

January 12, 2021

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 12th day of January, 2021; 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

Absent: James R. Wilck

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Trey Pyle, Deputy Emergency Coordinator; Robert Love, Director of Planning and Community Development; Magi Van Eps, Tourism & Visitor Center Coordinator; Ron Van Eps, Public Works Director; Cheryl Stimpson, Human Resources; and Terri Atkins Wilson, County Attorney.

Chairman Townsend called the January organizational 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.

Chairman Townsend offered the invocation and led the Pledge of Allegiance.

Chairman Townsend then stated:

I wish to recognize that Board of Supervisor Members Jim Wilck and Robert Jones are participating this evening 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, Mr. Wilck and Mr. Jones have provided notice that they would have to be physically absent from tonight's meeting, for medical reasons. Mr. Wilck has requested remote participation in tonight's meeting from his home in Farmville, Virginia, and Mr. Jones from his home in Rice, Virginia. 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, Mr. Wilck's and Mr. Jones' participation shall be approved, and noted in the minutes of this meeting.

There were no objections.

In Re: Selection of Chair and Vice-Chair

At the organizational meeting in 2016, it was determined the selection of Chairman and Vice-Chair would be by rotation.

Chairman Townsend made a motion, seconded by Supervisor Cooper-Jones, to select the Chairman by rotation as set up during the 2016 organizational meeting, and approving the selection of J. David Emert as Chairman for 2021; 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	Nay: None
Absent:	James R. Wilck	

The position of Chairman for 2021 is held by J. David Emert.

Supervisor Wilck entered the meeting electronically at this time.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to select the Vice-Chair by rotation as set up during the 2016 organizational meeting, and approving the selection of Odessa Pride as Vice-Chair for 2021; 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 position of Vice-Chairman for 2021 is held by Odessa Pride.

In Re: Date, Time, and Place of Board Meetings

Supervisor Townsend moved, seconded by Supervisor Cooper-Jones, that the regular monthly meetings of the Prince Edward County Board of Supervisors be held on the second Tuesday of each month, at 7:00 p.m., in the Board of Supervisors' Room of the Court House Building, 111 South Street, Farmville, 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	

In Re: Adoption of Board By-Laws

Mr. Doug Stanley, County Administrator, stated an amendment to the By-Laws is necessary to continue the rotation of the position of Chair and Vice-Chair, as follows:

<u>Year</u>	<u>Chair District Number</u>	<u>Vice Chair District Number</u>
2021	601	401
2022	401	501
2023	501	101
2024	101	201
2025	201	801

Because of the stipulation that a Board member shall have a minimum of one year service prior to election as Vice-Chairman and two years' service prior to election as Chair, the rearrangement of the schedule as adopted in January 2019 was required.

Chairman Emert made a motion, seconded by Supervisor Pride, to accept the By-Laws as amended; 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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PRINCE EDWARD COUNTY
RULES OF
THE BOARD OF SUPERVISORS

(As amended January 2019)

I. ATTENDANCE AND ADJOURNMENT

All members shall make a reasonable effort to attend meetings of the Board. If unable to attend, a member shall notify the Chairman or County Administrator.

A majority of the members of the Board shall constitute a quorum and must be present to proceed to business. A smaller number of members may adjourn or send for absentees. Special meetings of the Board may be called in accordance with Section 15.2-1418 of the Code of Virginia, 1950, as amended.

The Chairman shall take the chair at the hour set by the Board for regular or special meetings. He shall immediately call the Board to order and determine if a quorum is present; if so, he shall have the minutes of the preceding meeting submitted. Any errors or omissions shall, upon motion and carried, then be corrected. The minutes, being found correct, shall be signed by the Chairman and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

II. CHAIRMAN AND VICE-CHAIRMAN

Annually at the first meeting in January of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice-Chairman, each of whom shall serve a term for one year, expiring on December 31 of the year elected, or until their respective successors shall be elected. In the case of the absence of the Chairman, the Vice-Chairman shall preside at the meeting; in the absence of both the Chairman and Vice-Chairman, the members present shall choose one of its members as temporary Chairman.

The position of Chairman and Vice-Chairman of the Board shall be rotated annually among the Board members. The rotation process will commence with the most senior member, that is being the member from District 101 serving as Chairman and the member from District 201 serving as Vice Chairman. Seniority will be based on cumulative months/years of service on the Board of Supervisors, which need not be consecutive. In keeping with this policy, the selected Vice Chairman will be elevated the following year to serve as Chairman. Upon completion of serving a term as Chairman that district's Board member would move to the end of the rotation list. A Board member shall have a minimum of one year of service on the Board prior to election as the Vice-Chairman and two years of service prior to election as the Chairman. Should a member of the Board decline to seek the nomination as Chairman or Vice Chairman, that district's Board member would move to the end of the rotation list of seniority and the rotation would proceed to the next higher district number. If a tie shall occur in the seniority of Board members, the Board member from the lower numbered district shall succeed as Vice Chair/Chair first.

Commencing with the organizational meeting held on January of 2016, the following would be the rotation based upon the members in office as of January 2016:

<u>Chairman District Number</u>	<u>Vice Chairman District Number</u>	<u>Year</u>
601	401	2021
401	501	2022
501	101	2023
101	201	2024
201	801	2025

The day, time, and place of regular board meetings shall be determined at the January meeting.

If a Board of Supervisors meeting is cancelled due to inclement weather, the meeting will be held on the following Thursday, unless a holiday, in which case the meeting would be held on the following Tuesday. Pursuant to Virginia Code 15.2-1516, all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

III. CLERK

The County Administrator shall serve as Clerk to the Board.

The minutes of the meetings of the Board shall be duly drawn by the Clerk and shall be submitted for approval at the next regular monthly meeting following their draft.

The Clerk shall appoint a deputy as recording secretary if required or needed by the Board.

IV. ORDER OF BUSINESS

After the call to order the Board shall proceed to the agenda. The normal order of the agenda shall be as below, except at the January organizational meeting and as subject to rearrangement by the Chairman, absent objection by the Board. At the organizational meeting in January, the first order of business shall be the election of the Chairman and Vice-Chairman and approval of the Board's operating procedures.

- A. Public Participation
- B. Consent Agenda
 - Acceptance of Treasurer's Report
 - Approval of Minutes
 - Approval of Warrant List
- C. Highway Matters
- D. Business for Board Consideration
- F. County Administrator's Report
- G. Closed Session
- H. Correspondence
- I. Informational Items
- J. Upcoming Meetings
- K. Monthly Reports from Local Departments
- L. Adjournment

V. PREPARATION OF AGENDA

The County Administrator shall see that the preparation and printing of Board papers, ordinances, resolutions, petitions, and other applicable documents, be completed within such time that members of the Board may receive the documents at least 72 hours before the meeting of the Board.

The County Administrator shall close the upcoming Agenda on the Wednesday prior to the meeting of the Board. Any item submitted after this deadline will not be considered for action unless recommended by the County Administrator.

VI. CONSENT AGENDA

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and place on the Regular Agenda on recorded vote by a majority of the Board members present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

There shall be no debate or discussion by any member of the Board or the public regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

VII. CONDUCT OF BUSINESS

The Chairman shall preserve order and decorum. When two or more members speak at the same time, the Chairman shall name the person who shall speak first.

A motion or proposition shall be reduced to writing, if desired by the Chairman or any member. Any motion or proposition may be withdrawn by the mover at any time before a

decision, amendment, or other action of the Board upon it, except a motion to reconsider, which shall not be withdrawn without leave of the Board. Otherwise, meetings shall be conducted in accordance to Robert's Rules of Order, Newly Revised (Procedures for Small Boards).

VIII. TAKING THE VOTE

When a motion in order is made, a second shall be required. The Chairman shall then state the exact motion and indicate that it is open to debate. After the motion has been debated, the Chairman shall put the question in the following forms: "As many as agree that, etc. (as the question may be) let it be known by raising your right hand", and "Those opposed by the same sign."

According to the Constitution of Virginia, a majority of all elected members shall be necessary to adopt any ordinance or resolution appropriating money exceeding the sum of \$500.00, imposing taxes, or authorizing the borrowing of money. Otherwise, a resolution, ordinance, or other proposition shall be adopted by vote of the majority of Board members present and voting. A tie vote shall mean the defeat of the motion voted on.

