</b> |  |                                                                  |
|                                    |                                      |                              |                       |  |                                                                  |

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

**Meeting Date:** October 13, 2020  
**Item No.:** 20  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** CLOSED SESSION

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**Summary:**

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

- a. For discussion and consideration of prospective candidates for employment for the position of County Administrator pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the *Code of Virginia*; and
- b. For discussion and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the County would be adversely affected.

**Recommendation:** Convene in Closed Session.

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

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

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

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

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

**Meeting Date:** October 13, 2020  
**Item No.:** 21  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Correspondence/Information

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**Summary:**

**Attachments:**

- a. Auditor of Public Accounts Letter
- b. Thank You, Southside Center For Violence Prevention
- c. Thank You, County Resident

**Recommendation:** For the Board's review.

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

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

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

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



Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

September 22, 2020

Jerry R. Townsend  
Board Chairman  
County of Prince Edward

Dear Mr. Townsend:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated for the year ended June 30, 2020. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of our tests found the constitutional officers complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds.

Sincerely,

Martha Mavredes  
Auditor of Public Accounts

MSM:rh

cc: Wade Bartlett, County Administrator  
Donna B. Nunnally, Treasurer  
Edna T. Goldman, Commissioner of the Revenue  
L.A. "Tony" Epps, Sheriff



## Southside Center for VIOLENCE PREVENTION

The agency of Madeline's House and SAVE

[www.scvpcares.org](http://www.scvpcares.org) | Phone (434) 394-3505 · Fax (434) 391-1172 | P.O. Box 466 Farmville, VA

Dear Prince Edward County,

Southside Center for Violence Prevention, Inc. (SCVP) would like to take a second, during this time of health uncertainty, to thank everyone who donated to us. We know the pandemic has affected many of our donors, so we want to express our deepest gratitude for your continued support us despite the financial hardships currently facing our communities. We've received a significant reduction in community donations this past quarter from past quarters, so now more than ever every dollar matters. And, we are encouraged by your generosity. We thank you for helping us to meet the challenges during this time, so we can continue to provide the highest quality to survivors of domestic and sexual violence, many of whom have been experiencing increased violence and obstacles to safe living. We hope you are staying safe and wish you the best of health during this crisis.

We have included our hotline card and hope that you will share with someone you know.

Sincerely,

Kaitlyn Marston  
Volunteer Coordinator  
Southside Center for Violence Prevention, Inc,  
(the agency of Madeline's House and SAVE)

MOND VA 230

2020 PM 3 L



Commonwealth of Virginia  
Health Equality Program -  
IN Coordination with the  
Prince Edward County Board of  
Supervisors & Prince Edward  
County Emergency Management  
Farmville, Va. 23841

Dear Friends of Virginia,  
Sept 8, ~~2009~~ 2020

Thank you for all you  
do, especially the "Food Bank".  
It is very impressive in organize  
and food. I am 73 and I need all  
the help. Thanks to the workers  
Isabelle B. Clark



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

**Meeting Date:** October 13, 2020  
**Item No.:** 22  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Monthly Reports

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**Summary:** Please see attachments.

**Attachments:**

- a. Animal Control
- b. Building Official
- c. Cannery – Home Canning Operations
- d. Cannery – Commercial Operations
- e. Commonwealth Regional Council
- f. Prince Edward County Public Schools
- g. Tourism

**Recommendation:**

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

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

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

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



## Animal Control Monthly Report

"September 2020"

### Dogs

|                     |    |
|---------------------|----|
| Surrendered         | 5  |
| Picked Up           | 0  |
| Claimed By Owner    | 2  |
| Adopted             | 2  |
| Transferred P/U     | 0  |
| Euthanized          | 0  |
| Injured / Euth.     | 3  |
| Transferred to SPCA | 19 |
| Seized              | 0  |
| Bite Case           | 1  |
| Other               | 0  |

**Fees Collected** \$235

### Cats

|                     |   |
|---------------------|---|
| Surrendered         | 0 |
| Picked Up           | 0 |
| Claimed By Owner    | 0 |
| Adopted             | 0 |
| Transferred         | 0 |
| Euth - Injury       | 0 |
| Euthanized          | 0 |
| Died in Kennel      | 0 |
| Transferred to SPCA | 0 |
| Dead on Arrival     | 0 |
| Bite case           | 0 |

**Fees Collected** \$0.00

### Bill the Town of Farmville

1 animal housed.

