



**PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS  
December 23, 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.)

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**AGENDA**

- 9:00 a.m.    1.    The Chair will call to order the **Reconvened Meeting** of the Board.
2.    **PUBLIC HEARING** 3
- Ordinance – Non-Hazardous Duty Acknowledgement Pay
  - Resolution – Hazard Pay/Comp Board Funding
  - Appropriations
3.    Approval of Credit Card Applications 9
4.    Proposed FY 21 Budget Schedule 11

Recess: January 12, 2020 @ 5:30 p.m. (Work Session on Sandy River)

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

**Meeting Date:** December 23, 2020  
**Item No.:** 2  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Issue:** **ACKNOWLEDGEMENT PAY AND HAZARD PAY**

**Summary:** County employees have rendered a high level of service to the citizens of Prince Edward County during the COVID-19 pandemic that began in March of 2020. In recognition of the efforts and risks County employees have faced during these difficult economic and environmental times, it was proposed that one-time payment of “Acknowledgement Pay” or “Hazard Pay,” as appropriate, be made to eligible employees/officers in December of 2020.

At its December 8, 2020 meeting, the Board of Supervisors authorized advertising a one-time acknowledgement pay (bonus) for non-hazardous duty employees and officers and hazard pay for hazardous duty employees. The amounts discussed by the Board were \$1,000 for full-time employees and officers and \$500 for part-time employees.

1. In order to accomplish this, funding for the acknowledgement pay for non-hazardous duty employees will come from the County General Fund, from the Social Services Fund and the Piedmont Court Services Fund. In accordance with Section 15.2-1508 of the *Code of Virginia*, attached is a copy of the Public Hearing Notice and draft ordinance that the Board authorized advertising at its December 8, 2020 meeting. The draft Ordinance provides for a one-time monetary payment to non-hazardous officers and employees. If approved by the Board, \$1,000 will be paid to each full-time county employee/officer and \$500 to each part-time employee.
2. Funding for the hazard pay will come from state funds received from the Compensation Board and CARES Act Funding. See attached draft resolution. If approved by the Board, hazard pay of \$1,000 will be awarded to each full-time hazardous duty county employee/officer and \$500 for each part-time.

|              |               |                                                                          |
|--------------|---------------|--------------------------------------------------------------------------|
| <u>COST:</u> | Sources:      | General Fund: \$81,814.00 <i>(Already approved in FY 21 Budget)</i>      |
|              |               | PCS Fund: 8,073.75 <i>(Non-county funds)</i>                             |
|              |               | Comp Board: 11,303.25 <i>(New funding from State)</i>                    |
|              |               | CARES Act <u>19,377.00</u> <i>(Authorized expenditure for CARES Act)</i> |
|              | <b>Total:</b> | <b>\$120,568.00</b>                                                      |

Notes:

These totals do not include the employees of the Department of Social Services. Funding for DSS employees will come from the DSS budget, which is managed by the DSS Board. Authorization from the Board of Supervisors is required for this DSS expenditure.

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



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

**ATTACHMENTS:** Public Hearing Notice  
Draft Ordinance – Acknowledgement Pay  
Draft Resolution – Hazard Pay

**PROPOSED OR SUGGESTED MOTION:**

*Following the Public Hearing: (The Board will wish to act on each motion, one at a time.)*

- (1) I move approval of the Ordinance for Payment of One-Time Acknowledgement Pay in FY 2020-2021:
- (2) I move approval on One-Time Hazard Pay through the Compensation Board funds and CARES Act Funds;
- (3) I move approval on One-Time Hazard Pay through the Compensation Board funds and CARES Act Funds;
- (4) I move approval of the FY21 budget amendment as proposed and appropriate the same funds.

**FY21 BUDGET AMENDMENT**

| Rev/Exp | Fund | Dept | Object | Description              | Debit       | Credit      |
|---------|------|------|--------|--------------------------|-------------|-------------|
| 3 (Rev) | 100  |      |        | COV - Compensation Board |             | \$11,303.25 |
| 3 (Rev) |      |      |        | PCS Fund                 |             | 8,073.75    |
| 3 (Rev) |      |      |        | CARES Act Fund           |             | 19,377.00   |
| 4 (Exp) | 100  |      |        | Pay Raise Reserve        | \$38,754.00 |             |
|         |      |      |        | 91000-5011               |             |             |

Note: \$93,154 is in the approved FY 21 Budget under the Pay Raise Reserve line item that will cover the cost of the acknowledgement pay for County employees. These funds do not require re-appropriation.

OR

I move that this matter be postponed until \_\_\_\_\_.

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

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

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

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



Please publish the following public hearing notice in **THE FARMVILLE HERALD** on Friday, December 11, 2020 and Friday, December 18, 2020.

