



BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

November 10, 2020

Item #

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Recess/Adjourn – To Be Determined by Action of the Board of Supervisors.

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

Meeting Date: November 10, 2020
Item No.: 20
Department: Treasurer
Staff Contact: Donna Nunnally
Issue: Treasurer's Report

Summary: The Treasurer's Report is attached.

Attachments: October 2020 Treasurer's Report

Recommendation:

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Jones _____
Pride _____

Townsend _____
Wilck _____

Prince Edward Board of Supervisors Treasurer's Report
as of
October 31, 2020

Name of Bank	Bank Balance		Available Balance
Benchmark Pooled Fund Account	\$ 4,240,307.39		\$ 4,240,307.39
Benchmark Social Services	\$ 224,207.94		\$ 224,207.94
Benchmark School Fund	\$ 1,131,733.82		\$ 1,131,733.82
Benchmark Food Service	\$ 419,922.90		\$ 419,922.90
TOTAL			\$ 6,016,172.05
Certificate of Deposits			
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
TOTAL			\$ 856,868.02
GRAND TOTAL			\$ 6,873,040.07

Prince Edward Board of Supervisors Treasurer's Report - October 2019

Name of Bank	Bank Balance		Available Balance
Benchmark Pooled Fund Account	\$ 4,137,300.42		\$ 4,137,300.42
Benchmark Social Services	\$ 239,598.86		\$ 239,598.86
Benchmark School Fund	\$ 276,388.29		\$ 276,388.29
Benchmark Food Service	\$ 202,450.88		\$ 202,450.88
TOTAL			\$ 4,855,738.45
Certificate of Deposits			
Benchmark			\$ 609,724.91
Farmers Bank			\$ 211,676.94
TOTAL			\$ 821,401.85
GRAND TOTAL			\$ 5,677,140.30

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

Meeting Date: November 10, 2020
Item No.: 21
Department: County Administration
Staff Contact: Crystal Baker
Issue: Appropriations FY21 Budget - Addendum

Summary:

- a. The County received a letter from the Prince Edward County Public Schools requesting an appropriation of the Elementary School Improvement Federal Grant funds in the amount of \$17,929.36 to the Instruction category.

FY21 BUDGET AMENDMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	250	33020	0041	Elem. School Improvement Grant		\$17,929.36
4 (Exp)	250	62000	0001	Instruction	\$17,929.36	

- b. The County received a letter from the Prince Edward County Public Schools requesting appropriation of additional CARES Act Funding, as follows:

FY21 BUDGET AMENDMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	200	100	0001	CARES ESSERF/GEERF		\$106,751.42
4 (Exp)	200	100	0001	CARES ESSERF/GEERF	\$106,751.42	
3 (Rev)	200	100	0001	Additional State CARES CRF		\$336,735.00
4 (Exp)	200	100	0001	Additional State CARES CRF	\$336,735.00	

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

Motion _____ Booth _____ Gilliam _____ Townsend _____
 Second _____ Cooper-Jones _____ Jones _____ Wilck _____
 Emert _____ Pride _____

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

Meeting Date: November 10, 2020
Item No.: 22
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Six Year Plan – Authorize Public Hearing

Summary: Scott Frederick, PE, Resident Engineer, VDOT, has provided the attached draft Six Year Plan for FY 21-26 for consideration by the Board. Scott will be on the phone tonight to answer any questions the Board may have.

As the Board may recall, a work session was held earlier this year, but the six-year plan process was suspended due to COVID. VDOT is requesting the Board’s approval of the Six Year Plan. A public hearing is required.

Attachments: Draft Six-Year Plan

Recommendations: The Board will wish to authorize a Public Hearing on the FY 21-26 Six Year Plan for the December Board meeting.

Motion _____
Second _____

Booth _____
Cooper-Jones _____
Emert _____

Gilliam _____
Jones _____
Pride _____

Townsend _____
Wilck _____

Secondary System
Prince Edward County
Construction Program
Estimated Allocations

Fund	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total
TeleFee	\$50,610	\$50,610	\$50,610	\$50,610	\$50,610	\$50,610	\$303,660
District Grant - Unpaved	\$343,289	\$225,884	\$302,409	\$346,333	\$346,333	\$432,917	\$1,997,165
Total	\$393,899	\$276,494	\$353,019	\$396,943	\$396,943	\$483,527	\$2,300,825

Board Approval Date:

Residency Administrator

Date

County Administrator

Date

District: Lynchburg

County: Prince Edward County

Board Approval Date:

2021-22 through 2025-26

Route PPMS ID Accomplishment Type of Funds Type of Project Priority #	Road Name Project # Description FROM TO Length	Estimated Cost Ad Date	Traffic Count Scope of Work FHWA # Comments
0613 113929 STATE FORCES/HIRED EQUIPMENT S State forces/Hired equip CN Only 0002.01	MILLERS LAKE ROAD 0613073624 RTE 613 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) RTE 612 RTE 611 1.4	PE \$0 RW \$0 CN \$220,375 Total \$220,375 5/6/2019	90 Resurfacing 17005
0721 115396 STATE FORCES/HIRED EQUIPMENT S State forces/Hired equip CN Only 0002.02	DEMPSEY ROAD 0721073625 RTE 721 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) DEAD END RTE 634 0.8	PE \$0 RW \$0 CN \$136,000 Total \$136,000 7/22/2019	130 Resurfacing 17005
0751 115397 STATE FORCES/HIRED EQUIPMENT S State forces/Hired equip CN Only 0002.03	HIDDEN LAKE ROAD 0751073626 RTE 751 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) 0.900 MILE NORTH OF RTE 657 RTE 685 1.3	PE \$0 RW \$0 CN \$208,000 Total \$208,000 8/17/2020	140 Resurfacing 17005
0740 115398 STATE FORCES/HIRED EQUIPMENT S State forces/Hired equip CN Only 0002.04	COPPER HILL ROAD 0740073627 RTE 740 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) RTE 636 DEAD END 0.7	PE \$0 RW \$0 CN \$112,000 Total \$112,000 8/31/2020	70 Resurfacing 17005
0628 115565 STATE FORCES/HIRED EQUIPMENT S State forces/Hired equip CN Only 0002.05	MILL CREEK ROAD 0628073629 RTE 628 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) RTE 724 RTE 632 2.3	PE \$0 RW \$0 CN \$368,000 Total \$368,000 8/31/2020	150 Resurfacing 17005
0702 115566 STATE FORCES/HIRED EQUIPMENT S State forces/Hired equip CN Only 0002.06	BOLDEN FLOURNOY ROAD 0702073631 RTE 702 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) REDD SHOP ROAD DEAD END 1.3	PE \$0 RW \$0 CN \$208,000 Total \$208,000 10/26/2022	80 Resurfacing 17005

District: Lynchburg

County: Prince Edward County

Board Approval Date:

2021-22 through 2025-26

Route PPMS ID Accomplishment Type of Funds Type of Project Priority #	Road Name Project # Description FROM TO Length	Estimated Cost Ad Date	Traffic Count Scope of Work FHWA # Comments
0744 115567 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0002.07	WHISPERING WOODS ROAD 0744073P01 RTE 744 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) RTE 15 DEAD END 1.6	PE \$0 RW \$0 CN \$256,000 Total \$256,000 10/11/2022	70 Resurfacing 17005
0730 115568 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0002.08	SCHOOLHOUSE ROAD 0730073P01 RTE 730 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) RTE 604 DEAD END 0.4	PE \$0 RW \$0 CN \$68,000 Total \$68,000 10/11/2022	110 Resurfacing 17005
0780 115569 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0002.09	OLD OAK ROAD 0780073P01 RTE 780 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) RTE 648 DEAD END 0.6	PE \$0 RW \$0 CN \$102,000 Total \$102,000 10/11/2023	90 Resurfacing 17005
0632 115570 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0002.10	FALKLAND ROAD 0632073P01 RTE 632 - RURAL RUSTIC (SURFACE TREAT NON-HARD SURFACE) 2.550 MILE EAST OF RTE 633 RTE 630 1.3	PE \$0 RW \$0 CN \$221,000 Total \$221,000 10/11/2023	130 Resurfacing 17005
9999 115564 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0002.11	VARIOUS 9999073638 FY25 Prince Edward County Rural Rustic Road Projects VARIOUS VARIOUS	PE \$0 RW \$0 CN \$317,282 Total \$317,282 9/11/2024	Resurfacing 17005 *RTE 625 - From Holiday Lake Rd to 0.3 MI E of Holiday Lake Rd - 0.30MI - \$50,000 *RTE 647 - From RTE 630 Redd Shop Rd to 0.3 MI SE of Redd Shop Rd - 0.30MI - \$50,000 *RTE 611 - From RT 613 Miller Lake Rd to 0.3 MI East of Miller Lake Rd - 0.30MI - \$50,000 *RTE 668 - From RT 664 Morris Creek Rd to 0.3 MI NE of Morris Creek Rd - 0.30MI - \$50,000 *RTE 625 - From 0.3 MI E of Holiday Lake Rd to 0.86 MI E of Holiday Lake Rd - 0.56MI - \$117,282
9999 -24329 STATE FORCES/HIRED EQUIPMENT State forces/Hired equip CN Only 0002.12	VARIOUS 9999073P26 FY26 PRINCE EDWARD COUNTY RURAL RUSTIC PROJECTS VARIOUS VARIOUS	PE \$0 RW \$0 CN \$345,000 Total \$345,000 4/27/2026	Resurfacing 17005 *RTE 625 - From 0.86 MI East of Holiday Lake Rd to 1.05 MI East of Holiday Lake Rd - 0.19MI - \$30,000 *RTE 647 - From 0.3 MI SE of Redd Shop Rd to 1.05 MI SE of Redd Shop Rd - 0.75MI - \$105,000 *RTE 611 - From 0.3 MI East of Miller Lake Rd to 1.05 MI E of Miller Lake Rd - 0.75MI - \$105,000 *RTE 668 - From 0.3 MI NE of Morris Creek Rd to 1.05 MI NE of Morris Creek Rd - 0.75MI - \$105,000