**Total Billed:** \$75.00

### Wildlife

|             |   |
|-------------|---|
| Handled     | 0 |
| Euthanized  | 0 |
| Rabies Case | 0 |

### Livestock

|                   |   |
|-------------------|---|
| Returned to Owner | 0 |
| Sold at Market    | 0 |
| Adopted           | 0 |

### Fees Collected

### Other Companion Animals

|                   |   |
|-------------------|---|
| Returned to Owner | 0 |
| Surrendered       | 0 |
| Transferred       | 0 |
| Adopted           | 0 |

**Miles Driven** 1,535

**Days at or above capacity** 28

**Number of Calls to Shelter** 125

**Summons Issued** 0

**Warrants Served** 0

**Days in Court** 3

**Nuisance Dogs** 5

**Dangerous Dogs** 1

**Calls After Hours/On Call** 20

**Dogs Brought in by Farmville PD** 1

**Total Fees Collected** \$235.00

*Chris Riviere, Deputy Animal Control Officer*

**Notes:**

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form 8 - 2020



# BUILDING OFFICIAL

Permits Issued Report  
9/01/2020 Through 9/30/2020

|                              |                   |                    |
|------------------------------|-------------------|--------------------|
| ADDITIONS                    | - Issued          | 6                  |
|                              | - Value           | \$127,663.20       |
|                              | - Permit Fees     | \$715.00           |
|                              | - 2.00% STATE TAX | \$14.30            |
|                              | - Fees Collected  | \$ .00             |
| DEMOLITIONS                  | - Issued          | 1                  |
|                              | - Value           | \$2,500.00         |
|                              | - Permit Fees     | \$50.00            |
|                              | - 2.00% STATE TAX | \$1.00             |
|                              | - Fees Collected  | \$ .00             |
| ONE & TWO FAMILY DWELLING    | - Issued          | 3                  |
|                              | - Value           | \$834,000.00       |
|                              | - Permit Fees     | \$1,525.60         |
|                              | - 2.00% STATE TAX | \$30.51            |
|                              | - Fees Collected  | \$ .00             |
| ELECTRICAL                   | - Issued          | 14                 |
|                              | - Value           | \$56,752.00        |
|                              | - Permit Fees     | \$800.00           |
|                              | - 2.00% STATE TAX | \$16.00            |
|                              | - Fees Collected  | \$ .00             |
| MECHANICAL                   | - Issued          | 7                  |
|                              | - Value           | \$14,700.00        |
|                              | - Permit Fees     | \$400.00           |
|                              | - 2.00% STATE TAX | \$8.00             |
|                              | - Fees Collected  | \$ .00             |
| MECHANICAL/GAS               | - Issued          | 1                  |
|                              | - Value           | \$500.00           |
|                              | - Permit Fees     | \$50.00            |
|                              | - 2.00% STATE TAX | \$1.00             |
|                              | - Fees Collected  | \$ .00             |
| MANUFACTURED HOMES           | - Issued          | 3                  |
|                              | - Value           | \$311,350.00       |
|                              | - Permit Fees     | \$417.00           |
|                              | - 2.00% STATE TAX | \$8.34             |
|                              | - Fees Collected  | \$ .00             |
| PLUMBING                     | - Issued          | 8                  |
|                              | - Value           | \$16,800.00        |
|                              | - Permit Fees     | \$500.00           |
|                              | - 2.00% STATE TAX | \$10.00            |
|                              | - Fees Collected  | \$ .00             |
| Total Permits - Issued       |                   | 43                 |
| Total Permits - Value        |                   | \$1,364,265.20     |
| Total Permits - Permit Fees  |                   | \$4,457.60         |
| Total Permits - Sales Tax 2% |                   | <u>\$ 89.15</u>    |
|                              |                   | <u>\$ 4,546.75</u> |