A member may abstain and be entered in the minutes as present and abstaining.

The Code of Virginia, 1950, as amended, Title 2.2, Chapter 31, (State & Local Government Conflict of Interest Act) shall control with respect to a member's participation and voting.

IX. RECONSIDERATION

After a question has been decided, it may be reconsidered on the motion of any member who voted with the prevailing side, provided the motion is made on the same day as the decision carried. All motions to reconsider shall be decided by a majority of the votes of the members present and voting.

X. WITHDRAWAL OF EXHIBITS

Original papers, filed as exhibits with any ordinance or resolution, may be withdrawn by the patron or upon his order. In such case, he shall leave attested copies, and shall pay the Clerk for the cost of copying.

XI. MANUAL AND RULES

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable, except when they are inconsistent with the rules established by the Board.

The Rules of the Board shall be reviewed and adopted in January of each year. These Rules may subsequently be suspended or amended by a two-third vote of the entire Board. Upon a motion to suspend or amend, the mover shall be allowed two minutes to state the reasons for his motion, and one member opposed to the motions shall be allowed an equal time to object.

XII. APPOINTMENTS

All appointments of Board representatives to commissions, authorities, committees, etc. shall be made once the individual leaves the position or on expiration of his term, and not later than two meetings after the individual has left. The Board shall attempt to honor appointments from representative districts and shall not discriminate based on sex, age, handicap, race, or origin.

At the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees. The committees shall meet at the regular times and in conformity with the Virginia Freedom of Information Act. In selecting members of committees, the Chairman of the Board shall make nominations after soliciting from members of the Board their preferences as to committee assignments. The Board may amend the Chairman's nominations and shall confirm the assignments. Standing committees shall consider such matters as referred by the Board, and shall report at regular meetings of the Board.

If the Board votes not to have standing committees, it may act as a committee of the whole on matters normally referred to standing committees. However; the Chairman after consulting with the County Administrator, may appoint special (ad hoc) committees to carry out specific tasks. This shall be done after soliciting from members of the Board their preferences as to committee assignments. A special committee shall automatically cease to exist once it has completed its specific task.

XIII. PUBLIC HEARINGS

The Chairman may, at his discretion, set an appropriate and consistent time limit on all speakers at a public hearing. All speakers shall come forward and identify themselves by name and address before stating their position. If a public hearing becomes disruptive, the Chairman may adjourn or continue, in accordance with the Code of Virginia.

XIV. CLOSED SESSIONS

All discussions held in Closed Session as outlined in the Freedom of Information Act shall represent privileged information held by those involved. Release of such information by a Board member outside the session shall be considered a breach of these by-laws, and the member shall be subject to censure. Specific purpose of closed session shall be stated in accordance with Section 2.2-3711 of the Code of Virginia, 1950, as amended.

Upon return to regular session after a closed session, the County Attorney and/or Chairman shall state the nature of the closed session in as specific terms as appropriate.

In open session, a roll call vote shall be recorded in the minutes, certifying that only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion were discussed or considered. Any member of the public body who believes there was a departure from the requirements shall so state prior to the vote. The statement shall be recorded in the minutes.

ROBERT'S RULES OF ORDER, NEWLY REVISED

PROCEDURE IN SMALL BOARDS

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
- The chairman need not rise while putting questions to vote.
- The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

In cases where a board is constituted so that a specific portion of it is chosen periodically (as, for example, where one third of the board is elected annually for three-year terms), it becomes, in effect, a new board each time such a group assumes board membership. Consequently, all unfinished business existing when the outgoing portion of the board vacates membership falls to the ground; and if the board is one that elects its own officers or appoints standing committees, it chooses new officers and committees as soon as the new board members have taken up their duties, just as if the entire board membership had changed. The individual replacement of persons who may occasionally vacate board membership at other times, however, does not have these effects.

In Re: Adoption of Board Rules of Procedure for Public Hearings

On motion of Supervisor Cooper-Jones, seconded by Supervisor Townsend and 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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the Prince Edward County Board of Supervisors re-adopted the following procedures to govern public hearings:

BOARD OF SUPERVISORS PUBLIC HEARINGS RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.

- a. Staff report.
- b. Applicant's presentation.
- c. Comments, statements or presentations from members of the public.

The order of speakers will be:

- 1) Those in support of the matter,
- 2) Those with questions or concerns,
- 3) Those opposed,
- 4) Rebuttals (limited by the Chair as to number and time-see below),
- 5) Questions by the Board members of speakers.

- d. Additional rules:

- The Chair can permit speaking out of the order in #c above as deemed necessary to enable the public to fully participate.
- If able, speakers must stand at the lectern and address the Board.
- All comments shall be directed to the members of the Board of Supervisors. Debate is prohibited. This includes debate among speakers or speakers/Board members/staff.
- Presentation by the applicant and other speakers shall be limited to a time set by the Chairman.
- Additional time, for any portion, may be granted at the discretion of the Chairman.
- The Chair will set the number of minutes permitted for rebuttal and has the discretion to change the number.
- The Chair has the authority to limit or decrease time for any portion of the public hearing due to the number of potential speakers, or repetition, or any other concern.
- Remarks shall be confined to the matter under discussion and shall be relevant.

2. Speakers arriving after the commencement of the hearing and/or who are not on the sign-up sheet will be recognized at the discretion of the Chairman.

3. Repetitive testimony is discouraged.
4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.
5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:
 - Approval (with conditions, as applicable);
 - Denial; or
 - Table for further review.
6. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.

In Re: Adoption of Board Protocol for Public Participation

On motion of Supervisor Townsend, seconded by Supervisor Booth, and 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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the Prince Edward County Board of Supervisors readopted the following Protocol for Public Participation:

Protocol for Public Participation

The Board of Supervisors sets aside twenty (20) minutes near the beginning of each regular board meeting for citizen comment.

This regular agenda item is termed "Public Participation." During this period, the Board receives comment from any citizen of Prince Edward County on any matter not scheduled for a public hearing.

This is an opportunity for citizens to speak and the Board to listen carefully to citizen expressions of concern and opinion.

Citizens may ask questions of the Board or individual Board members; however, Public Participation is not designed to allow debate between Board members and citizens.

Citizens are expected to conduct research on topics prior to Board meetings and this forum provides citizens with an opportunity to inform elected officials of their findings and positions on matters of public interest and concern.

Citizens wishing to speak during Public Participation are asked to please sign the Public Participation register prior to the beginning of the meeting.

Citizens are respectfully requested to state their full name and address for the record.

The Chairman of the Board will establish the order of speakers and will maintain decorum.

Citizens shall speak for a maximum of five (5) minutes, unless more time is granted by the Chair.

In the event that more than four (4) speakers wish to be heard during citizen's time, the Chairman shall allocate the twenty (20) minutes among speakers in an equitable manner. An extension to the twenty (20) minute limit can be granted by the Chair.

Comments from citizens who are not residents of Prince Edward County will be entertained once all County residents are heard.

Signs, placards, posters or like material are not permitted in the Board Chamber, adjoining areas or County offices.

The Board asks that citizens remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter or leave the meeting.

The use of profane, vulgar, obscene or threatening speech is not permitted and can result in removal from the meeting.

Citizens are requested to turn off or deactivate the sound from all cell phones, pagers, or other electronic communication devices.

In Re: Adoption of Protocol for Board of Supervisors Comments

On motion of Chairman Emert, seconded by Supervisor Pride, 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 Prince Edward County Board of Supervisors readopted the Protocol for Board of Supervisors Comments:

Protocol for Board of Supervisors Comments

- The Board of Supervisors sets aside ten (10) minutes near the beginning of each regular board meeting for each member of the Board of Supervisors to respond to comments made by citizens during "Public Participation," if he/she so desires.