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### 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.)

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The Board of Supervisors will hold a PUBLIC HEARING on Wednesday, December 23, 2020 beginning at 9:00 a.m. in the Board of Supervisors Room located on the 3<sup>rd</sup> Floor of the Prince Edward County Courthouse, 111 N. South Street, Farmville, Virginia, to receive citizen input prior to considering the following:

1. A proposed ordinance by which the Board of Supervisors will award a one-time COVID-19 acknowledgement pay bonus to non-hazardous duty county employees/officers. A copy of the proposed ordinance is available for public review on the County's web site at [www.co.prince-edward.va.us](http://www.co.prince-edward.va.us) or in the Prince Edward County Administrator's Office

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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 4:00 p.m. the day prior to 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 4:00 p.m. the day prior to 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 4:00 p.m. the day prior to 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 Ordinance is 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.



**AN ORDINANCE OF THE COUNTY OF PRINCE EDWARD  
(OFFICERS AND EMPLOYEES) TO ADD AND ORDAIN A SECTION  
FOR PAYMENT OF ONE-TIME ACKNOWLEDGEMENT PAY IN FY 2020-2021**

BE IT ORDAINED BY THE PRINCE EDWARD COUNTY BOARD OF SUPERVISORS that Prince Edward County Code be amended and ordained as follows:

PAYMENT OF ONE-TIME ACKNOWLEDGEMENT PAY IN FY 2020-2021.

Due to the COVID-19 pandemic, the County of Prince Edward wishes to recognize the efforts of its dedicated employees who maintained the provision of essential services for Prince Edward County citizens during this economically and environmentally-challenging time. In recognition of this extraordinary effort, the Board of Supervisors does hereby authorize a one-time payment, that will be paid at the end of December of 2020, to all eligible non-hazardous duty County employees based on the following criteria:

- A. Acknowledgement Pay – Authorized to all eligible non-hazardous duty Prince Edward County employees from the non-departmental account (91000-5011) as follows:
  - (1) Non-Hazardous Duty Employees Only. Employees must be employed in a non-hazardous position. Hazardous duty positions are those defined as Prince Edward County Sheriff’s Office employees performing hazardous duties and in a Virginia Retirement System (VRS) designated “Enhanced Benefits – Sheriff’s Deputy” position. The designation of hazardous duty also applies to part-time employees who are performing the same hazardous duties as full-time employees but are not included in the VRS.
  - (2) Employment Date. Employees must have been employed on December 1, 2020.
  - (3) Amount of Payment for Full-Time Employees. \$1,000 for each full-time employee.
  - (4) Amount of Payment for Part-Time Employees. \$500 for each part-time employee.
- B. Members of the Board of Supervisors and Constitutional Officers are eligible for the payment.
- C. This one-time payment shall be for FY 2020-2021 only.

THIS ORDINANCE SHALL BE EFFECTIVE UPON ADOPTION: \_\_\_\_\_



**A Resolution of the Board of Supervisors**  
**PAYMENT OF ONE-TIME HAZARD PAY IN FY 2020-2021**

**WHEREAS**, Prince Edward County public safety/hazardous duty-employees have continuously rendered a high level of service during the COVID-19 pandemic which began in March of 2020; and

**WHEREAS**, the Prince Edward County Board of Supervisors desires to recognize the high level of dedication and devotion to duty of such public safety/hazardous duty employees; and

**WHEREAS**, funding for hazard pay in recognition of such service may be funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, and through the funds received from the State Compensation Board of which Prince Edward County was allocated \$11,303.25; and

**WHEREAS**, the Prince Edward County Board of Supervisors deems it appropriate to authorize the payment of the proposed hazard pay to recognize the services rendered by eligible Prince Edward County Sheriff's Office employees during these difficult economic and environmental times and desires to make this payment in December of 2020;

**NOW, THEREFORE, BE IT RESOLVED** that the County Administrator is authorized to pay hazard pay from previously-appropriated CARES Act funds and the Compensation Board funds, based on the following criteria:

1. Hazardous Duty Employment. Employees must be Sheriff's Office employee performing hazardous duties and in a Virginia Retirement System (VRS) designated "Enhanced Benefits – Sheriff's Deputy" position. This designation also applies to part-time employees who are performing the same hazardous duties as full-time employees but are not included in the Virginia Retirement System.
2. Employment Date. Employees must have been employed on December 1, 2020.
3. Amount of Payment for Full-Time Employees. \$1,000 for each full-time employee.
4. Amount of Payment for Part-Time Employees. \$500 for each part-time employee.
5. Constitutional Officers are eligible for the payment.
6. This one-time payment shall be for FY 2020-2021 only.