District: Lynchburg

County: Prince Edward County

Board Approval Date:

2021-22 through 2025-26

Route PPMS ID Accomplishment Type of Funds Type of Project Priority #	Road Name Project # Description FROM TO Length	Estimated Cost Ad Date	Traffic Count Scope of Work FHWA # Comments
4005 100082 NOT APPLICABLE S 0006.01	1204005 COUNTYWIDE ENGINEERING & SURVEY VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CN \$250,000 Total \$250,000 3/1/2011	0 Preliminary Engineering 16015 MINOR SURVEY & PRELIMINARY ENGINEERING FOR BUDGET ITEMS AND INCIDENTAL TYPE WORK.
4008 100321 NOT APPLICABLE S 0006.02	1204008 COUNTYWIDE RIGHT OF WAY ENGR. VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CN \$250,000 Total \$250,000 1/30/2011	0 Right of Way 16016 USE WHEN IMPRACTICAL TO OPEN A PROJECT: ATTORNEY FEES and ACQUISITION COST.
4007 99845 NOT APPLICABLE S 0006.03	1204007 COUNTYWIDE TRAFFIC SERVICES VARIOUS LOCATIONS IN COUNTY VARIOUS LOCATIONS IN COUNTY	PE \$0 RW \$0 CN \$250,000 Total \$250,000 3/1/2011	0 Safety 16021 TRAFFIC SERVICES INCLUDE SECONDARY SPEED ZONES, SPEED STUDIES, OTHER NEW SECONDARY SIGNS
9999 -18318 NOT APPLICABLE 0006.04	9999073810 PRINCE EDWARD COUNTY UNPAVED ROAD FUNDING	PE \$0 RW \$0 CN \$0 Total \$0	
9999 116955 NOT APPLICABLE 0006.05	9999073640 PRINCE EDWARD COUNTYWIDE DRAINAGE IMPROVEMENTS	PE \$0 RW \$0 CN \$300,000 Total \$300,000 7/31/2020	

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County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: November 10, 2020
Item No.: 23
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Committee Reports – Finance Committee

Summary:

The Finance Committee will present a report to the Board following its 6:00 p.m. meeting.

Attachments:

Recommendation: 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: November 10, 2020
Item No.: 24
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: CLOSED SESSION – AMENDED MOTION

Summary:

I move that the Prince Edward County Board of Supervisors convene in Closed Session:

- a. For discussion concerning a prospective industry, where, if made public initially, the financial interest of the County would be adversely affected, pursuant to the exemption provided for in Section 2.2-3711(A)(5) 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; and
- c. For discussion of prospective candidates for employment for the position of County Attorney, pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the Code of Virginia.

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: November 10, 2020
Item No.: 25
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Appointment of County Attorney

Summary: Attached for the Board’s consideration is the final draft of the County Attorney Contract.

Attachments: Draft County Attorney Contract

Recommendation:

1. Act on the appointment of the County Attorney.
2. Act on the approval of the contract for the County Attorney and authorize the Chair to execute.