- This is an opportunity for each individual member of the Board to express his/her own personal opinion in response to a citizen's concerns on matters of public interest.
- *"Board of Supervisors Comments"* is not designed to allow debate between Board members and citizens.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Each Board member shall be allotted an opportunity to speak for a maximum of one (1) minute; unless additional time is yielded by another member of the Board. In the event a Board member or members shall be absent, unallocated time shall not be allocated to Board members in attendance.
- Following each Board member's comment period, the remaining two (2) minutes shall be set aside for appropriate response, and shall be divided equally between those members of the Board wishing to respond, and as directed by the Chairman.

In Re: Recognitions

"Recognitions" is an opportunity for the Board of Supervisors to recognize achievements in our community, with a focus on the accomplishments of the students at the Prince Edward County Public Schools and Fuqua School, and our employees and our citizen volunteers who serve the County of Prince Edward.

Chairman Emert presented a plaque to Supervisor Townsend in recognition of his service to Prince Edward County, Virginia as Chairman of the Board of Supervisors, from January 1, 2020 through December 31, 2020.

In Re: Public Participation

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.

Taylor Titi, Shelter Case Manager, Southside Center for Violence Prevention, thanked the Board for its support and presented an end-of-year report and their activities and services. She stated COVID-19 presented many challenges and reported on their efforts to continue services.

Daniel Jordan, High Bridge Trail State Park, stated there are 31 miles of Trail to enjoy and many are rediscovering or exploring for the first time. He said this heavy use has accelerated the wear and tear on the Trail and the bridge needs major renovation. He said as of January 18, two miles of the Trail, from River Road to Camp Paradise Road, will close to the public for three months for maintenance. There will be 16 signs to notify the public which sections will be closed; there will be a bridge reopening and dedication when work is complete later this spring.

Patsy Watson stated the Interfaith Collective is planning a community-wide Virtual National Memorial for COVID-19 victims; this will be live on Facebook page “Southside Remembrance Vigil.” She said vigils have been held every Friday at noon since early May [2020] and [the group] felt that there needs to be more emphasis in the new year. She said this will be held 5:30 p.m. on Tuesday, January 19, 2021. She said this will be held virtually and will feature interfaith leaders and clergy, speaking prayers and words of hope and consolation. She requested a representative of the Board or County staff take part. After some discussion, Mr. Stanley agreed to participate.

In Re: Board Comments

The Board members wish all a Happy New Year, and thanked Supervisor Townsend for his service as Chairman in 2020.

Supervisor Cooper-Jones thanked Mr. Stanley, Mrs. Puckett, Mrs. Stimpson for their hard work and said no one could do it alone.

Supervisor Townsend thanked the Board for its support and stated it was a team effort. He said that the Board has achieved a lot of things in 2020 despite the challenges of the COVID-19 pandemic. He added this Board had the desire and courage to make sound decisions for what is best for this County, and prevailed.

In Re: Consent Agenda

Supervisor Townsend questioned the expense of \$146 for a luncheon. Mr. Stanley stated the luncheon was part of a “Meet and Greet” for County staff and included six to eight area business leaders, and including Supervisor Wilck, Mr. Robert Love, and himself.

Chairman Emert mentioned a correction necessary in the minutes from the December 23, 2020 meeting.

On motion of Chairman Emert, 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 November 2020 Treasurer's Report; the minutes of the meeting held December 8, 2020, and December 23, 2020; Accounts and Claims, Board Mileage Sheets; and Salaries.

Prince Edward Treasurer's Report - November 2020

Name of Bank	Bank Balance	Available Balance
Benchmark Pooled Fund Account	9,792,604.74	9,792,604.74
Benchmark Social Services	266,720.40	266,720.40
Benchmark School Fund	1,023,706.01	1,023,706.01
Benchmark Food Service	309,777.06	309,777.06
TOTAL		11,392,808.21
Certificates of Deposit		
Benchmark		856,868.02
TOTAL		<u>856,868.02</u>
GRAND TOTAL		<u><u>12,249,676.23</u></u>

In Re: Finance Report - Update on FY20 Audit

Mrs. Sarah Elam Puckett, Assistant County Administrator, stated that at its October meeting, the Board took a series of actions to facilitate an audit corrective action plan, which included engaging the services of Mary K. Earhart, PLLC to provide "pre-audit services." This also enabled the County to meet the requirements of the Statement of Auditing Standards 115 (SAS 115). Ms. Earhart and her team of auditors have spent much of the month of December and the first week of January working with various county offices

and departments, the Schools and the IDA to prepare the County for the FY 20 Audit by Robinson Farmer Cox and providing guidance on the financial closeout of our FY 20 Budget Year. Their work will be complete by January 8.

The Board can be reassured that the work performed by Ms. Earhart and her team has been thorough and exhaustive. They have combed through the County's FY 20 transactions and worked with staff on processes and documentation for internal controls and accountability. The scope and depth of work required significantly more time than was originally anticipated. The additional time included: additional days/hours on county operations, delays due to school holiday break, extensive research to compile records for financial transactions, additional time for preparing entries, and time needed to coordinate with the County auditor at Robinson Farmer Cox.

Mrs. Puckett noted Robinson Farmer Cox will be in the County the week of January 11 - 15 to complete their FY 20 audit field work. Mary Earhart will be providing RFC all of the pre-audit reports that are needed. Josh Roller is not anticipating issues that would prevent the County from submitting its Financial Assurance to DEQ for the landfill by the January 30, 2021 deadline.

The completion of this process took the efforts and cooperation of the entire staff of the County Administrator's Office, Treasurer's Office, School Finance and DSS Finance.

In Re: Public Hearing – Zoning Ordinance Amendment, Microbrewery, Distillery & Farm Winery

Chairman Emert announced that this was the date and time scheduled for a public hearing prior to considering the proposed Zoning Ordinance Amendment to allow for Microbreweries, Distilleries, and Farm Wineries by right permitted uses in the A-1, Agricultural Conservation Zoning District and A-2, Agricultural Residential Zoning District, and to add a definition with use and design standards for Brewpub, Microbrewery, Distillery, and Farm Winery. Notice of this hearing was advertised according to law in the Wednesday, December 30, 2020 and Wednesday, January 6, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

The County has received a request by Mark Smith, DBA Sandy River Distillery, Inc., to amend the Prince Edward County Zoning Ordinance to allow for the operation of Distilleries as a permitted use in the A-1, Agricultural Conservation Zoning District. After reviewing the Zoning Ordinance, it was noted by staff

that Microbreweries, Distilleries, and Farm Wineries are uses not currently defined or allowed in any zoning district within the County. A survey of a number of rural Virginia localities found that these uses were generally complimentary, located in proximity to one another, and also provided for in their locality Zoning Ordinances. Therefore, these uses are being recommended to be added in the A-1, Agricultural Conservation and the A-2, Agricultural Residential zoning districts with development and operational standards along with specific definitions.

County staff has developed language and the following definitions for Microbreweries, Distilleries, Farm Wineries and Brewpubs. The proposed amendment to the Zoning Ordinance would allow Microbreweries, Distilleries, and Farm Wineries as by right uses in the A-1, Agricultural Conservation and the A-2, Agricultural Residential districts.

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

Chairman Emert opened the public hearing.

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

Chairman Emert questioned the use of “shall be” regarding the requirement in the Definition for “Agricultural products, including hops, barley, other grains, or fruit utilized in the microbrewery operation, shall be grown on the farm where the microbrewery is established.” Mr. Love stated the State Code has set forth those guidelines and uses that wording for definitions for these facilities; he said there is an operating farm on the property.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to approve the Zoning Ordinance Amendment as recommended by the Planning Commission to add definitions of Distilleries, Farm Wineries, Microbreweries, and to allow them as by-right uses in the A-1 and A-2 Zoning Districts with Use and Design Standards and to define and allow Brewpubs as a use permitted if issued a Special Use Permit; 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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Zoning Ordinance Amendments for Distilleries, Farm Wineries, Microbrewery and Brewpubs

By-right Uses to be added in Section 2-100.3(A)1

Distillery
Farm Winery
Microbrewery

Language to be added in Article III Use and Design Standards Sec. 3-100.1 (Agricultural Use Types)

Distillery

- A.** Agricultural products which are used by the distillery in the manufacture of its alcoholic beverages other than beer and wine are grown on the farm.
- B.** The distillery shall be limited to 10 seats.
- C.** The hours of operation for the distillery shall be between 9:00 a.m. and 10:00 p.m.
- D.** The distillery shall be located on a lot or parcel adjacent to a state-maintained road.
- E.** The distillery shall have no more than 3,000 square feet of floor area, for the production and packaging of alcoholic beverages other than beer or wine for retail sale and for the tasting or consumption of alcoholic beverages other than beer or wine.
- F.** The operation shall be in compliance with all Virginia Department of Health and Virginia Department of Transportation regulations and requirements.
- G.** The distillery shall receive approval and meet the requirements of the Prince Edward County Building Inspections Department.
- H.** The distillery shall be in compliance with all Alcohol Beverage Control laws and regulations.
- I.** The distillery is subject to the requirements of Prince Edward County Code §5-104 regarding permits.