## INSPECTIONS FOR AUGUST 55

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

Patty Gulick  
Cannery Manager  
434-223-8664

## September 2020 Cannery Report

Cannery report is as follows:

|                       |       |   |          |
|-----------------------|-------|---|----------|
| 1669 (qts.)           | @.48  | = | \$801.12 |
| 322 (pts.)            | @.40  | = | \$128.80 |
| 57(gals)              | @1.25 | = | \$71.25  |
| 28 Patrons usage      | @1.00 | = | \$28.00  |
| 30% out of County =   |       |   | \$52.40  |
| Non-processing fees = |       |   | \$10.00  |
| Meat Cut              | @.25= |   | \$00.00  |

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|              |  |  |                         |
|--------------|--|--|-------------------------|
| <b>Total</b> |  |  | <b><u>\$1091.57</u></b> |
|--------------|--|--|-------------------------|

This month we enjoyed sharing our experience with 27 registered users of the cannery. The crew that each user brings to help process their food totaled 52. By counting all cannery participants, we believe this shows a more accurate reflection of the cannery's usage and community impact. This month the cannery was able to help patrons from Richmond, Bedford, Mecklenburg, and Campbell County as well as our surrounding counties.

P. Gulick

kef

Katharine Wilson  
Director  
[info@virginiafoodworks.org](mailto:info@virginiafoodworks.org)



| September 2020                  |             |
|---------------------------------|-------------|
| Total number of units processed | 2,294       |
| Retail value of products        | \$28,648.50 |
| # Clients                       | 8           |
| # New Clients                   | 1           |
| # processing days               | 11          |
| Revenue generated for PEC       | \$1,018.00  |

## September 2020 Summary

### COVID-19 Operations Update

Virginia Food Works will continue to operate as a Full Co-Packer for the foreseeable future since the risk of COVID-19 infection has not subsided in our state.

### From the Production Floor

We saw an increase in the number of local farms processing food with us in September. Three returning farm clients and Bainum Family Farm, a new client, made pepper jelly, tomato soup, hot sauce and marinara sauce with us. We're looking forward to seeing more farm clients in October and November. SOSS returned to make more of their Purple Hot Sauce with us, made from locally-grown beets and habaneros.

Bubba T's Foods has been a client since 2017 with their delicious marinade, and since they started selling at Tom Leonard's food market in Richmond their sales have increased significantly. We ran another production of their marinade this month to help meet the demand, and they ran a test batch of a new BBQ sauce product. We're happy to see them succeed!

### In the Office

We hired a Production Assistant and an Assistant Production Manager to stay fully staffed as we continue operating as a Full Co-Packer and need more staff for larger productions. COVID-19 has greatly disrupted supply chains of jars and lids that we need for productions, keeping us busy as we seek alternative sources and plan ahead for orders as much as possible.



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg | Nottoway  
Prince Edward

CRC September 2020 Items of Interest

New Ventures

- Town of Kenbridge **awarded** \$2,000 Virginia Risk Sharing Association (VRSA) grant to purchase safety equipment for the public works department.
- Hampden-Sydney College Police Department (Prince Edward County applicant) **awarded** \$38,634 in funding from State Homeland Security Grant Program (SHSP) for Police Radio Upgrade.
- Town of Farmville **awarded** \$82,261 in funding from State Homeland Security Grant Program (SHSP) for Police Radio Upgrade.
- CRC **awarded** \$98,069 in funding from State Homeland Security Grant Program (SHSP) for CRC Regional Assistance for Election Security.
- CRC **awarded** \$38,556 in funding from State Homeland Security Grant Program (SHSP) for CRC Regional Emergency Planning Assistance.
- CRC staff assisted the following in submitting applications for Rescue Squad Assistance Funds (RSAF): Buckingham County, Charlotte County Sheriff's Office, Farmville Fire Department, Nottoway Rescue Squad, and Hampden-Sydney Fire Department.
- CRC staff assisted the Town of Victoria in submitting a DHCD Local Innovation Grant to obtain funds for a Community Assistance Facility Rehabilitation project.
- CRC staff are assisting the Town of Victoria with an EDA Grant for upgrades to the Municipal Sewer System.
- CRC staff are assisting Cumberland County in pursuing VDOT Economic Development Access funds.
- CRC staff are working with Nottoway County to find funding sources to establish a multi-cultural museum.
- **Next CRC Meeting, Wednesday, October 21, 2020 at 9:30 a.m.**