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 ADMINISTRATOR

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

COUNTY OF PRINCE EDWARD, VIRGINIA

THIS CONTRACT OF REPRESENTATION, made and entered into this 10th day of November, 2020, by and between THE BOARD OF SUPERVISORS OF PRINCE EDWARD COUNTY, VIRGINIA, party of the first part, hereinafter called "COUNTY" and Terri Atkins Wilson, party of the second part, hereinafter called "ATTORNEY".

WITNESSETH:

WHEREAS, the COUNTY is empowered pursuant to the provisions of VA. CODE ANN. §15.2-529 and §15.2-1542 (Repl. Vol 1997) to create, appoint and fix the salary for the office of the County Attorney for the County of Prince Edward; and

WHEREAS the COUNTY and ATTORNEY have entered into certain negotiations and the COUNTY is desirous of appointing ATTORNEY as the County Attorney.

NOW, THEREFORE THIS AGREEMENT FURTHER WITNESSETH that, for and in consideration of the sum of \$200 per hour for all matters as more fully hereinafter set forth, ATTORNEY agrees to serve as County Attorney for the County of Prince Edward, Virginia and the parties further covenant and agree as follows:

1. The duties of the ATTORNEY shall be as follows:
 - (a) Advising the governing body and constitutional officers in the County in civil matters.
 - (b) Issuance of formal written opinions.
 - (c) Drafting ordinances as requested and assisting with the update of the County code.
 - (d) Answering questions raised by the Sheriff, the Commissioner of the Revenue, the Treasurer, or the County Administrator.
 - (e) Attending meetings of the Board of Supervisors and the Planning Commission as necessary. ATTORNEY will attend the regularly scheduled monthly meeting of the Board of Supervisors.

- (f) Issuing informal non-written opinions on zoning and subdivision matters, as well as drafting major legislation such as subdivision and zoning chapters in the County Code.
 - (g) Updating the County Code, as necessary.
 - (h) Performing all other civil duties not specifically excluded.
 - (i) Appearances in any court on behalf of the County.
 - (j) Any work done on redistricting.
 - (k) Any other duties as designated or assigned by the Board of Supervisors.
2. This contract shall be reviewed two years from date of signed contract, with either a bi-annual reappointment or put out for Request for Proposal (RFP), based on a decision by the Board of Supervisors and the ATTORNEY. An itemized invoice will be presented to the County Accounts Payable clerk on a monthly basis.
 3. Compensation: Services rendered shall be billed to the COUNTY on a monthly basis at the rate of Two Hundred (\$200.00) per hour. Compensation shall be paid directly to Terri Atkins Wilson and shall not be subject to withholding for income taxes and social security taxes. The County shall issue a 1099 at year end.
 4. Employer shall annually review the performance of the ATTORNEY by June 30 of each year, subject to process, form, criteria and format for the evaluation, which shall be mutually agreed upon by the ATTORNEY and COUNTY. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present written summary of the evaluation results. The process should start with the COUNTY not later than April of each year and be completed in June. The final written evaluation should be completed and delivered to the ATTORNEY within thirty (30) days of the evaluation meeting. ATTORNEY must have a rating of Satisfactory or above for continued employment as agreed upon in this contract.
 5. Insurance: The County will provide Errors and Omissions and Liability coverage to the ATTORNEY under any current or future policy maintained by the County. Should such coverage be or become unavailable through the County, the County will pay the premium on any such policy obtained privately by the attorney.
 6. Dues: The County will pay the annual membership fees for the ATTORNEY to belong to the Local Government Attorney's Association of Virginia and will pay the cost of said ATTORNEY to attend the annual conference of said Association, to include cost of registration, room, board, and mileage. Any family members who shall accompany said ATTORNEY will do so at their own expense.
 7. Retainer: Terri Atkins Wilson will not require a retainer.

8. Equipment: ATTORNEY will provide all office equipment, including a computer and printer, for the use by the ATTORNEY in the conduct of COUNTY business and will be responsible for maintenance and repair of said equipment, unless specifically authorized/approved by the Board of Supervisors.

9. It is recognized that this Contract of Representation is not exclusive and that the COUNTY shall in its sole discretion, seek legal assistance from any source it desires.

CERTIFIED TRUE COPY

Jerry R. Townsend
Chairman, Board of Supervisors

(date)

Terri Atkins Wilson
County Attorney

(date)

ATTEST:

J. David Emert
Vice-Chairman, Board of Supervisors

(date)