Farm winery

Where allowed, farm wineries shall meet the following requirements:

- A.** The following uses, events and activities are permitted at a farm winery:
 - (1)** The production and harvesting of fruit and other agricultural products and the manufacturing of wine;
 - (2)** The on-premises sale, tasting, or consumption of wine during regular business hours within the normal course of business of the licensed farm winery;
 - (3)** The direct sale and shipment of wine by common carrier to consumers in accordance with Title 4.1 and regulations of the Alcoholic Beverage Control Board;
 - (4)** The sale and shipment of wine to the Alcoholic Beverage Control Board, licensed wholesalers, and out-of-state purchasers in accordance with Title 4.1, regulations of the Alcoholic Beverage Control Board, and federal law;
 - (5)** The storage, warehousing, and wholesaling of wine in accordance with Title 4.1, regulations of the Alcoholic Beverage Control Board, and federal law;
 - (6)** The sale of wine-related items that are incidental to the sale of wine; and
 - (7)** Private personal gatherings held by the owner of a licensed farm winery who resides at the farm winery or on property adjacent thereto that is owned or controlled by such owner at which gatherings wine is not

sold or marketed and for which no consideration is received by the farm winery or its agents differently from private personal gatherings by other citizens.

B. A farm winery may host usual and customary activities, including, but not limited to, group tours/tastings, private parties, owners' private events, charter tours (i.e., buses, limousines), business meetings, educational seminars, wedding receptions, wedding ceremonies, class/family reunions, showers (i.e., baby, bridal), similar events and activities for nonprofit organizations; and similar events and activities as determined by the Zoning Administrator; provided, however, that a special use permit shall be required when more than 100 persons are in attendance at any organized farm winery event.

C. An accessory gift shop shall be permitted. A gift shop shall be defined as any bona fide retail store selling, predominantly, gifts, books, souvenirs, specialty items, collectibles and crafts relating to wine, wine making and associated food/cooking. Such shop shall be a permanent structure where stock is displayed and offered for sale and which has facilities to properly secure any stock of wine.

D. Restaurants shall not be permitted. Catering shall be permitted as a de minimus use as part of the winery operation. Prepackaged foods such as cheese, meat, and crackers may be offered.

E. Outdoor amplified music arising from activities and events at farm wineries shall be in compliance with the Prince Edward County Noise Ordinance, as amended.

I. (Reserved)

J. The farm winery is subject to the requirements of Prince Edward County Code §5-104 regarding permits.

K. The regular business hours for the farm winery shall be between 9:00 a.m. and 10:00 p.m.

L. Any parking space(s) designated for handicap access shall be connected to a paved or otherwise hard-surfaced travelway, sidewalk or path of sufficient width to facilitate the maneuverability and operation of a wheelchair connecting the parking space(s) to and from all buildings which guests of the farm winery are authorized to visit.

Microbrewery

A. Agricultural products, including hops, barley, other grains, or fruit utilized in the microbrewery operation, shall be grown on the farm where the microbrewery is established.

B. The hours of operation for the microbrewery shall be between 9:00 a.m. and 10:00 p.m.

C. Microbreweries shall be located on a lot or parcel adjacent to a state-maintained road.

D. Beer can be sold for on- and off-premises use.

E. The operation shall be in compliance with all Virginia Department of Health and Virginia Department of Transportation regulations and requirements.

F. The operation shall be in compliance with all Alcohol Beverage Control laws and regulations.

G. The microbrewery is subject to the requirements of Prince Edward County Code §5-104 regarding permits.

H. A microbrewery may host usual and customary activities, including, but not limited to, group tours/tastings, private parties, owners' private events, charter tours (i.e., buses, limousines), business meetings, educational seminars, wedding receptions, wedding ceremonies, class/family reunions, showers (i.e., baby, bridal), similar events and activities for nonprofit organizations; and similar events and activities as determined by the Zoning Administrator; provided, however, that a conditional use permit shall be required when more than 100 persons are in attendance at any organized microbrewery event.

I. An accessory gift shop shall be permitted. A gift shop shall be defined as any bona fide retail store selling, predominantly, gifts, books, souvenirs, specialty items, collectibles and crafts relating to beer, brewing and associated food/cooking. Such shop shall be a permanent structure where stock is displayed and offered for sale and which has facilities to properly secure any stock of beer.

J. Outdoor amplified music arising from activities and events at a microbrewery shall be in compliance with the Prince Edward County Noise Ordinance.

K. Any parking space(s) designated for handicap access shall be connected to a paved or otherwise hard-surfaced travelway, sidewalk or path of sufficient width to facilitate the maneuverability and operation of a wheelchair connecting the parking space(s) to and from all buildings which guests of the microbrewery are authorized to visit.

Language to be added in Article III Use and Design Standards Sec. 3-100.9 (Commercial Use Types)

Brewpub

- A. A microbrewery shall be the primary use of the property. The brewpub is permitted in conjunction with the microbrewery use.
- B. Agricultural products, including hops, barley, other grains, or fruit utilized in the microbrewery operation, shall be grown on the farm where the microbrewery is established.
- C. Full restaurant services and the serving of beer shall be permitted as part of the brewpub use. Beer can be sold for on- and off-premises use.
- D. The restaurant shall be limited to 50 seats.
- E. The hours of operation for the brewpub shall be between 9:00 a.m. and 10:00 p.m.
- F. Microbreweries shall be located on a lot or parcel adjacent to a state-maintained road.
- G. The operation shall be in compliance with all Virginia Department of Health and Virginia Department of Transportation regulations and requirements.
- H. The facility shall receive approval and meet the requirements of the Prince Edward County Building Inspections Department.
- I. The operation shall be in compliance with all Alcohol Beverage Control laws and regulations.
- J. The microbrewery is subject to the requirements of Prince Edward County Code §5-104 regarding permits.

Language to be added to Section 2-100.3(B) permitted by a special use permit

Brewpub

Activities and events associated with distilleries, farm wineries, and microbreweries other than those that are usual and customary for such facilities throughout Virginia.

These shall include, but not be limited to:

- (a) Live musical concerts.
- (b) Festivals, including the display, tasting and sale of alcoholic beverages produced off-site.
- (c) Other entertainment festivals.
- (d) Athletic events.
- (e) Assemblies of more than 100 persons at any one organized event, not including people coming and going for daily tastings and other related, open house type activities.

Definitions to be added in Section 6-200.1 and 6-200.9:

BREW PUB

An establishment that manufactures no more than 15,000 barrels of beer per calendar year and which is located on a farm growing hops, barley, other grains, or fruit used by the establishment for the production of beer. A facility shall be permitted of no more than 5,000 square feet of floor area for the production and packaging of beer for retail sale on and off premises and including the provision of full restaurant services. This use must comply with the supplemental regulations found in § 3-100.1 of this chapter.

DISTILLERY

An establishment that manufactures no more than 36,000 gallons of alcoholic beverages other than beer or wine per calendar year and which is located on a farm growing agricultural products used by establishment for the production of alcoholic beverages other than beer or wine. This use must comply with the supplemental regulations found in § 3-100.1 of this chapter.