Activity

- Dillwyn CDBG Housing Rehabilitation Project – Bids were received on 2 of the last 3 homes on September 24<sup>th</sup>. The Rehab Specialist is working with the Housing Rehab Board to submit recommendations of award to Town Council.
- Dillwyn VDOT Streetscape Project – Construction work is ongoing with sidewalks installed so far from Brickyard Road to First Baptist Church.
- Phenix Water System Project – Four properties have been identified for test wells and the Engineer has procured a sub to begin drilling test wells.
- Regional Emergency Planning – The CRC is still looking for input on the Draft Regional Family Assistance Center Plan (FAC) from Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward counties. CRC Staff have also begun drafting the Regional Joint Information Center Plan.
- Lunenburg/Kenbridge/Victoria VHDA Housing Study – The Berkley Group is putting together the Final Housing Study Report. The Housing Study Group will be reviewing the Final Report on November 20<sup>th</sup>.
- DEQ Watershed Implementation Plan III Assistance: The CRC is conducting an environmental cleanup as part of the Chesapeake Bay Watershed Implementation Plan. The event is fully virtual. Participants simply collect trash along any body of water or roadway, record items collected, and fill out a Google Form to submit data. Visit the CRC webpage to participate: <http://www.virginiashheartland.org/our-services/planning-projects-administration/>
- CRC staff are updating the Comprehensive Economic Development Strategy (CEDS) to include Cumberland and Nottoway counties. The Updated CEDS will then be presented to both the Cumberland and Nottoway Board of Supervisors for input.

**Prince Edward County Public Schools  
2020-2021**

**Comparative Receipts and Expenditures  
Year to Date - Month of September 2020**

|                    | Fiscal 20          |                          |                       |                    | Fiscal 21                |                       |                              |                             |
|--------------------|--------------------|--------------------------|-----------------------|--------------------|--------------------------|-----------------------|------------------------------|-----------------------------|
|                    | Approved<br>Budget | Received<br>Year-to-Date | Percent of<br>Revenue | Approved<br>Budget | Received<br>Year-to-Date | Percent of<br>Revenue | Fiscal Year<br>\$ Difference | Fiscal Year<br>% Difference |
| Receipts:          |                    |                          |                       |                    |                          |                       |                              |                             |
| Sales Tax          | 2,987,847          | 591,653                  | 19.80%                | 3,125,839          | 640,205                  | 20.48%                | 48,552.10                    | 0.68%                       |
| Basic Aid          | 6,027,146          | 1,483,389                | 24.61%                | 6,249,990          | 1,555,287                | 24.88%                | 71,898.24                    | 0.27%                       |
| Other State        | 5,839,656          | 950,532                  | 16.28%                | 5,901,400          | 886,399                  | 15.02%                | -64,132.51                   | -1.26%                      |
| Total State        | 14,854,649         | 3,025,574                | 20.37%                | 15,277,229         | 3,081,892                | 20.17%                | 56,317.83                    | -0.19%                      |
| Federal Funds      | 2,310,350          | 607,717                  | 26.30%                | 2,155,220          | 1,370,996                | 63.61%                | 763,278.94                   | 37.31%                      |
| Local Funds        | 8,912,671          | 1,697,964                | 19.05%                | 8,793,062          | 455,007                  | 5.17%                 | -1,242,957.36                | -13.88%                     |
| Cash Book          | 283,925            | 30,426                   | 10.72%                | 287,344            | 43,238                   | 15.05%                | 12,811.96                    | 4.33%                       |
| Total Revenue      | \$26,361,595       | \$5,361,681              | 20.34%                | \$26,512,855       | \$4,951,132              | 18.67%                | -410,548.63                  | -1.66%                      |
| Expenditures:      |                    |                          |                       |                    |                          |                       |                              |                             |
| Instruction        | 19,362,682         | 3,525,107                | 18.21%                | 19,401,951         | 3,313,752                | 17.08%                | -211,355.28                  | -1.13%                      |
| Administration     | 1,609,987          | 299,933                  | 18.63%                | 1,610,508          | 303,736                  | 18.86%                | 3,802.97                     | 0.23%                       |
| Transportation     | 1,705,402          | 284,509                  | 16.68%                | 1,796,019          | 235,617                  | 13.12%                | -48,892.42                   | -3.56%                      |
| Maintenance        | 1,740,577          | 356,680                  | 20.49%                | 1,746,512          | 361,900                  | 20.72%                | 5,220.48                     | 0.23%                       |
| Facilities         | 150,000            | 41,838                   | 27.89%                | 150,000            | 10,971                   | 7.31%                 | -30,866.88                   | -20.58%                     |
| Debt Service       | 606,366            | 602,866                  | 99.42%                | 606,757            | 448,841                  | 73.97%                | -154,025.33                  | -25.45%                     |
| Technology         | 1,186,581          | 239,790                  | 20.21%                | 1,201,108          | 276,316                  | 23.01%                | 36,525.52                    | 2.80%                       |
| Total Expenditures | \$26,361,595       | \$5,350,723              | 20.30%                | \$26,512,855       | \$4,951,132              | 18.67%                | -399,590.94                  | -1.62%                      |