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 23<sup>rd</sup> day of December, 2020.*

CERTIFIED TRUE COPY

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Jerry R. Townsend, Chair, Board of Supervisors

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

**Meeting Date:** December 23, 2020  
**Item No.:** 3  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Issue:** County Credit Card(s)

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**Summary:** Currently, the County of Prince Edward has use of only one credit card with a \$10,000 limit through Bank of America; however, it is in the name of the County and an employee, but tied to the personal credit of a county employee. This account is over 15 years old and at the time it was issued, that was the only way for the County Administrator’s Office to get one.

Increasingly, the County’s financial transactions and procurement is moving to e-commerce, especially for travel, but also for general purchases. The Treasurer has spoken with Benchmark Bank, the County’s primary financial institution. The County can obtain credit card(s) through Benchmark, but it will require action of the Board.

Once new credit cards are received, the current account will be cancelled.

**COST:** No application fee.

**ATTACHMENTS:** None.

**RECOMMENDATION:**

1. Authorize applications for two county credit cards, one in the name of the County Administrator, with a credit limit of \$20,000 and one in the name of the Assistant County Administrator, with a credit limit of \$10,000.

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:** December 23, 2020  
**Item No.:** 4  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Issue:** FY 22 Budget Schedule

**Summary:** Attached for the Board’s consideration is a draft FY 22 Budget Schedule. I have reviewed this with the current Finance Committee Chair, Supervisor Pattie Cooper-Jones. With the Board’s consent, I will forward this to the Superintendent for her to share with the School Board.

**COST:** None.

**ATTACHMENTS:** Draft FY 22 Budget Schedule

**RECOMMENDATION:**

- 1. Approval or amendment.
- 2. Authorization to forward to Schools

Motion \_\_\_\_\_ Booth \_\_\_\_\_ Gilliam \_\_\_\_\_ Townsend \_\_\_\_\_  
Second \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Jones \_\_\_\_\_ Wilck \_\_\_\_\_  
Emert \_\_\_\_\_ Pride \_\_\_\_\_



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## County of Prince Edward FY 2021-2022 Budget Schedule

| DATE              | ACTIVITY                                                                              | TIME/LOCATION                                      |
|-------------------|---------------------------------------------------------------------------------------|----------------------------------------------------|
| January 22, 2021  | Budget Preparation Guide distributed to County Departments and Constitutional Offices |                                                    |
| January 22, 2021  | Donation Request forms distributed                                                    |                                                    |
| Feb. 1-26, 2021   | Budget work sessions between Departments and County Administrator                     |                                                    |
| February 2, 2021  | Joint Finance Meeting of Board of Supervisors and School Board                        | 5:30 p.m.<br>PEC High School Library               |
| February 9, 2021  | Board of Supervisors Budget Planning Meeting                                          | 5:00 p.m.                                          |
| February 26, 2021 | Budget worksheets submitted to County Administrator.                                  |                                                    |
| March 9, 2021     | Joint budget work session of Board of Supervisors and School Board                    | 5:30 p.m.                                          |
| March 12, 2021    | School Superintendent submits school budget to County Administrator                   |                                                    |
| March 12, 2021    | Revenue estimated completed by County Administrator                                   |                                                    |
| March 16, 2021    | Presentation of County Administrator's proposed budget to Board of Supervisors        | 3:00 p.m.<br>Board of Supervisors Room             |
| March 23, 2021    | Board of Supervisors budget work session – presentations by outside agencies          | 2:00 p.m.<br>Board of Supervisors Room             |
| March 30, 2021    | Board of Supervisors budget work session – presentations of School Budget             | 5:00 p.m.<br>Board of Supervisors Room             |
| April 6, 2021     | Board of Supervisors authorizes Public Hearing for April 20<br>(Ad dates – April 14)  |                                                    |
| April 13, 2021    | Board of Supervisors Budget Work Session                                              | 3:00 p.m.<br>3 <sup>rd</sup> Floor Conference Room |
| April 20, 2021    | Board of Supervisors Budget Work Session                                              | 3:00 p.m.<br>3 <sup>rd</sup> Floor Conference Room |
| April 20, 2021    | Joint Public Hearing on County & School Budgets & Tax Rates                           | 7:00 p.m.<br>Board of Supervisors Room             |
| April 27, 2021    | Budget Work Session, Adoption of County & School Budgets & Tax Rates                  | 7:00 p.m.<br>Board of Supervisors Room             |
| June 8, 2021      | Approval of Appropriations.                                                           | 7:00 p.m.<br>Board of Supervisors Room             |

Subject to change, by action of the Board of Supervisors.