FARM WINERY

An establishment, licensed as a farm winery under Virginia Code § 4.1-207 and either i) located on a farm with a producing vineyard, orchard, or similar growing area and with facilities for fermenting and bottling the wine on the premises where the owner or lessee manufactures wine that contains not more than 21% alcohol by volume; or ii) located in the commonwealth with a producing vineyard, orchard, or similar growing area or agreements for purchasing grapes or other fruits from agricultural growers within the

commonwealth and with facilities for fermenting and bottling wine on the premises where the owner or lessee manufactures wine that contains not more than 21% alcohol by volume. As used in this definition, the terms "owner" and "lessee" shall include a cooperative formed by an association of individuals for the purpose of manufacturing wine. In the event such cooperative is licensed as a farm winery, the term "farm" as used in this definition includes all of the land owned or leased by the individual members of the cooperative as long as such land is located in the commonwealth. A farm winery license shall be designated as a farm winery in accordance with the limitations set forth in § 4.1-219 of the Virginia Code.

MICROBREWERY

An establishment that manufactures no more than 15,000 barrels of beer per calendar year and which is located on a farm growing hops, barley, other grains, or fruit used by the establishment for the production of beer. A facility shall be permitted of no more than 3,000 square feet of floor area for the production and packaging of beer for retail sale on and off premises. This use must comply with the supplemental regulations found in § 3-100.1 of this chapter.

In Re: Public Hearing – Special Use Permit, Retail/Consignment Store with Flea Market

Chairman Emert announced that this was the date and time scheduled for a public hearing prior to considering a request by Sherry Armstrong and Connie Armstrong for a Special Use Permit to operate a retail/consignment store with flea market on Tax Map Parcels 19A-A-27, 19A-A-28, 19A-A-29, and 19A-A-31, with an address of 301 Catalpa Lane, Prospect, Virginia. Notice of this hearing was advertised according to law in the Wednesday, December 30, 2020 and Wednesday, January 6, 2021 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 Sherry and Connie Armstrong seeking to operate a retail/consignment shop along with a flea market on tax map 19A-A-27, 19A-A-28, 19A-A-29, & 19A-A-31, with an address of 301 Catalpa Lane, Prospect, VA. 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 purpose of the Special Use is to utilize the existing store building as consignment retail store and to construct additional storage buildings in the future as shown on the site plan. Any security lighting shall be installed and properly angled to avoid light spillage onto adjoining properties.

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

The Planning Commission held a public hearing on December 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.

Chairman Emert opened the public hearing.

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

Mr. Love stated the preliminary plans are part of the conditions and he advised them any events would require an event permit.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the Special Use Permit request by Sherry and Connie Armstrong for a retail/consignment store with flea market as recommended by the Planning Commission with the following conditions:

- Abide by the Site Plan presented
- Must return to Board to apply for event permit

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: Highway Matters

Mr. Scott D. Frederick, P.E., VDOT Resident Engineer, stated the projects for the turn-lanes at Worsham and the roundabout at Kingsville were awarded to Virginia Carolina Paving; he said the turn-lane project is expected to be complete by September 2021 and the roundabout by October 2022. He said the detour will be installed for 56 days. He then presented an update on the following:

- Easement signs at Ferguson [Road]
- Major sight-distance improvement at Rt. 626 at Rt. 687
- Tree on Bloomfield Road removed
- Located drainage issue on Pin Oak Road, ditching work is being done
- Bad weather issues, crews responded appropriately
- Drainage issue on Junction Canal Rd., ditching is needed
- Rtes. 307 & 460 intersection work – crews have placed stone on the westbound inside shoulder
- Discussed sign requests for Rtes. 307 & 460; waiting on reply

Mrs. Puckett reported there have been two more accidents at the intersection of Route 307 and Route 460 this week. Some discussion followed.

Supervisor Pride said Abilene Road is still bad, and asked when Abilene Road going towards Chappell Road will be worked on. Mr. Fredericks said trucks went over the pipe but it has been opened and cleaned out.

Supervisor Pride then asked when the shoulders on Abilene Road be widened; Mr. Fredericks said asphalt plants are closed for the winter but they expect to be able to do the work sometime in March.

In Re: Request from Commonwealth Regional Council, Dues Refund

Melody Foster, Executive Director of the Commonwealth Regional Council (CRC) attended the meeting via Zoom to present an FY 20 dues refund to Prince Edward County in the amount of \$8,536.06. The Board may accept the check or reinvest this amount with the CRC. If reinvested with the CRC, it could be used as a match for any future grants that the CRC would administer for the County; if accepted, the funds would be placed in the County's General Fund.

As the Board may recall, in of January 2020, the Board accepted a check for \$4,830.60 from the CRC as a dues refund.

Chairman Emert stated CRC has a policy that any funds over the \$500,000 fund balance would be returned to the counties. He said CRC handles the County's grant writing, and VDOT requires someone to oversee some of the grants. Chairman Emert said the CRC has done a terrific job and requested the Board's wishes on determining to accept the refund or to reinvest it with CRC. Chairman Emert stated that as he is on the CRC Board, he would abstain from the vote.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to reinvest half of the amount (\$4,268.03) with the CRC and accept the other half into the General Fund; the motion carried:

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

In Re: Authorization to Update Management of County Accounts

Mrs. Puckett stated that as the Board is aware, staff is in the process of updating and transitioning the management of the county's accounts, including the County credit card. To enable staff to close out old accounts, the Board will need to approve the removal of former authorized contacts and name new authorized contacts, to include: Douglas P. Stanley, Sarah Elam Puckett, and Crystal L. Baker.

In the event additional accounts require Board of Supervisors action to change the County's authorized representatives, it is also recommended the Board provide a blanket authorization to the Board Chair and/or Vice Chair to approve such future actions, especially if it needs to be done between Board meetings. Mrs. Puckett noted that the signature of the Board Chair, but sometimes also a second Board member, may be required.

There is no anticipated cost.

Chairman Emert made a motion, seconded by Supervisor Cooper-Jones, to approve the resolution authorizing Bank of America to remove any existing current contacts on the Prince Edward County credit card account and to add Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; and Crystal L. Baker, Accounts Payable Manager as the County's authorized representatives on the account; and to approve the resolution authorizing the Board Chair and/or Vice Chair to act on behalf of the County and to execute necessary documents if Board authorization is required related to the transition of the management of county accounts or the appointment of new authorized representatives; 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	

**A RESOLUTION OF THE
BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA
BANK OF AMERICA CREDIT CARD ACCOUNT**

At a regular meeting of the Board of Supervisors of the County of Prince Edward, Virginia, held at the Prince Edward County Courthouse, Board of Supervisors Room, Tuesday, January 12, 2021, at 7:00 p.m.:

MEMBERS 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	MEMBERS ABSENT: None
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On motion of Supervisor Emert, seconded by Supervisor Cooper-Jones, and carried 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
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WHEREAS, the County of Prince Edward, Virginia, a political subdivision of the Commonwealth of Virginia, has a credit card account with Bank of America; and

WHEREAS, the Board of Supervisors of the County of Prince Edward, as the governing body, has the authority to designate the management of the financial accounts of the County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince Edward hereby immediately directs Bank of America to remove any existing account management contacts on the account and authorizes the addition following representatives of the County of Prince Edward as managers of the account: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Crystal L. Baker, Accounts Payable Manager; and

BE IT FURTHER RESOLVED, that the Board of Supervisors of the County of Prince Edward hereby authorizes the Board Chair and Board Vice Chair to execute any documents needed to transition the management of said account.

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 12th day of January, 2021.

**A RESOLUTION OF THE
BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA
MANAGEMENT OF COUNTY FINANCIAL ACCOUNTS**

At a regular meeting of the Board of Supervisors of the County of Prince Edward, Virginia, held at the Prince Edward County Courthouse, Board of Supervisors Room, Tuesday, January 12, 2021, at 7:00 p.m.:

MEMBERS 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	MEMBERS ABSENT: None
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On motion of Supervisor Emert, seconded by Supervisor Cooper-Jones, and carried 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
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WHEREAS, the County of Prince Edward, Virginia, a political subdivision of the Commonwealth of Virginia, has various accounts that require management by staff in the County Administrator's Office; and

WHEREAS, the Board of Supervisors of the County of Prince Edward, as the governing body, has the authority to designate the management of the financial and operational accounts of the County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince Edward hereby authorizes the addition of the following representatives of the County of Prince Edward as managers of County accounts: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Crystal L. Baker, Accounts Payable Manager; and

BE IT FURTHER RESOLVED, that the Board of Supervisors of the County of Prince Edward hereby authorizes the Board Chair and Board Vice Chair to execute any documents needed to transition the management of an account.

