

December 23, 2020

At the reconvened meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 23rd day of December, 2020; at 9:00 a.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: Douglas P. Stanley, County Administrator; and Terri Atkins Wilson, County Attorney.

Chairman Townsend called the reconvened 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 1-844-890-7777, Access Code: 390313.

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
 - 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.

I wish to recognize that Supervisor Gilliam, Supervisor Jones and Supervisor Wilck are with us this morning via remote telephone access. As required by the Board of Supervisors' Electronic Meeting Policy and Section 2.2-3708.2 of the Code of Virginia, Supervisor Gilliam (5600 Five Forks Road, Pamplin, VA), Supervisor Jones (3286 Poor House Road, Rice, VA), and Supervisor Wilck (814 Creekwood Trail, Farmville, VA) provided me notification that they would have to be physically absent from tonight's Board meeting, because of the COVID-19 pandemic. They have requested remote participation in tonight's Board meeting from their respective addresses. Their requests are in conformance with the Board's Electronic Meeting Policy and the requirements of the Code of Virginia.

Pending an objection from a member of this Board of Supervisors, Supervisors Gilliam, Jones and Wilck's participation from their remote locations in Prince Edward County, Virginia, shall be approved, and shall be recorded in the minutes of this meeting.

There were no objections by the Board of Supervisors members.

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

Supervisor Booth stated:

As a member of the Prince Edward County Board of Supervisors, I, Beverly M. Booth, am disclosing that I have an interest in the Board's consideration for the payment of employee bonus, as my husband is a full-time employee of the Prince Edward County Sheriff's Office. Tonight, I plan to abstain from voting on anything related to this matter, pending the Conflict of Interest determination by the Advisory Council or County Attorney.

In Re: Public Hearing - Acknowledgement Pay & Hazard Pay

Chairman Townsend announced that this was the date and time scheduled for a public hearing prior to 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. Notice of this hearing was advertised according to law in the Friday, December 11, 2020 and Friday, December 18, 2020 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Stanley stated 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.

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. 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.

Funding for the hazard pay will come from state funds received from the Compensation Board and CARES Act Funding. 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.

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

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.

Chairman Townsend opened the public hearing.

Mr. Michael Montgomery, Vice Chair of the IDA, stated his only concern was to make sure any CARES Act monies spent in this manner are properly spent and documented in order to not have to repay the money to the state and federal governments.

Chairman Townsend said the CARES Act Committee Chair assured the Board that this is in compliance with the criteria set forth by the CARES Act regulations.

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

Supervisor Emert made a motion, seconded by Supervisor Cooper-Jones, to approve the Ordinance for the Payment of One-Time Acknowledgement Pay in FY 2020-2021; the motion carried:

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

Supervisor Cooper-Jones made a motion, seconded by Supervisor Pride, to approve a One-Time

Hazard Pay through the Compensation Board funds and CARES Act Funds; the motion carried:

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

Supervisor Cooper-Jones made a motion, seconded by Supervisor Emert, to approve the FY121

budget amendment as proposed and appropriate the same funds, as follows:

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.

The motion carried:

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

Mr. Stanley said that 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 requires Board action.

Mr. Stanley said once new credit cards are received, the current account will be cancelled.

Chairman Townsend made a motion, seconded by Supervisor Cooper-Jones, to 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; 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
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In Re: FY22 Budget Schedule

Mr. Stanley presented the draft FY 22 Budget Schedule. He stated he reviewed this with the current Finance Committee Chair, Supervisor Pattie Cooper-Jones, and with the Board's consent, will forward this to the Superintendent for her to share with the School Board. He said the goal is to finalize the budget by May 1 to meet the Code requirement and to allow time for the schools to reach contracts with the teachers. Mr. Stanley said it would be subject to change, but the outline will help the County meet the requirements.

The Board concurred.

In Re: Other Business

Mr. Stanley stated he was notified that Mrs. Magi Van Eps will be retiring the first week of February; he said he would like to reconsider the potential to fill both the Economic Development position along with Tourism and Grants to allow filling the Economic Development role more quickly and to handle the Visitor's Center. He said he would like to fill this position when Mrs. Van Eps retires. Discussion followed regarding salary; Mr. Stanley said the salary could be adjusted to Grade 20, at a salary of \$50,000 - \$55,000, for someone to fill both positions.

Mr. Stanley said the brochure has been completed for the Heartland Innovative Technology Park. He thanked Ms. Kate Pickett and Joe Hines and said this shows the relationship between the site and the state; he said it also promotes Mid-Atlantic Broadband are good partners and will assist in marketing the site.

On motion of Supervisor Cooper-Jones, seconded by Supervisor Emert, 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 9:57 a.m. until Tuesday, January 12 at 5:30 p.m. in the Board of Supervisors Room for a Work Session on Sandy River.