Prince Edward County Public Schools  
**Summary Financial Report**  
**September 30, 2020**

| <b><u>Revenues</u></b>  | <b><u>Current<br/>Month</u></b> | <b><u>Year to<br/>Date</u></b> | <b><u>Budget</u></b> | <b>Variance<br/>Actual Under<br/>(Over)<br/><u>Budget</u></b> | <b>YTD as a<br/>Percent of<br/><u>Budget</u></b> |
|-------------------------|---------------------------------|--------------------------------|----------------------|---------------------------------------------------------------|--------------------------------------------------|
| From the State:         |                                 |                                |                      |                                                               |                                                  |
| State Sales Tax         | \$ 252,420                      | \$ 640,205                     | \$ 3,125,839         | \$ 2,485,634                                                  | 20.48                                            |
| Basic School Aid        | \$ 518,429                      | \$ 1,555,287                   | \$ 6,249,990         | \$ 4,694,703                                                  | 24.88                                            |
| All Other               | \$ 308,088                      | \$ 886,399                     | \$ 5,901,400         | \$ 5,015,001                                                  | 15.02                                            |
| Total State             | \$ 1,078,937                    | \$ 3,081,892                   | \$ 15,277,229        | \$ 12,195,337                                                 | 20.17                                            |
| From the Federal Gov't. | \$ 6,597                        | \$ 1,370,996                   | \$ 2,155,220         | \$ 784,224                                                    | 63.61                                            |
| General Fund (County)   | \$ 455,007                      | \$ 455,007                     | \$ 8,793,062         | \$ 8,338,055                                                  | 5.17                                             |
| Cash Book -Local        | \$ 12,197                       | \$ 43,238                      | \$ 287,344           | \$ 244,106                                                    | 15.05                                            |
| <b>Total Revenues</b>   | <b>\$ 1,552,738</b>             | <b>\$ 4,951,132</b>            | <b>\$ 26,512,855</b> | <b>\$ 21,561,723</b>                                          | <b>18.67</b>                                     |

| <b><u>Expenditures</u></b> | <b><u>Current<br/>Month</u></b> | <b><u>Year to<br/>Date</u></b> | <b><u>Outstanding<br/>Encumbrances</u></b> | <b><u>Budget</u></b> | <b>Expended &amp;<br/>Encumbered<br/>(Over) Under<br/><u>Budget</u></b> | <b>Expen. &amp;<br/>Encumbrance<br/>as a % of<br/><u>Budget</u></b> |
|----------------------------|---------------------------------|--------------------------------|--------------------------------------------|----------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1000-Instruction           | \$ 1,473,752                    | \$ 3,313,752                   | \$ 12,456,233                              | \$ 19,401,951        | \$ 3,631,967                                                            | 81.28                                                               |
| 2000-Admin.,Health/Atten.  | \$ 134,671                      | \$ 303,736                     | \$ 660,904                                 | \$ 1,610,508         | \$ 645,868                                                              | 59.90                                                               |
| 3000-Transportation        | \$ 96,081                       | \$ 235,617                     | \$ 774,137                                 | \$ 1,796,019         | \$ 786,266                                                              | 56.22                                                               |
| 4000-Operation/Maintenanc  | \$ 118,642                      | \$ 361,900                     | \$ 301,510                                 | \$ 1,746,512         | \$ 1,083,101                                                            | 37.98                                                               |
| 6000-Facilities            | \$ 8,075                        | \$ 10,971                      | \$ 68,735                                  | \$ 150,000           | \$ 70,294                                                               | 53.14                                                               |
| 7000 - Debt. Service       | \$ -                            | \$ 448,841                     | \$ 155,021                                 | \$ 606,757           | \$ 2,895                                                                | 99.52                                                               |
| 8000 - Technology          | \$ 70,473                       | \$ 276,316                     | \$ 475,795                                 | \$ 1,201,108         | \$ 448,997                                                              | 62.62                                                               |
| <b>Total Expenditures</b>  | <b>\$ 1,901,694</b>             | <b>\$ 4,951,132</b>            | <b>\$ 14,892,334</b>                       | <b>\$ 26,512,855</b> | <b>\$6,669,389</b>                                                      | <b>74.84</b>                                                        |