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 12th day of January, 2021.

In Re: Qualified Zone Academy Bond Pay-Off

Back in 2005, the Prince Edward County Public Schools were awarded an opportunity for \$1,116,857 in interest-free Qualified Zone Academy Bonds (QZAB). The QZAB initiative was a federal program that allowed lending institutions and schools to form a mutually beneficial partnership to support education. The QZAB bonds could be used for: rehabilitating or repairing eligible public school facilities, providing equipment, developing course materials for education, or training teachers and other school personnel. See the attached excerpt from the 2005 minutes for the complete listing of items/projects.

The QZAB program allowed a bank or other lending institution to purchase a special no-interest bond on behalf of a school. The lending institution then claimed the interest they would have earned on that loan as a federal tax credit. In order to determine individual awards for school divisions, all Virginia divisions were rank-ordered from the highest percent of students eligible for free lunch to the lowest. The calendar year 2005 awards were distributed to the first seven school divisions on this list, using October 2004 free lunch eligibility data. The allocation methodology was intended to award a QZAB allocation of at least \$1.0 million to each school division. The amount of Prince Edward's share of the 2005 allocation was \$1,116,857. The 2005 QZAB has now been paid in full and Bank of America is holding the \$1,116,857. However, after consulting with Davenport & Company, Robinson Farmer Cox and Mary Earhart, staff has learned that changes to banking regulations now require that these funds be transferred back to the County and then returned to Bank of America in order to fully closeout this borrowing. In order for these transactions to take place, the Board will have to authorize a public hearing to amend the FY 21 County Budget by the amount of \$1,116,857 and then appropriate the funds.

Per section 15.2-2507 of the Code of Virginia a 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 fund's totals approximately \$65 million, which means we will exceed the one percent threshold.

Mrs. Puckett said the Schools may have received additional federal funding in excess of \$3.1 million, and to enable the Schools to spend that money, because it was not budgeted, and would also trigger

the requirement for a public hearing. She recommended an amendment to the motion to include this appropriation, if needed.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to authorize advertisement of a public hearing on the proposed amendment to the FY21 County Budget totaling \$1,116,857 for the closeout of the Prince Edward County Public School 2005 Qualified Zone Academy Bond, and for the appropriation of the additional federal funding of \$3.1 million, if requested by the Prince Edward County Schools; 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: Animal Control Truck

At the beginning of FY 21, with the uncertainty of the financial impact of the pandemic, the Board froze capital expenditures and required Board approval prior to releasing funds for budgeted items. The County Animal Control budget contains \$35,000 for a new truck.

At present, Animal Control is operating with one vehicle, as the second truck was transferred to the landfill pending repairs to the Solid Waste truck fleet.

With our new Deputy Animal Control Officer hired, Chief Animal Control Officer Chris Riviere is requesting authorization to start the procurement for the second animal control truck that is properly equipped for the operational requirements of animal control.

Supervisor Townsend made a motion, seconded by Supervisor Gilliam, to approve the request to release the \$35,000 in the County Animal Control department budget for the purchase of a new animal control truck; 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: FY 21 Budget Amendments

Hampden-Sydney College Police Department Communications Grant – Last summer, the County agreed to serve as the fiscal agent for a State Emergency Management Grant for Hampden-Sydney Police Department to facilitate their access to grant funds for communication equipment. The Commonwealth Regional Council (CRC) wrote and administered the grant. The state is now requiring that the County write the check to pay for the equipment. The County will be reimbursed 100% by the state, but this is an unbudgeted item.

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	24040	0002	Emergency Services Grants		\$34,304.12
4 (Exp)	100	32500	5026	HSPD VDEM Grant	\$34,304.12	

Chairman Emert made a motion, seconded by Supervisor Cooper-Jones, to approve the proposed FY 21 Budget Amendment and appropriate funds as outlined above; 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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Pre-Audit Services – Additional time was required for Mary K. Earhart, PLLC to complete the needed “pre-audit services” for the County’s FY 20 Audit. Their work also enables the County to meet the audit requirements for the Statement of Auditing Standards 115 (SAS 115).

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$14,000
4 (Exp)	100	12240	3120	Accounting Services	\$14,000	

Supervisor Townsend made a motion, seconded by Chairman Emert, to approve the proposed FY

21 Budget Amendment and appropriate funds as outlined above; 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

Sandy River Reservoir Permit - As the Board is aware, the schedule for the development of the County's application for the renewal of our withdrawal permit for the Sandy River Reservoir has been amended to provide for additional up-front work to be completed prior to the submittal of the application to DEQ. The Board initially appropriated \$75,000 in October for Professional Services for Timmons. Additional funds will be necessary to complete the permit application process.

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	\$100,000	

Supervisor Cooper-Jones made a motion, seconded by Supervisor Pride, to approve the proposed

FY 21 Budget Amendment and appropriate funds as outlined above; 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

Tourism Grant – County Tourism has been awarded additional grant funds through the Virginia Tourism Corporation. To enable the implementation of the grant project, an appropriation of the funds is required.

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	24040	0103	VA Tourism Grants		\$10,000
4 (Exp)	100	81600	5894	VTC Eat Play Stay Grant	\$10,000	

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the proposed FY 21 Budget Amendment and appropriate funds as outlined above; 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: Treasurer's Office Update

Mr. Stanley, filling in for the Treasurer, stated the following training has been initiated and is ongoing:

- Ins and Outs of the General Ledger, How to Read It In Depth
- When to do a Journal Entry vs. a Department Master to address the General Ledger
- Making a Journal Entry
- Monthly Check Off List for Reconcilements
 - How to Balance Taxes and Report Collection Rates, Reports to Use
 - How to Research and Reconcile Monthly Trial Balance
- Monthly Interfund Transfers of Cash
- Run a variety of reports to use for research and reconciliation
- Credit Card Fee Reconciliation

The following has been accomplished for FY 2021:

- Journal Entry Notebook for ALL Journal Entries in numerical order (Recommended by recent audit team)
- All interfund transfers between School/Cafeteria/General Fund up to date through 12/31/2020
- A template created for Board Reporting for Tax Collections. First report in Board packet 1/12/21
- Protocol written for Credit Card Fee Monthly Reconciliation
- Protocol written for Non-Judicial Land Sale Reporting and Fund Set Up

Mr. Stanley presented the following tax collection report:

Tax Type	Year	Charges	\$ O/S	% Collected	Date
Real Estate	2015	7,218,082.66	11,589.99	99.80%	12.31.2020
	2016	7,567,156.03	21,073.83	99.70%	12.31.2020
	2017	7,646,214.16	33,056.21	99.6%	12.31.2020
	2018	7,771,217.67	78,845.20	99.00%	12.31.2020
	2019	7,999,341.55	222,741.78	97.20%	12.31.2020
	2020	7,983,434.35	656,892.64	91.80%	12.31.2020

Tax Type	Year	Charges	\$ O/S	% Collected	Date
Personal Property	2015	6,243,133.41	127,542.17	98.00%	12.31.2020
	2016	6,711,969.62	179,027.55	97.30%	12.31.2020
	2017	6,916,688.14	206,687.41	97.00%	12.31.2020
	2018	7,029,757.40	241,338.93	96.60%	12.31.2020
	2019	8,107,354.26	530,018.33	93.50%	12.31.2020
	2020	8,081,888.39	1,471,901.50	81.80%	12.31.2020

In Re: Board of Equalization

Mrs. Puckett said the County's Board of Equalization has completed their statutorily required training through the Virginia Department of Taxation on December 29, and will hold their organizational meeting on January 22. At that meeting, hearing dates will be set and then subsequently advertised so that citizens may file appeals.

The County's Board of Equalization comprises Russell Dove, Jimmy Garnett, Marshall Thackston, Bob Timmons and Cheryl Whirley.