Prince Edward County Public Schools  
**2020-2021**  
**CARES ACT**  
**Summary Financial Report**  
**September 2020**

| <b><u>Revenues</u></b> | <b><u>Current<br/>Month</u></b> | <b><u>Year to<br/>Date</u></b> | <b><u>Budget</u></b> |
|------------------------|---------------------------------|--------------------------------|----------------------|
| <b>Total Revenues</b>  | 0.00                            | 0.00                           | 789,501.46           |

| <b><u>Expenditures</u></b> | <b><u>Current<br/>Month</u></b> | <b><u>Year to<br/>Date</u></b> | <b><u>Outstanding<br/>Encumbrances</u></b> | <b><u>Budget</u></b> | <b><u>Unencumbered<br/>Balance</u></b> |
|----------------------------|---------------------------------|--------------------------------|--------------------------------------------|----------------------|----------------------------------------|
| <b>Total Expenditures</b>  | \$ 44,855.57                    | \$ 116,166.73                  | \$ 329,841.50                              | \$ 789,501.46        | \$ 343,493.23                          |

Saved as September 20-21 CARES ACT

Prince Edward County Public Schools  
35 Eagle Drive  
Farmville, Virginia 23901

**2020-2021**  
**Comparative Receipts and Expenditures**  
**Food Service Department**  
**Year to Date**

**Month of September 2020**

|                           | <b>Fiscal 20</b>   |                     |                | <b>Fiscal 21</b>   |                     |                |              |
|---------------------------|--------------------|---------------------|----------------|--------------------|---------------------|----------------|--------------|
| <b>Receipts:</b>          | <b>Budgeted</b>    | <b>Rec. YTD</b>     | <b>Percent</b> | <b>Budgeted</b>    | <b>Rec. YTD</b>     | <b>Percent</b> | <b>Diff.</b> |
| State School Food         | 41,015             | 15,166              | 36.98%         | 47,093             | 0                   | 0.00%          | 0.00%        |
| School Breakfast          |                    |                     |                |                    |                     |                |              |
| Fresh Fruit & Vegetable   | <u>55,000</u>      | <u>0</u>            | 0.00%          | <u>55,000</u>      | <u>0</u>            | 0.00%          | 0.00%        |
| <b>Total State</b>        | 96,015             | 15,166              | 15.80%         | 102,093            | 0                   | 0.00%          | 0.00%        |
| Federal Reimbursement     | 1,219,760          | 134,845             | 11.06%         | 1,229,760          | 87,534              | 7.12%          | -3.94%       |
| Fund Balance              |                    |                     |                |                    |                     |                |              |
| Cash Book - Local         | <u>148,000</u>     | <u>15,348</u>       | 10.37%         | <u>148,000</u>     | <u>1,954</u>        | 1.32%          | -9.05%       |
| <b>Total Revenue</b>      | <b>\$1,463,775</b> | <b>\$165,359</b>    | 11.30%         | <b>\$1,479,853</b> | <b>\$89,488</b>     | 6.05%          | -5.25%       |
|                           |                    |                     |                |                    |                     |                |              |
| <b>Expenditures:</b>      | <b>Budgeted</b>    | <b>Expended YTD</b> | <b>Percent</b> | <b>Budgeted</b>    | <b>Expended YTD</b> | <b>Percent</b> | <b>Diff.</b> |
| Salary                    | 416,348            | 80,538              | 19.34%         | 439,233            | 77,684              | 17.69%         | -1.66%       |