Operationally, there are two additional items for the Board of Supervisors to act on related to the Board of Equalizations:

1. Compensation - The Code of Virginia provides that every board of equalization shall receive compensation, for time actually engaged in the duties of the board, to be fixed by the governing body of the county. Staff has researched surrounding counties and it appears that the going rate for compensation is between \$80-\$100 per day and \$40-\$50 per half-day.
2. Legal Assistance - Should the Board of Equalization require legal assistance, the Board will wish to consider: (a) authorizing the County Attorney to provide such assistance, or (b) the governing body may employ an attorney to advise the board. Historically, the Board has not

required a lot of legal assistance, but should a question arise, they may need to consult with an attorney.

Following some discussion, Chairman Emert made a motion, seconded by Supervisor Townsend, to set compensation for the Board of Equalization members at \$100 per full day and \$50 per half day; 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

Supervisor Townsend made a motion, seconded by Supervisor Pride, to appropriate \$5,000 to the BOE budget line item as shown below:

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$5,000
4 (Exp)	100	12320	3200	BOE Compensation	\$5,000	

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

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve having the County Attorney serve as legal counsel to the Board of Equalization, as needed; 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: Piedmont Court Services Pretrial Grant

Mr. Donald Williamson, Piedmont Court Services (PCS) Director, reported PCS has received Pretrial grant funding for the period of January 1, 2021 through June 30, 2021 in the amount of \$80,926. He has submitted a request to utilize \$80,926 to provide salary for a senior Pretrial Officer and Pretrial Investigator, a 10% raise for the Director and Office Manager positions, as well as to cover other costs including travel, mileage, and equipment for the office. The justification for the salary increase is the additional workload for both the Executive Director and Office Manager with the additional staff.

Mr. Stanley said there is no cost to the County; he added the positions are most impacted by the workload and the additional positions in the office.

Supervisor Townsend and Supervisor Cooper-Jones questioned the amounts requested for the salary increases. Discussion followed.

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to accept the grant funds, appropriate \$80,926 to the Piedmont Court Services budget as shown below. The motion included a request that PCS return to the Board of Supervisors for further discussion on the recommended salary increases at its next meeting.

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	741	24040	0022	CCCA/PSA Grant		\$ 80,926
4 (Exp)	741	97005	5510	Travel – Mileage	\$ 724	
4 (Exp)	741	97005	5530	Subsistence & Lodging	\$ 224	
4 (Exp)	741	97005	8202	Furniture, Fixtures & Equipment	\$12,726	
4 (Exp)	741	97005	6040	ADP Equipment	\$ 809	
4 (Exp)	741	97005	6001	Office Supplies	\$ 510	
4 (Exp)	741	97005	3500	Printing & Binding	\$ 50	
4 (Exp)	741	97005	3199	Purchase of Services	\$ 1,087	
4 (Exp)	741	97005	5210	Postal Services	\$ 266	
4 (Exp)	741	97005	5230	Telecommunications	\$ 600	
4 (Exp)	741	97005	5306	Bonding	\$ 47	
4 (Exp)	741	97005	3600	Advertising	\$ 370	
4 (Exp)	741	97005	5110	Utilities	\$ 600	
4 (Exp)	741	97005	3310	Repairs & Maintenance	\$ 200	
4 (Exp)	741	97005	5540	Convention & Education	\$ 327	

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: Human Resources Report

Amendment to Personnel Policy for Sheriff's Office Leave Accrual: Cheryl Stimpson, Human Resources, stated information was gathered to compare with the Counties of Nottoway, Amelia, Cumberland, Charlotte, Appomattox, Buckingham, Warren, Mecklenburg, Dinwiddie, Campbell, and the City of Lynchburg, leave accruals for law enforcement officers are the same as leave accrual for other county employees in the different localities. The difference appears to be the definition of the standard work week for law enforcement workers.

Supervisor Townsend asked about the current FSLA work week. Sheriff Epps said that it varies. Discussion followed.

Chairman Emert requested the Personnel Committee meet to prepare a policy amendment equitable to all, to bring to the Board at the February meeting.

Year-End Leave Accrual in Sheriff's Office: Mrs. Stimpson said that at its December 8, 2020 meeting, the Board authorized pay-out of the leave balances for the Sheriff's Department once the final totals were known and to bring the information to the Board for appropriation.

Supervisor Townsend made a motion, seconded by Supervisor Gilliam, to amend the FY 21 Budget and appropriate funds for the payout of accrued annual leave and comp time, as follows:

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$16,254.06
4 (Exp)	100	31200	1100	PECSO Salaries & Wages	\$16,254.06	

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	

Status of Open Positions: Mrs. Stimpson reported one application has been received for the Economic Development/Grants/Tourism position; two applications have been received for the Part-Time Associate; and no applications have been received for the Director of Finance or Machine Operator positions at this time.

In Re: Emergency Management Update

Mr. Trey Pyle presented the Board Briefing #17; he reported 28 outbreaks in the Piedmont Health District, with 12 in correctional facilities, 11 in long-term care facilities, and three in health care facilities. He said colleges and universities have leveled out. He stated the COVID-19 vaccine, Group 1A, has started, and Group 1B will begin soon. He stated it is being handled in phases; the Virginia Department of Health website shows which phase each district is in. Mr. Pyle added the percent of positivity in this area is 16.4%, the highest since the start of COVID. He stated the healthcare systems in and around our area are at or near capacity.

Mr. Pyle reported the following:

- Students have returned to Fuqua Schools, Longwood University and Hampden-Sydney College.
- There is a new screening process at the entrance of the Courthouse; a name and telephone number will be required.
- Jury trials have been postponed.
- Centra Southside COVID Unit and ICU are staying at capacity; ED has been off and on diversion over the last few weeks, with extending EMS patient transfer times.
- The AFG Grant is complete; a new grant will tie in with the CARES Act Funding Grant.
- PSA Campaign has begun to promote the COVID vaccine; shirts have been delivered and a banner is to be hung at the Courthouse with the hashtag #VaccinatePrinceEdward for social media.
- Message boards will be used to inform citizens know which phase the County is in.
- Coordinating with VDH and Centra on vaccination of First Responders in Prince Edward County, and to support additional groups/phases as they open up in the Piedmont Health District.

- State has approved the LMPG-S Grant and purchased the second round of health equity and planning distribution networks in preparation for public COVID vaccines.
- Hampden-Sydney requested and have been notified of the award of approximately \$6,000

In Re: Tourism Update

Mrs. Magi Van Eps, Tourism and Visitor Center Coordinator, presented a report on new lodging facilities, new restaurants, an upcoming distillery, and #FindWhatYouLoveInFarmville. She said all of this growth is due to partnerships, because unless you have an unlimited budget, you must work together to cross-promote or dual-promote. She said one such partnership is with High Bridge Trail State Park; she said their master plan called for a Visitor Center for the Park. She stated that at some time in 2021, one will be built on Camp Paradise Road at Aspen Hill Road; she said over the years, working with the High Bridge Trail, they will continue pushing business back to the County.

Mrs. Van Eps said Prince Edward County was a charter member in Virginia Crossroads, renamed from Virginia's Retreat. She said this organization is the third oldest retail tourism marketing consortium in Virginia. There are 11 other local governments, plus Virginia State Parks and the Appomattox National Park, that are part of the region; Prince Edward County pays dues of \$4,500. She said this gives Prince Edward County access to \$63,000 a year in marketing funds. Mrs. Van Eps said the Heart of Adventure is a partnership that was founded by the Town and the County in 2006, both of which pay \$2,000 annually; the County allocated the opportunity to make the Visitor Center a certified visitor's center which allows our brochures to be in all 75 visitor centers statewide for free, which is normally a \$1,200 cost. She was able to secure \$500,000 in tourism grants, and just in the past year, Virginia Tourism Corporation offered two grant opportunities which had no cash match requirements for \$10,000 each, and two videos are in production which should be completed by the end of January. Both videos have the "#findwhatyouloveinfarmville", WanderLove and visitfarmville.com taglines. She said there are 10 roadside banners, 3' x 6', will be printed; seven of these will go to the entrances into Prince Edward County and three banners will go in the Town limits. Mrs. Van Eps said the Scavenger Hunt is a success, with over 250 packets distributed. She reported another grant recently provided \$10,000 to further promote #findwhatyouloveinfarmville campaign on

Comcast throughout the state for four to six months, and also in print and digital magazines. She then showed the two 30-second commercials.