| Fringe Benefits           | 193,400            | 33,667              | 17.41%         | 186,605            | 31,469              | 16.86%         | -0.54%       |
| Purchased Services        | 55,000             | 12,260              | 22.29%         | 55,000             | 13,043              | 23.71%         | 1.42%        |
| Refunds                   | 0                  | 0                   | 0.00%          | 0                  | 0                   | 0.00%          | 0.00%        |
| Travel                    | 5,000              | 0                   | 0.00%          | 5,000              | 0                   | 0.00%          | 0.00%        |
| Materials & Supplies      | 40,000             | 9,699               | 24.25%         | 40,000             | 1,057               | 2.64%          | -21.60%      |
| Food Supplies             | 634,015            | 67,243              | 10.61%         | 634,015            | 44,428              | 7.01%          | -3.60%       |
| Repairs & Maintenance     | 20,000             | 7,190               | 35.95%         | 20,000             | 202                 | 1.01%          | -34.94%      |
| Furniture/Equipment       | 50,000             | 8,892               | 17.78%         | 100,000            | 0                   | 0.00%          |              |
| Equipment - Grant         | <u>50,000</u>      |                     | 0.00%          |                    |                     |                |              |
| <b>Total Expenditures</b> | <b>\$1,463,763</b> | <b>\$219,489</b>    | 14.99%         | <b>\$1,479,853</b> | <b>\$167,883</b>    | 11.34%         | -3.65%       |



Prince Edward County Public Schools  
2020-2021  
Food Service Department  
Summary Financial Report  
September 2020

| <u>Revenues</u>         | <u>Current<br/>Month</u> | <u>Year to<br/>Date</u> | <u>Budget</u>       | <u>Variance<br/>Actual Under<br/>(Over)<br/>Budget</u> | <u>YTD as a<br/>Percent of<br/>Budget</u> |
|-------------------------|--------------------------|-------------------------|---------------------|--------------------------------------------------------|-------------------------------------------|
| From the State:         |                          |                         |                     |                                                        |                                           |
| State School Food       | \$ -                     | \$ -                    | \$ 47,093           | \$ 47,093                                              | 0.00%                                     |
| Fresh Fruit & Vegetable | \$ -                     | \$ -                    | \$ 55,000           | \$ 55,000                                              | 0.00%                                     |
| Total State Funds       | \$ -                     | \$ -                    | \$ 102,093          | \$ 102,093                                             | 0.00%                                     |
| Federal Reimbursement   | \$ -                     | \$ 87,534               | \$ 1,229,760        | \$ 1,142,226                                           | 7.12%                                     |
| Cash Book - Local       | \$ 1,125                 | \$ 1,954                | \$ 148,000          | \$ 146,046                                             | 1.32%                                     |
| <b>Total Revenues</b>   | <b>\$ 1,125</b>          | <b>\$ 89,488</b>        | <b>\$ 1,479,853</b> | <b>\$ 1,390,365</b>                                    | <b>6.05%</b>                              |

| <u>Expenditures</u>       | <u>Current<br/>Month</u> | <u>Year to<br/>Date</u> | <u>Outstanding<br/>Encumbrances</u> | <u>Budget</u>       | <u>Expended &amp;<br/>Encumbered<br/>(Over) Under<br/>Budget</u> | <u>Expen. &amp;<br/>Encumbrance<br/>as a % of<br/>Budget</u> |
|---------------------------|--------------------------|-------------------------|-------------------------------------|---------------------|------------------------------------------------------------------|--------------------------------------------------------------|
| Salary                    | \$ 31,394                | \$ 77,684               | \$ 304,843                          | \$ 439,233          | \$ 56,706                                                        | 87.09%                                                       |
| Fringe Benefits           | \$ 14,310                | \$ 31,469               | \$ 141,454                          | \$ 186,605          | \$ 13,682                                                        | 92.67%                                                       |
| Purchased Services        | \$ 12,833                | \$ 13,043               | \$ 221                              | \$ 55,000           | \$ 41,736                                                        | 24.12%                                                       |
| Refunds                   | \$ -                     | \$ -                    | \$ -                                | \$ -                | \$ -                                                             | 0.00%                                                        |
| Travel                    | \$ -                     | \$ -                    | \$ -                                | \$ 5,000            | \$ 5,000                                                         | 0.00%                                                        |
| Materials & Supplies      | \$ 1,057                 | \$ 1,057                | \$ 1,207                            | \$ 40,000           | \$ 37,736                                                        | 5.66%                                                        |
| Food Supplies             | \$ 28,575                | \$ 44,428               | \$ 21,347                           | \$ 634,015          | \$ 568,241                                                       | 10.37%                                                       |
| Repairs & Maintenance     | \$ -                     | \$ 202                  | \$ 2,077                            | \$ 20,000           | \$ 17,721                                                        | 11.40%                                                       |
| Furniture/Equipment       | \$ -                     | \$ -                    | \$ 14,420                           | \$ 100,000          | \$ 85,580                                                        | 14.42%                                                       |
| Equipment - grant         | \$ -                     | \$ -                    | \$ -                                | \$ -                | \$ -                                                             | 0.00%                                                        |
| <b>Total Expenditures</b> | <b>\$ 88,169</b>         | <b>\$ 167,882</b>       | <b>\$ 485,569</b>                   | <b>\$ 1,479,853</b> | <b>\$826,402</b>                                                 | <b>44.16%</b>                                                |

## Tourism & Visitor Center Monthly Report for September 2020

| HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS: |                    |                 |                    |              |
|-------------------------------------------------------|--------------------|-----------------|--------------------|--------------|
|                                                       | Virginia<br>Guests | Other<br>States | Other<br>Countries | Total Guests |
| YTD 2020                                              | 954                | 130             | 12                 | 1,096        |
| 2019                                                  | 3,323              | 506             | 56                 | 3,885        |
|                                                       |                    |                 |                    | <b>121.8</b> |
|                                                       |                    |                 |                    | <b>323.8</b> |

Total / 9 Months

Total / ALL of 2019

### Requests for Information:

|                | Phone<br>Inquiries | Video<br>Views (All) | Center<br>Visits | GoogleMyBusiness<br>Finding the<br>Visitor Center | Tablet/Cell<br>Web Hits | Monthly Totals: |
|----------------|--------------------|----------------------|------------------|---------------------------------------------------|-------------------------|-----------------|
| September 2020 | 73                 | 25                   | 204              | 2,350                                             |                         | 2,652           |
| September 2019 | 43                 | 48                   | 384              |                                                   | 1566                    | 2,041           |
| % Difference   | 69.77%             | -47.92%              | -46.88%          | -100.00%                                          | -100.00%                | 29.94%          |

| TOTAL YTD    | 416     | 269     | 1,096   | 15,430  | 3,510   | Total YTD Inquiries: |
|--------------|---------|---------|---------|---------|---------|----------------------|
| 2020 YTD     |         |         |         |         |         | 20,721               |
| 2019 YTD     | 646     | 419     | 2,968   | 0       | 7,285   | 11,318               |
| % Difference | -35.60% | -35.80% | -63.07% | 100.00% | -51.82% | 83.08%               |

### Report to October Board of Supervisors:

- Visitation continues to increase, and the businesses in the area are starting to see increases as well. A few are even reporting record sales.
- The Civil Rights in Education Heritage Trail® expansion was completed in September. 12 new sites, two of which are in Prince Edward, were installed throughout the Central and Southern communities. There is lots of interest in promoting this trail by the media. Richmond Times Dispatch, VCU's Capital News, Co-operative Living Magazine, Recreation News magazine, and now Boomer Magazine is expressing interest. I am also working with Virginia Tourism Corporation for several insertions across their media, including in the 2021 Travel Guide.
- Health Equity Program: Visitor Center staff has completed over 3,100 bags including 2 bottles of handshine, two cloth masks, and information from the County and VDH for how to protect themselves from COVID. Over 2,000 bags have been delivered to local organizations.