In Re: Public Works Update

Mr. Ron Van Eps, Public Works Director, thanked the Board for allowing him to serve for the past 13 years. He reviewed progress on various projects:

- PEFYA CARES Act – kitchen equipment is in storage; the paving for the handicapped parking is done; the carpet is just about complete; two HVAC units have been replaced; the lights have been upgraded to LED; the generator is here; the transfer switch will arrive and will be done between March-June
- Security for Judge Blessing – carpeting will cost \$4,000 to be installed in late February/early March; door awning, \$2,900; changing the sally port door swing, \$2,175 (for the door) to be complete by January 22; sally port card reader, \$5,000; Courthouse roof bulge, approximately \$80,000 for demolition and completion, should begin this week and take six weeks; parking lot resurfacing and repainting once the roof is complete.

Mr. Van Eps said Mr. Randy Cook, Buildings & Grounds Supervisor, is working on cleaning the air vents of dust; he has lined up someone to have the atrium windows cleaned, and will clean and polish the tile floors.

Mr. Van Eps reported they hope to return to the rotation of painting the offices in the Courthouse. He noted he has received quotes on air quality testing and expects the results in about a month. He said he requested a quote on cleaning the seven air handlers; more research is needed to prevent bacteria from being circulated in the building. Discussion followed.

Mr. Van Eps reported the County is down to just two landfill operators again; he said the full-time driver went out, exposed to a COVID-positive person. Mr. Van Eps reminded the Board that with his upcoming departure, they are losing a back-up driver; he recommended the hiring of a full-time driver, with Class A with tanker certification. This driver could drive three days on leachate and two days on the hook lift truck. Mr. Van Eps said the same issue occurs on the “garbage pile” with a skeleton crew running the landfill which puts the other two operators in a bind; he recommended, if the budget allows, to hire a fourth operator, with some road-building experience to “dress up” the sites. Some discussion followed.

In Re: County Administrator's Report

Mr. Stanley thanked Supervisor Townsend for his support and service as Chair, and thanked Mr. Van Eps and Mrs. Van Eps for all their work for the County; he said he sees the dedication and passion they have for this county and wished them well in their retirement.

Mr. Stanley reported that over the past week, he met with several community leaders and VGA, Piedmont Health District, and the Department of General Services. He said over the next month, he will meet with representatives from Longwood University, will be speaking to the Chamber of Commerce, VDOT regarding the interchange among other issues. He said County staff continues to monitor the COVID-19 situation and take necessary precautions. He said the roll-out of immunizations began with Group 1A on January 6, and with Group 1B on January 19; he said our Board members and staff will receive the vaccine as soon as possible. He said several offices have been impacted. He asked that all continue to wear the masks even after they receive the vaccine. He thanked Trey Pyle for creating a no-comment Prince Edward County Facebook page to keep the citizens informed.

Mr. Stanley presented the proposed budget schedule; he said he has been working with Crystal Baker on getting the budget letters sent. He reported distribution of the DSS Lease and Facility Cost Agreement.

Mr. Stanley stated the County is anticipating applications for the Finance Director position and the Economic Development/Tourism Director position; he then reported the pre-audit work has been completed. He said that Code Section 15.2-2511 of the *Code of Virginia*, effective July 1, 2019, that if a locality's audit is not completed by the statute, the locality must post a statement on its website with the information that the required audit is pending, the reasons for the delay, and the estimated completion of the audit. He said staff has posted that the required financial audit for FY19-20 is currently pending by the independent audit firm of Robinson Farmer Cox Associates, CPA, and the reason for delay is that the County has sent all of its information for the audit, the CAFR and the transmittal, to the Auditor of Public Accounts; however there has been a delay in the preparation of financial statements which has resulted in a delay for the actual completion of the audit and the preparation of the CAFR. He said the estimated date of preparation and the transmittal date to the Auditor of Accounts is no later than March 31.

Mr. Stanley then recognized Mr. Van Eps for his hard work to keep the County operations ongoing despite the continued challenges of COVID; he said Mr. Van Eps has helped every day to make sure the building is operational and clean.

Mr. Stanley stated the Prince Edward Department of Social Services (PECDSS) moved from the Courthouse into their new building located at 56 SMI Way on September 1, 2019. The cost to construct the new facility was \$4,060,125. The building is shared with STEPS, with PECDSS occupying 12,000 square feet plus an additional share of 384 square feet of common space (mechanical room). PECDSS is currently occupying 61.92% of the overall facility, plus its usage of the parking lot adjacent to the building.

At this time the County needs to update its Facility Cost Agreement Memorandum of Understanding (MOU) with PECDSS to be able to charge rent for the facility. Even though PECDSS moved in on September 1, 2019, the County will be able to retroactively collect rent back to that date.

While in the Courthouse, PECDSS was paying annual rent of \$68,724 (\$5,727 /month). Of that amount, Prince Edward County is paying approximately 40% as its local share of costs. The County provided additional support based on the depreciation and costs of the maintenance and custodial services. Through the MOU, both the County and PECDSS both acknowledge that the monthly rent does not fully reimburse the County for the PECDSS's total pro rata share of the debt service and monthly facility costs. Operations and maintenance costs detailed in the MOU beyond the amounts reimbursed subject to this MOU shall be used to claim reimbursement in the County's annual CSCAP. Please note that PECDSS is now covering their own custodial and electric costs. Prince Edward County is covering the cost of propane, maintenance costs, and supplies for the building.

The County chose to borrow funds in the 2019 bond for the Courthouse and DSS/STEPS building in a 15-year bond which will ultimately save in the amount of interest paid and allowed for a lower interest rate (2.44%) at the time. The share of annual debt service for this building is \$284,950 for FY 2020-2021 (DSS portion is responsible for 61.92%). Under normal circumstances, Mr. Stanley stated he would recommend setting the monthly lease rate to cover the debt service and annual maintenance costs over a 20-30-year loan. The Virginia Department of Social Services requires that localities be compensated for the rental space through a formula of principal and interest divided by the useful life of the building. The

agreement is for 40 years based on an estimated useful life of 40 years of the facility. Based on annual depreciation of \$62,601, interest of \$20,505.51, the annual payment would be \$83,106.51.

Mr. Stanley reviewed the MOU with Roma Morris, DSS Director, and the agency feels that it can absorb the proposed increase in rent in their budget.

Negotiations of the final details continue with the Department of General Services and the County Attorney will need to review the final version before signing.

Based on the combined rent of PECDDSS and STEPS, Inc. the County will have collected enough to pay off the building in approximately 34 years (this figure does not include annual expenses including utilities and maintenance costs but does include a 10% rent increase for STEPS each 10 years).

The lease agreement will be on the PECDDSS agenda at its January 20, 2020 agenda for consideration.

As proposed, the County would receive an annual payment that fluctuates based on the combination of depreciation (based on 40-year life), interest cost (spread over the 40-year period), and annual operating cost. Based on current allocations, the rent payments are covered as follows: County 15.5%, the State 34.5%, and Federal 50.0%.

Supervisor Townsend made a motion, seconded by Supervisor Pride, to approve the proposed Memorandum of Understanding (MOU), based on the general terms outlined, between Prince Edward County and the Prince Edward County Department of Social Services for the lease of the property located at 56 SMI Way with an effective date of September 1, 2019, and to authorize the Chairman and County Administrator to execute the MOU on behalf of the County; the motion carried:

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

In Re: Animal Warden's Report

Mr. Chris Riviere, Deputy Animal Control Officer, submitted a report for the month of December 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 December 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 December 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 December 2020, which was reviewed and ordered to be filed with the Board papers.

In Re: Commonwealth Regional Council Items of Interest

Ms. Melody Foster, Executive Director, submitted a report for the month of December 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 December 2020, which were 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 December 2020, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Cooper-Jones, seconded by Supervisor Booth, 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 9:50 p.m. until Tuesday, February 9, 2021 at 5:00 p.m. in the Board of Supervisors Room for a meeting with Jimmy Sanderson, Senior Vice President, Davenport & Company.